Document Imaging

Electronic Paperless Processing Tool

The new Document Imaging features not only allow a publisher to move towards a green, paperless environment, but it allows the users to save important documents for individual customers as well as to save marketing pieces used by your Company.

Some documents will be system-generated such as Confirmation Invoices, Verification Contracts, Proof Pages and Statements, and some documents will be scanned into the system such as Sold Contracts, Copy Sheets or Marketing/Sales Pieces.

You do not need a user license to utilize Document Imaging inside Yellow Magic; anyone can access it, including your Sales Force.

The Customer, Account Display screen makes Documents available as well as the Document's Button on Yellow Magic's Quick Launch Bar on the main Yellow Magic screen.

From either location, you will find a quick look-up by account number and list of the different document types you can review, print, email, etc.

**Alleviate all the Costly Print Outs!
Save, Store and Access
Your Documents Electronically
with Document Imaging.**

For complete details and screen shots on Document Imaging, please refer to our Visual Cookbook or the Customer User Manual located in the Magic Club Downloads.