

BBC Digital  
Proudly Australian

# CONSTRUCTION DOC CONNECT

Building a better workflow

Contact Us  
Today for  
A Demo

- ✓ Intelligent invoice capture
- ✓ Digital workflow
- ✓ E-Forms
- ✓ Contract management
- ✓ Compliance management
- ✓ Document management

**BBC**digital  
► Making work flow.



# Accelerate your Accounts Payable with **INTELLIGENT INVOICE CAPTURE!**

*Say goodbye to manually indexing and processing your invoices!*



## **INTELLIGENT INVOICE CAPTURE** is a better way to index invoices.

Did you know that it may cost your business at least \$30 to manually process a paper invoice and \$27 to process a pdf invoice emailed to you?\*

In addition to these expensive and time-consuming actions:

- ✓ Review of each invoice and reconciliation with its purchase order
- ✓ Manual data entry into the accounting system
- ✓ Inefficient paper based invoice approval
- ✓ Human error
- ✓ Inaccurate and missed payments
- ✓ Late payment fees
- ✓ Tedious filing and indexing invoices
- ✓ High physical storage facility cost
- ✓ Failed audits and compliance challenges

**Reduce Accounts Payable cost and headaches with **automated data capture and streamlined invoice processes!****



**AUTOMATED AI  
BASED INVOICE  
DATA EXTRACTION**



**AUTOMATIC 2 OR 3  
WAY MATCHING OF  
INVOICE AND PO**



**DIGITAL INVOICE  
APPROVAL  
WORKFLOWS**



**FLEXIBLE CLOUD  
STORAGE**



**SMARTPHONE  
CAPABILITIES**



**IMPROVE ACCURACY  
AND SPEED**



**BOOST EMPLOYEE  
PRODUCTIVITY**



**INCREASE EFFICIENCY**

## **Efficiency GUARANTEED**

Save time, increase accuracy, and free up your employees' time for more engaging tasks. Interact with your accounts payable tasks anywhere, anytime on any device.

*\*Australian Taxation Office Fact 2020*

Touchless Integration with your existing Job Estimation and Accounting software.



# Standardise, automate and improve operations with **DIGITAL WORKFLOW!**

Automate any business process for expedited approval and full traceability. You will always know where your documents are in the process.

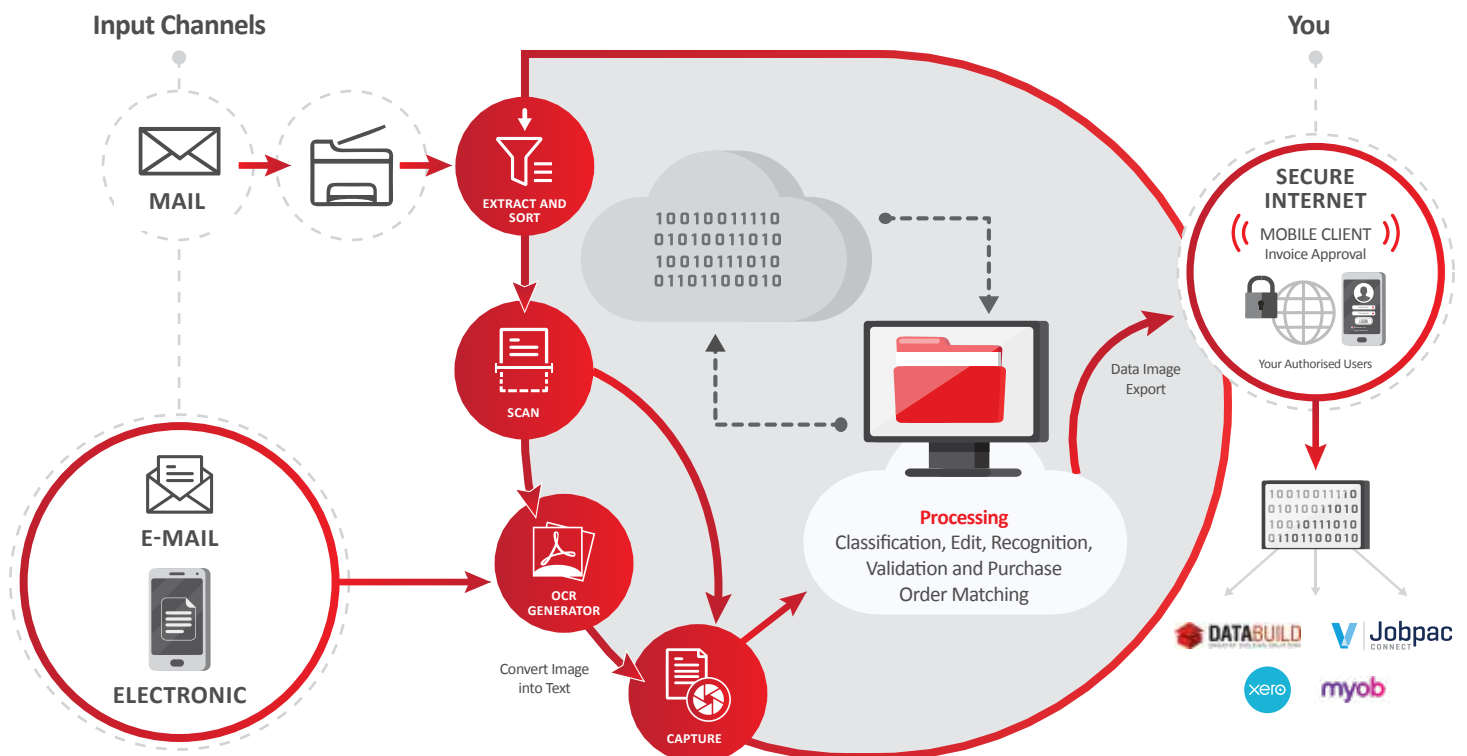
Let the workflow engine follow up on tasks for you.

- ✓ Accounts Payable approval
- ✓ Purchase order request
- ✓ Sales enquiry
- ✓ Contract management PleaseSign
- ✓ Compliance management
- ✓ HR Onboarding



## How it works

### *Automatic Accounts Payable*



Satisfied Customers







# Secure, contactless check-in for your visitors and contractors with **E-FORMS!**

## WHY USE Therefore™ E-FORMS?

Forms can be used to streamline many business processes, adapt dynamically to users' responses, and be integrated into websites. E-forms provide an easy, secure way to gather information from inside your company or from external parties. Your co-workers can access forms from within the Therefore™ Navigator, or you can embed the forms on a website.



### *Therefore™ E-Form Highlights*

- ✓ **Create forms with web-based designer** - no coding!
- ✓ **View, download and fill out forms** on various devices!
- ✓ **Validate the input to ensure it is entered correctly.**
- ✓ **Applicants can upload documents** with their application.
- ✓ **Preview** a form while creating it, prior to publishing.
- ✓ Quickly and securely **embed E-Forms within any website.**
- ✓ **Export to PDF** - send or store the form in PDF format.

Satisfied Customers



# A safe and user-friendly document management and **AUTOMATION SOLUTION!**

*Save time on contract drafting, management and review*

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## CONTRACT MANAGEMENT

Contract management is a rapidly-growing industry supported by significant demand from in-house legal, procurement, and sales teams. They require effective solutions that help streamline everyday contracting processes to alleviate workloads, reduce turnaround times, and manage business risk.

- ✓ Single digital contract repository
- ✓ Workflow and approvals
- ✓ Automatic alerts for renewals
- ✓ E-signature
- ✓ Time-saving address book
- ✓ Document audit trail



## COMPLIANCE MANAGEMENT

*Make quicker, more informed decisions with integrated risk management tools.*

- ✓ By archiving documents electronically, firms can cut photocopying and storage costs, and decrease errors related to manual indexing.
- ✓ Workflows automatically route documents to the managing partner for approval. Tasks that aren't processed in time can be escalated to a managing partner, and associates can be reminded of impending due dates with automatic email reminders.
- ✓ Archived documents can be found, read, and processed on the go using the **Therefore™** Mobile App.
- ✓ Securely store all documents, maintain compliancy standards, and delete documents once the legally mandated time period for storage has expired.

## HR ONBOARDING

**Therefore™** enables you to manage information as an asset, automate and optimize processes, and gather key analytics, leading to greater efficiency, better compliance, and informed decision making.

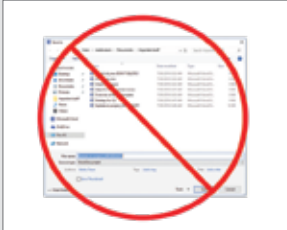
- ✓ Reduces the amount of time HR teams and leaders spend securing the best candidates, freeing up time and immersing new starters into their team, faster.
- ✓ Enables teams to automate the repetitive and tedious manual creation of job offers and provisioning tasks to onboard new employees.
- ✓ Powerful & flexible offer workflows
- ✓ Speed up offer creation with custom workflows that enable you to manage complex contracts, policies, tasks, and back office processing for onboarding.

Satisfied Customers



# SMART, SIMPLE AND COST EFFECTIVE

## Key Benefits of workflow automation



### Secure, Central Repository

Store your documents in a secure, central repository, regardless of the source or format. Offsite storage provides immediate disaster recovery benefits.



### Version Control

Track changes to documents with automatic version control. Since only one person can edit a document at a time by "checking it out", there's no confusion over which is the updated version. You can also go back and view past versions, which are date and time stamped with the name of the user who made the edits.



### Structured Index Fields

Make saving and finding information a breeze. Say goodbye to spending hours, even days, trying to decipher your colleagues naming conventions.



### Automatic Linking

Records are automatically linked to gain traceability and help improve organisation.



### Full Text Search

Retrieve your files in seconds using full text search or index data. The multiple format Therefore™ viewer allows you to view over 400 different types, even if you don't have the correct application to open it.



### Analytics

Keep an eye on the performance of your business with reporting and real-time analytics. Manage, measure and improve processes by tracking them. With the built-in Business Analytics feature, you can see where bottlenecks occur in the processes you automated and take the appropriate actions to resolve issues.

# BUILD A BETTER FUTURE!

## GET IN TOUCH



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