

SedonaOffice® SedonaDocs™



SedonaDocs is the fully inclusive document management add-on module for SedonaOffice. With SedonaDocs you can take any type of electronic file (PDF, Word, Excel, TIF, GIF, etc.) and store it within the record of a Customer, Vendor, or Part. Then with a simple click, the document can be opened for viewing.

All documents stored within the SedonaDocs system are managed through the SQL Server and are secured and protected from unauthorized viewing based on the user's security level. With SedonaDocs, you have immediate access to all your customer's files and the peace of mind of knowing you'll never lose a file again!



Save Time with a Central Location

SedonaDocs gives you the ability to store documents in nearly any location you may require, whether it's the customer record at the customer, site, or system levels, or within vendors, parts, or jobs.

This online storage method reduces the time required to locate documents by maintaining them in an organized, centralized location within your SedonaOffice software. This permits multiple persons to view the same document simultaneously and improves productivity by reducing file sharing through emails or hard copies.



Manage User Access and Protect Your Assets

Know who has access, and when, by managing permissions to important documents. You can manage, monitor, and control access to document files so only individuals with the appropriate access are permitted to view document details.

Flexibility in accessing files is also key to your business. Due to technology and available devices, the world runs 24-hours a day. SedonaDocs gives permissioned personnel the ability to access documents whenever and wherever needed.

Storing your documents in a centralized location gives you secure and controlled access and reduces maintenance and unnecessary file duplication. By streamlining your business process with digital documentation, you save time and money on labor and paper costs. In addition, you can back up those documents, protecting your business from potential data breach and loss, file corruption, and disasters of any kind.

Have Flexibility with Your Documents

SedonaDocs provides you the ability to scan in multiple document types, including tiffs, gifs, and pdfs. You can also email, fax, and print any saved documents.

Having the ability to scan in documents with a variety of file formats gives you the flexibility to save documents per your business operation and customer needs. With the option to distribute these documents by a variety of contact methods, you can communicate with your personnel and customers by their preferred methods, quickly and efficiently. This means of electronic communication again saves you time and money and builds customer service goodwill with your clientele.

SedonaDocs can save Microsoft Excel® worksheets and links to other web pages. Having the ability to save Excel® worksheets in SedonaDocs is of great benefit. Storing data in SedonaDocs increases efficiency and productivity by keeping such detailed information readily available. Additionally, storing data within SedonaDocs improves the organization and maintenance of such data.

SedonaDocs isn't limited to just document files. You also have the ability to include links to other web pages, which encourages your staff to treat SedonaDocs as a single source of information, thereby maintaining their focus within the module and increasing productivity.

SedonaDocs gives you immediate access to customer saved files.

- Contracts
- Work Orders
- Field Service Reports
- Diagrams
- Schematics
- Letters
- Correspondence
- Directions
- Locations

Give your staff the ability
to access customer
information and
documents quickly and
efficiently and provide your
customers with the best
experience possible with
SedonaDocs.



Bold Group has provided award-winning, trusted business solutions for the security industry for over three decades. Our core products, stages®, Manitou®, SIMS®, SedonaOffice®, and AlarmBiller® are the leading software choices for top security companies and dealers globally. To learn how to increase profitability and efficiency for your business with our full range of alarm monitoring, Security Intelligence, and integrated financial management solutions, call us or visit our website.

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