

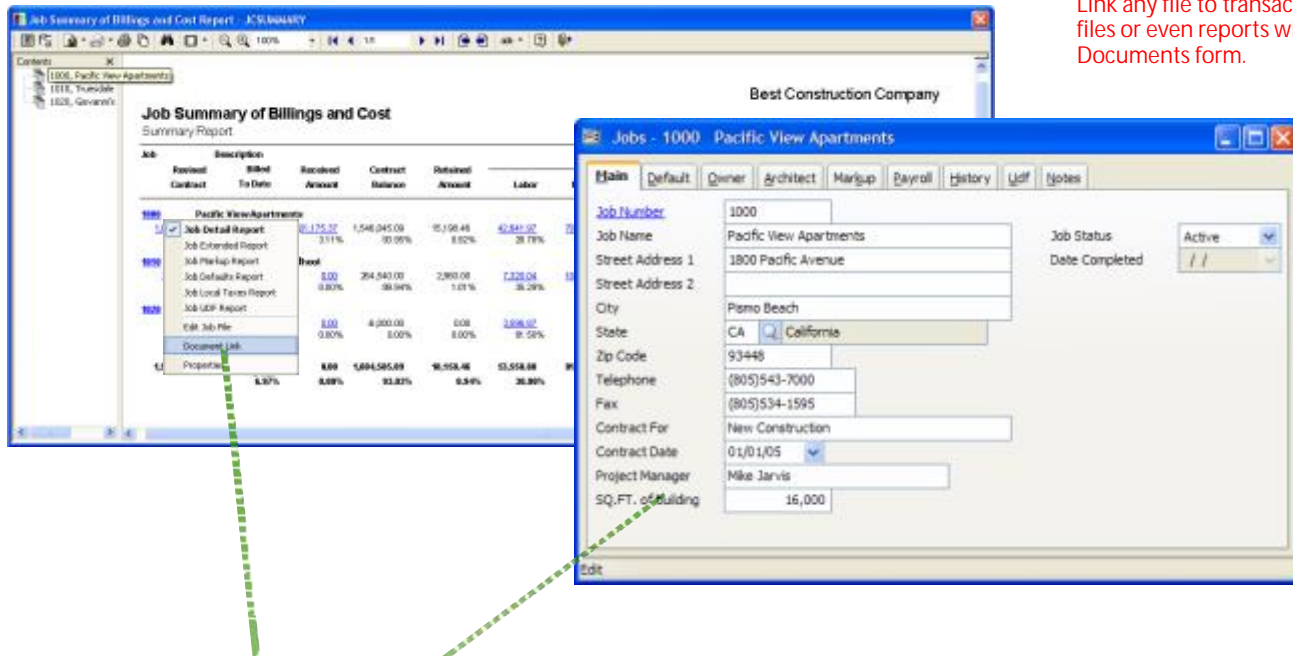


BUILDER INFORMATION SYSTEM

Document Link Module

The Document Link module is a powerful addition to BIS that allows construction offices to move rapidly into the 21st century. All resources related to your BIS transactions, master files and reports can now be linked quickly and easily, so you can centralize the place where you look for supporting information. The resources you can link is only limited by the software you have on your computer. Link blueprints and jobsite photos to your job files. Link actual accounts payable scanned invoices to your Vendor Invoices. Relate external work orders to figures on your job cost reports. You can do all this and more with Document Link. [The Document Link module helps your company to be more efficient](#) by allowing you to centralize your support files in a quick and intuitive way.

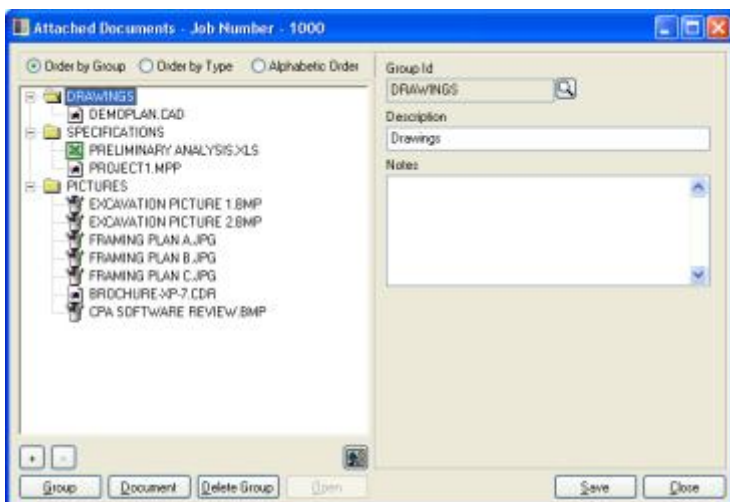
Link any file to transactions, master files or even reports with the Attached Documents form.



The Document Link module enables your office to be paperless. There are many advantages to having a paperless office. Your staff will be more efficient in finding, filing and analyzing files that relate to your BIS data. Having boxes and boxes of files that nobody can use effectively will be avoided. Document Link frees you from the management hassles associated with organizing your accounting and job related

The Document Link module makes the management and access of job documents more efficient

- Gerald Hart, Alpha Construction

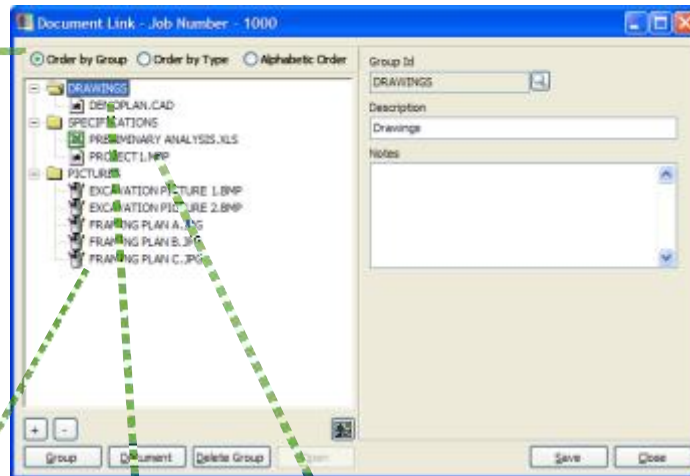


Link Any External Document To Your Data

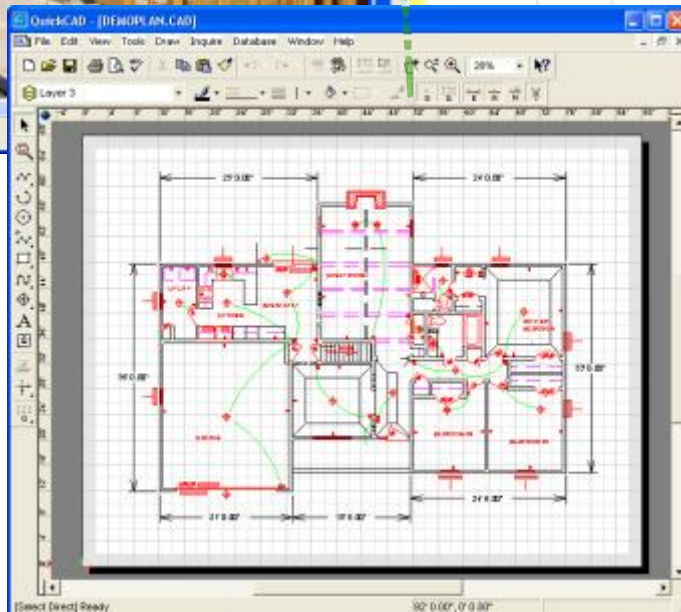
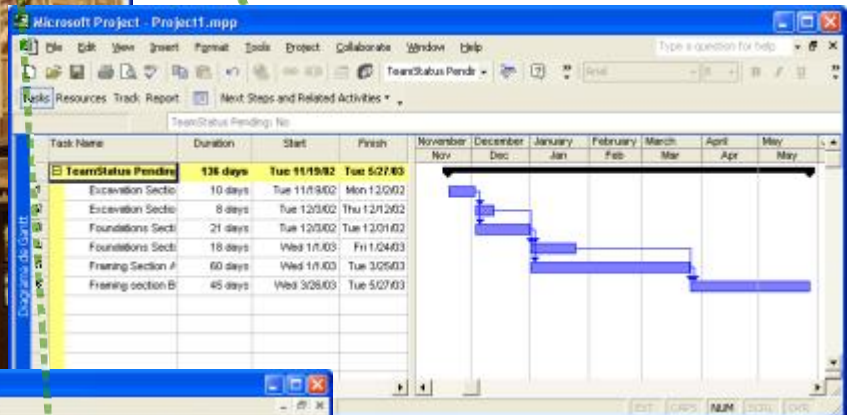
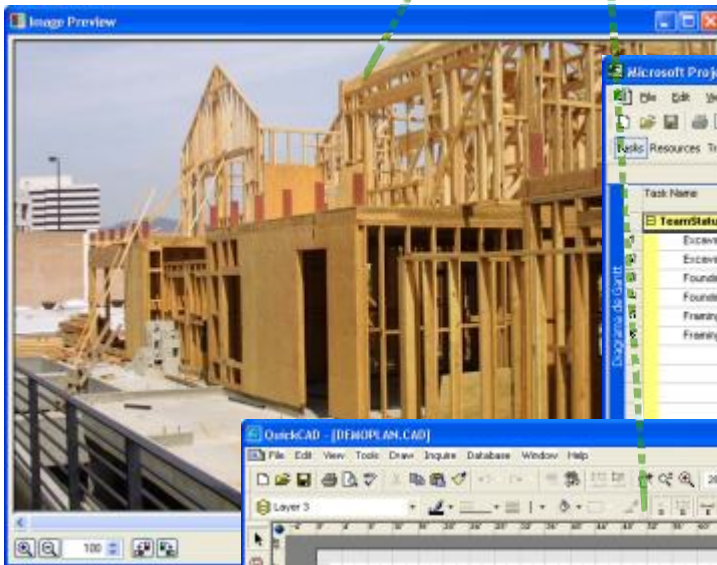
Blueprints, job site images and project schedules are just some of the documents you can link to your data in BIS. The easy to use interface lets you organize all your files into folders, alphabetically or by file type. Descriptions can be added, as well as notes, so you know exactly what information the file contains. Use the image button right from Document Link to get files from your scanner. [Linking documents is easy and intuitive.](#) Your staff can use Document Link to centralize job information,

Link a whole list of documents to a specific Job Master File.

The intuitive tree structure interface allows you to organize supporting files how you want to. Link to any file on your local or network drive. Double-click on files to open them. Any file will open as long as you have the associated software installed on your computer.



Use the paperclip icon on the toolbar to display document links for any active transaction or master file.



Link jobsite images, blueprints and schedules easily to your job records.

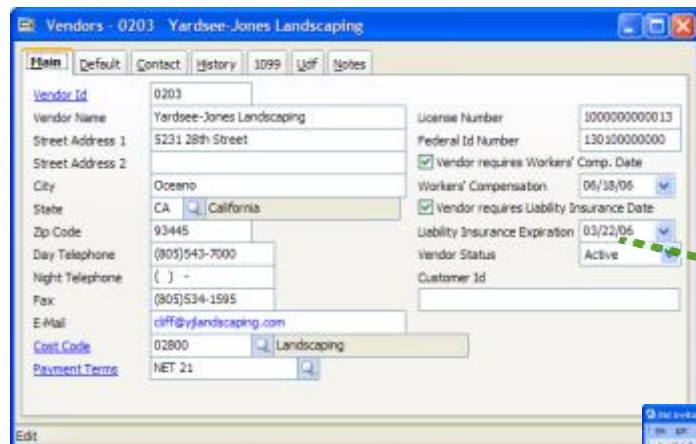
Using Document Link in Your Office

The role of the Document Link module in your office can be multi-fold. Here are a few examples of how it can be used:

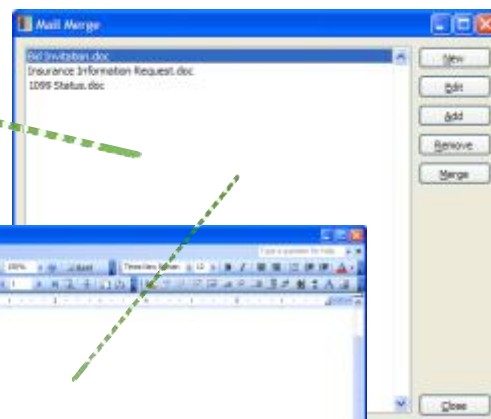
- ☒ As a job communication and management tool
- ☒ As a way to digitally support accounting entries
- ☒ As a means to link additional data to reports
- ☒ As a way to create letters for vendors, employees, customers and jobs

Create a Microsoft Word Mail Merge From BIS

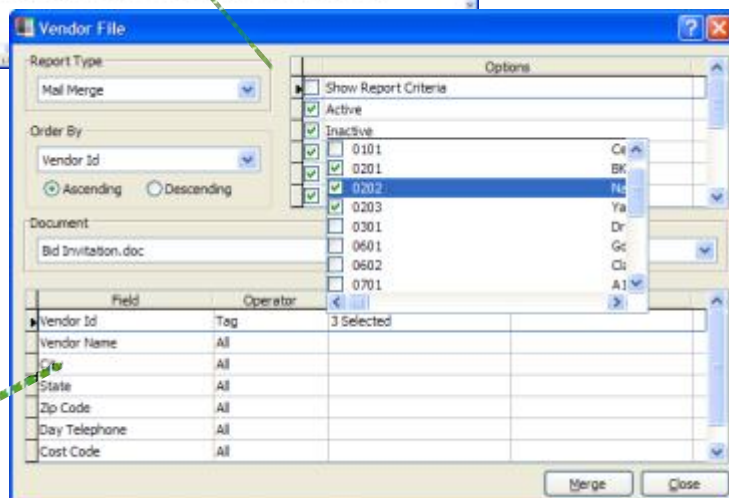
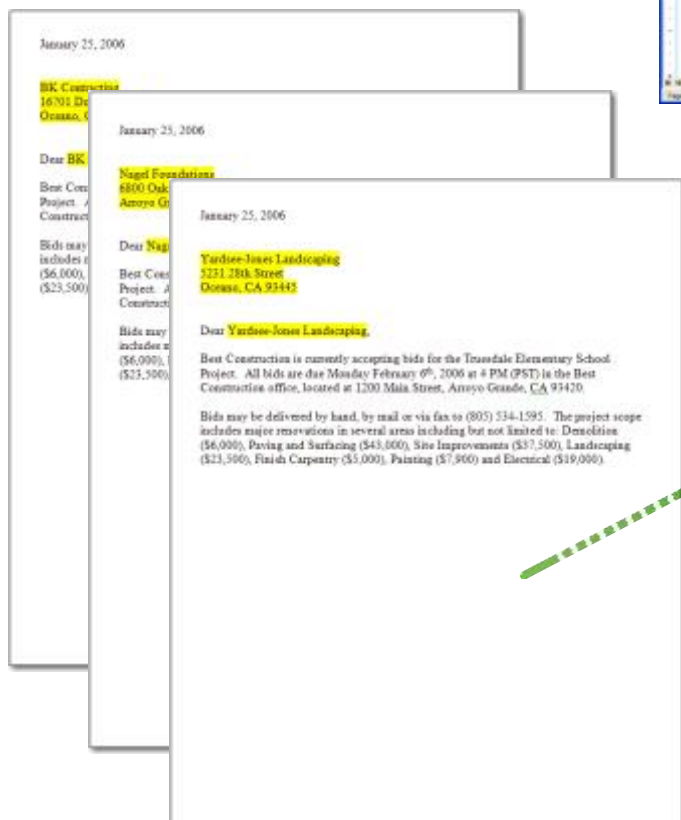
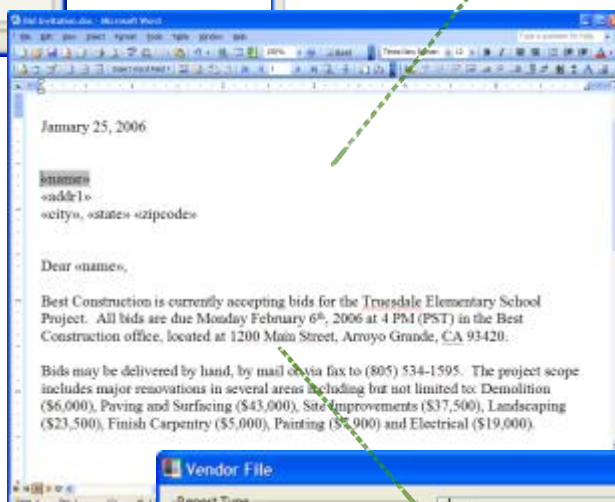
The BIS Document Link module will let you create a mail merge from within BIS. Use your existing vendor, employee, customer and job lists already stored in BIS. Document Link intelligently works with Microsoft Word to use any template you want for creating a filtered merge. This means you can create things like bid requests and employee notices specifically for the people you want to. These unique merge capabilities **can save you an enormous amount of time**. Why maintain a separate database or go through a cumbersome merging process? Document Link makes it easy to create the documents you need.



Merge your list of vendors, employees, customers or jobs with any document template you want. Even create a new template on-the-fly. Keep track of all your templates with the Mail Merge form.



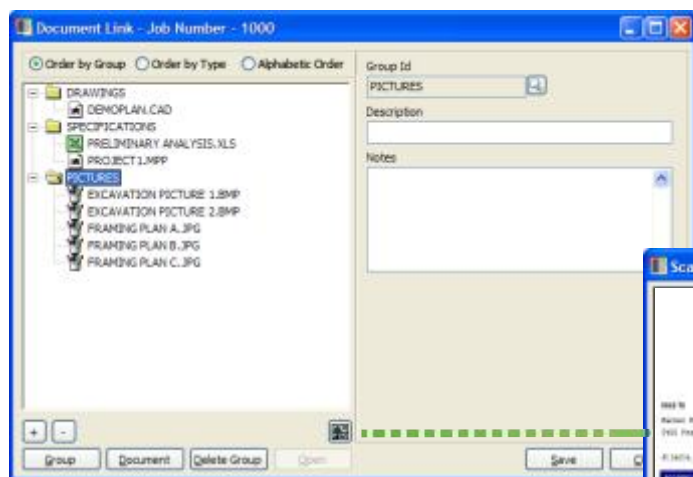
Filter the mail merge so you create only the documents you want. Target specific vendors, employees, customers or jobs easily through familiar report forms.



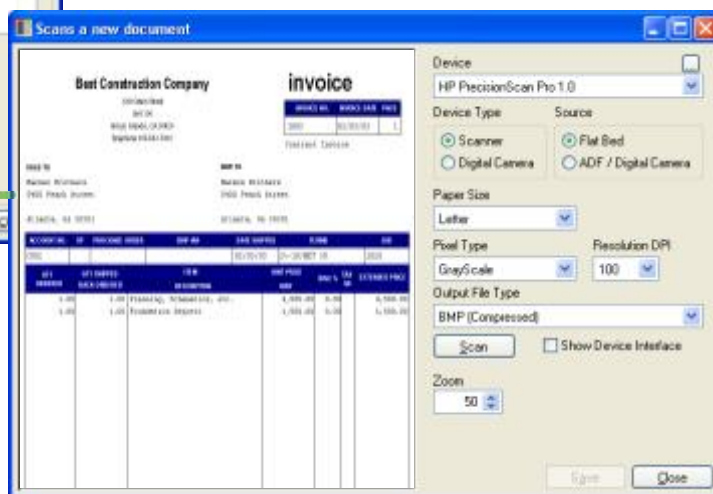
Efficiently create all the documents you need that look right the first time. It's easy with the Document Link mail merge feature.

Easily Scan Documents Right From BIS

BIS Document Link lets you capture documents easily from scanners or digital cameras. Have an invoice you want to scan or a jobsite photo you want to link? [BIS gives you a powerful tool to talk to scanners and digital cameras.](#) Never leave BIS to capture your files. BIS lets you manage all sources for digital imaging. When you scan, you have control over what format the file is created in, what the resolution is and what the image size is. BIS Document Link gives you on-the-fly ability to create resources. The digital office is made easy with Document Link.



Use the image button from the Document Link interface to add images not yet scanned or pictures from digital cameras.



Digital Input Formats

Tagged Image Format	(TIFF)
Windows Bitmap	(BMP)
CompuServe Graphics Interchange	(GIF)
Portable Network Graphics	(PNG)
Zsoft Paintbrush	(PCX)

Document Link Features

Document Link Feature

BIS Edition

Standard **Professional** **Enterprise**

Document Link Feature	Standard	Professional	Enterprise
Link Documents to Transactions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Link Documents to Master Files	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Link Documents to Reports	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Integrated Scanning/Camera Interface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Microsoft Word Mail Merge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Microsoft Map Point 2004 Integration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Item & System Level Link Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

*Virtually any type of document can be linked. Viewing the document from BIS requires that the associated software be installed on the workstation and the document type is set to open with that software. Document Link functionality, as it relates to the reporting system, will be available incrementally throughout the course of 2003. The mail merge capability will be released in 2003 as well. Call your Construction Software Specialist for details. BIS and the BIS Logo are registered trademarks of MICS, inc. Microsoft Word is property of the Microsoft Corporation. All other products are property of their respective owners.

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