

## DocStore: Simplify, Store, and Secure Your Business Documents

A powerful, fully integrated module that enables you to store, access, and manage all your business documents and photographs directly within Gold.

Reduce paper handling, eliminate misplaced files, and streamline your document approval and payment processes — all in one secure system.



### Key Benefits



#### Centralised and Secure Storage

Automatically store emails, attachments, scanned documents, and business files in one secure location with a dedicated server and backup system for peace of mind.



#### Save Time with Automation

Document rules can automatically file incoming documents by sender, subject line, or document type - no manual sorting required.



#### Go Paperless

Easily scan paper documents including supplier invoices, delivery notes and more using a networked scanner and send them directly to DocStore.



#### Smarter Invoice Processing

When supported manufacturers provide electronic invoices, Gold automatically stores and matches them with the relevant purchase orders - reducing manual entry and improving accuracy.



#### Integrated Photo Management

Store and manage Wholegood and Workshop Job photos directly within Gold - an essential feature that keeps all images securely connected to their Digital Job Cards.

## Key Features



### Fast Batch Processing

Scan and email multiple documents at once. The built-in Document Analyser allows you to separate attachments and control the correct area to file them in.



### Multi-Format Support

Work with a wide range of file types, including Word, Excel, PDF, HTML, CSV, and image files. View, print, or email them directly from GoldView.



### Version Control

Keep track of every update - the system automatically maintains version numbers each time a document is saved.



### GoldView Interface

View documents with intuitive navigation, thumbnail previews and quick access buttons to print, save or email files.



### Integrated Document Tabs

Access all related documents directly within your Gold enquiry and transaction screens - no need to search elsewhere.



### Outgoing Document Storage

Automatically store customer statements, invoices, and other outbound communications for complete record keeping.

## From Contracts to Claims – Store It All in Gold

DocStore can securely store and organise a wide range of business files, including:

- ✓ Bank statements and account documents
- ✓ Parts information and linked cash data sheets
- ✓ Planned maintenance and hire contracts
- ✓ Supplier contracts and correspondence
- ✓ Warranty claims and supporting documents
- ✓ WG purchase invoices
- ✓ WG pictures, V5 documents, and WG information
- ✓ Workshop photos and job cards

Contact your Account Manager for More Information