

# ePaperlessOffice

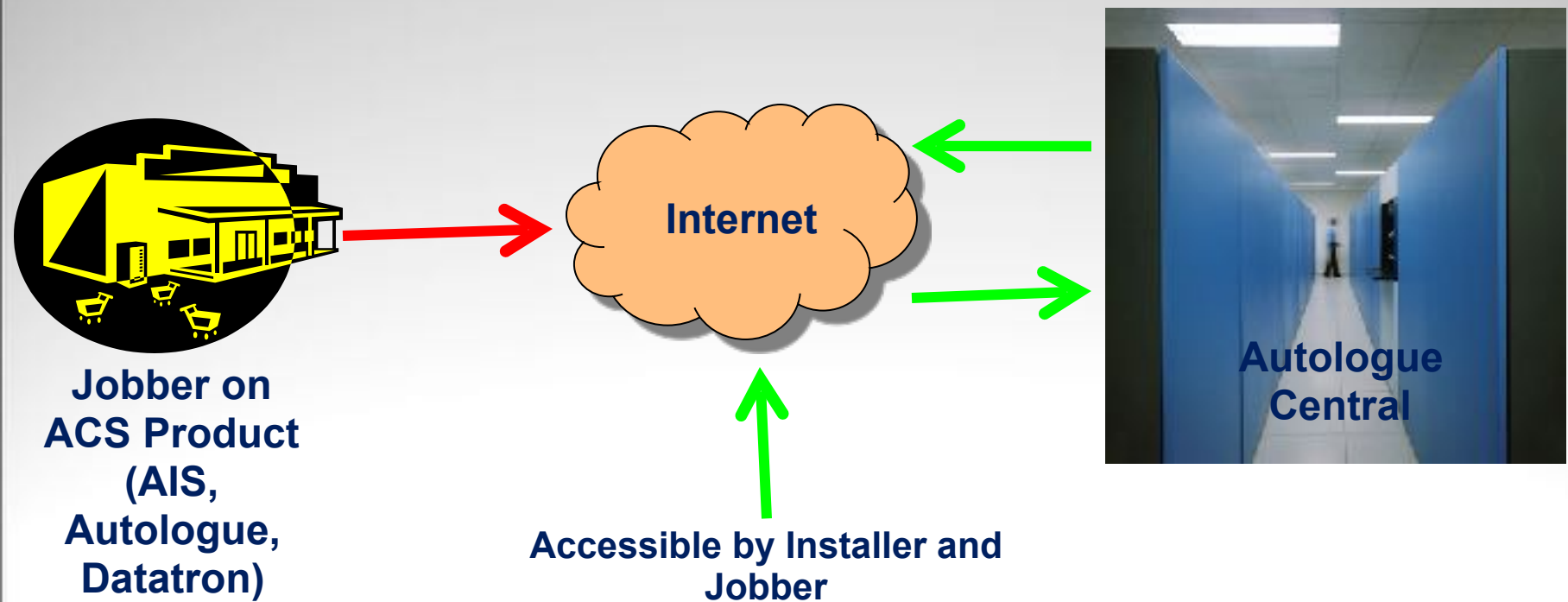
Setup, Use & Marketing

# Benefits of ePaperlessOffice

- Increase productivity of office personnel
- Reduce or eliminate filing
- Reduced postage and stationery costs
- Reduce phone calls to your staff concerning invoices
- Get statements to customers in a more timely fashion
- Access specific information on invoices, by searching
- Have information concerning balances, payments, returns at your fingertips
- Promote sales, company events and other pertinent information via email
- Maintain closer contact with Installer customers
- Another dimension of service to the Professional Installer
- Direct your Installer customers to ePartConnection

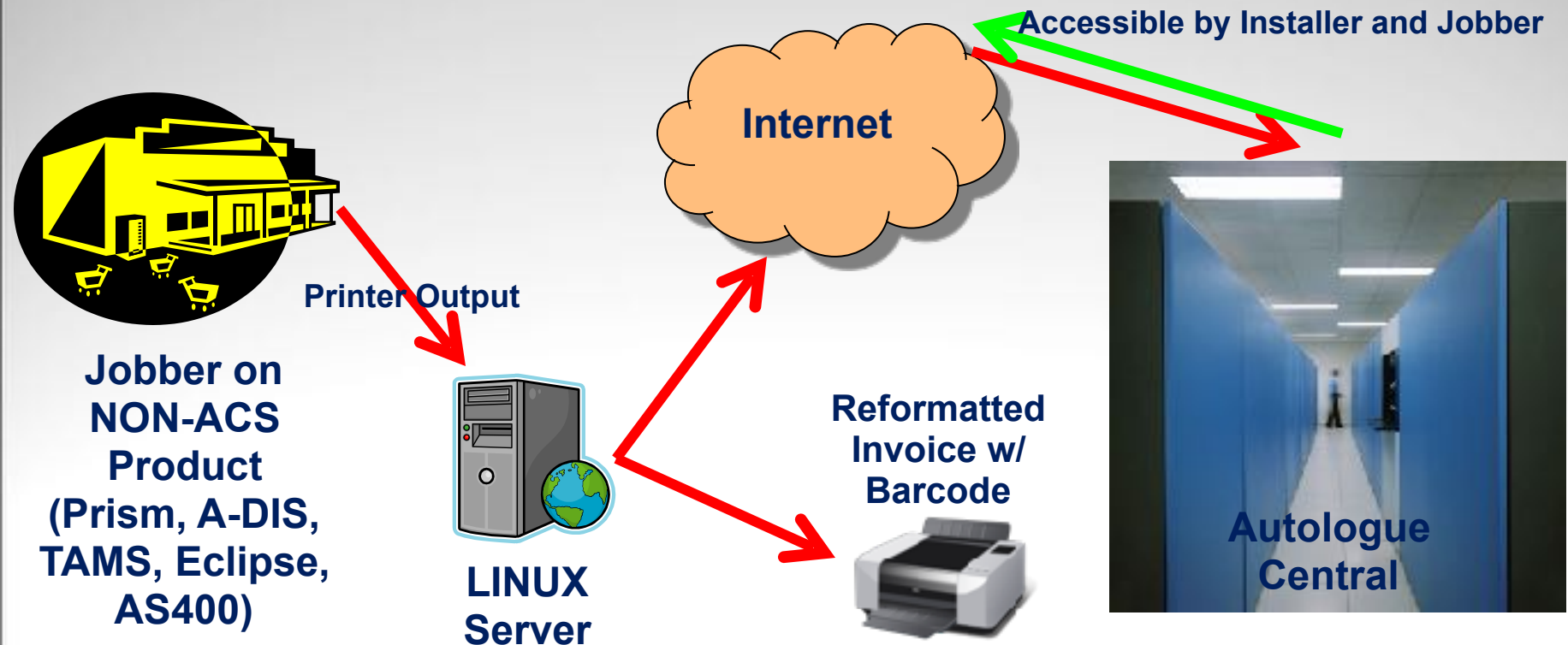
# Current Applications

- Direct upload to Autologue Central servers from Autologue products



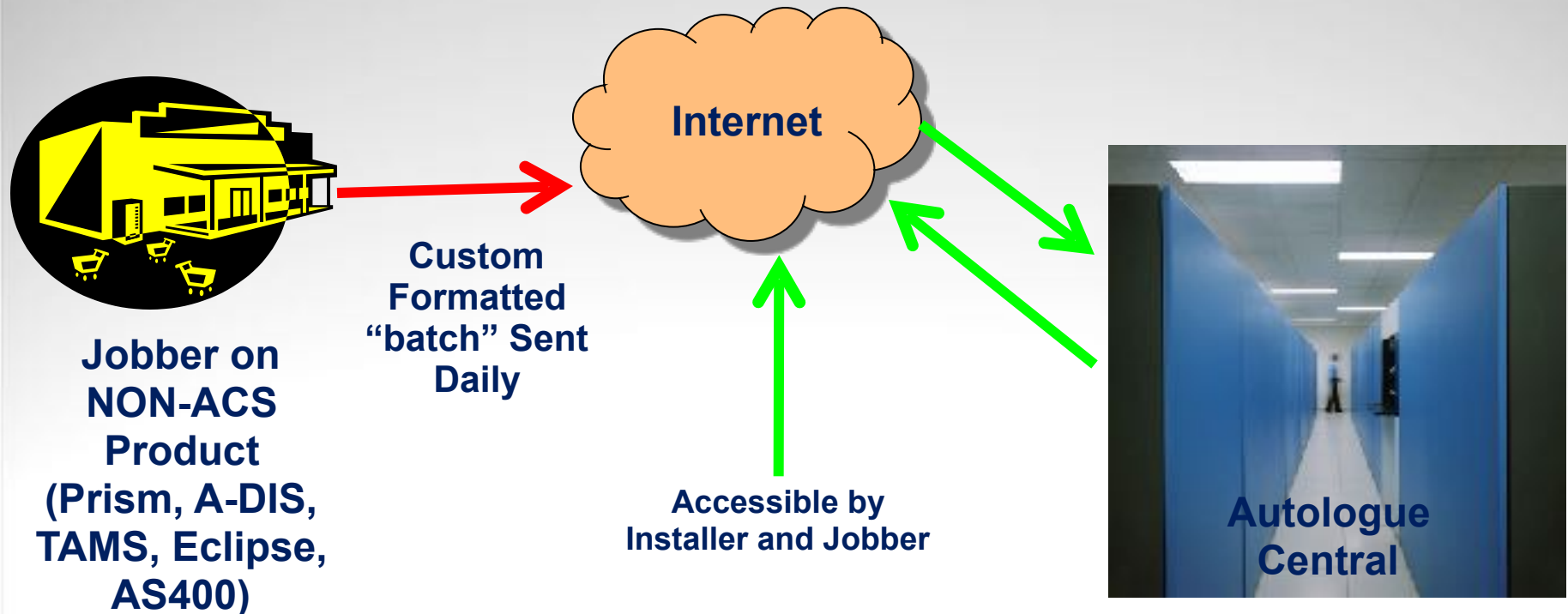
# Current Applications

- Direct upload from Autologue supplied LINUX servers, connected to ANY management system



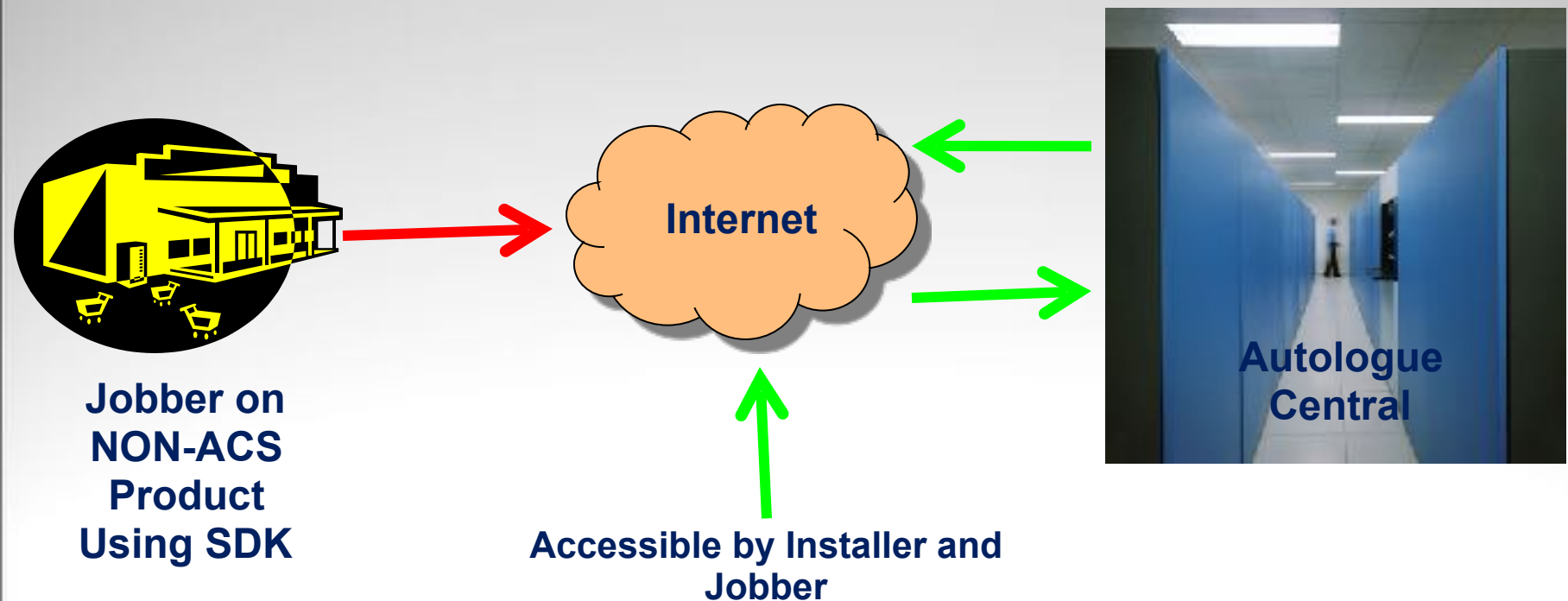
# Current Applications

- Direct upload from non-ACS systems in “batch mode” from transaction registers



# Current Applications

- Autologue supplied SDK for programming non-ACS systems for direct upload

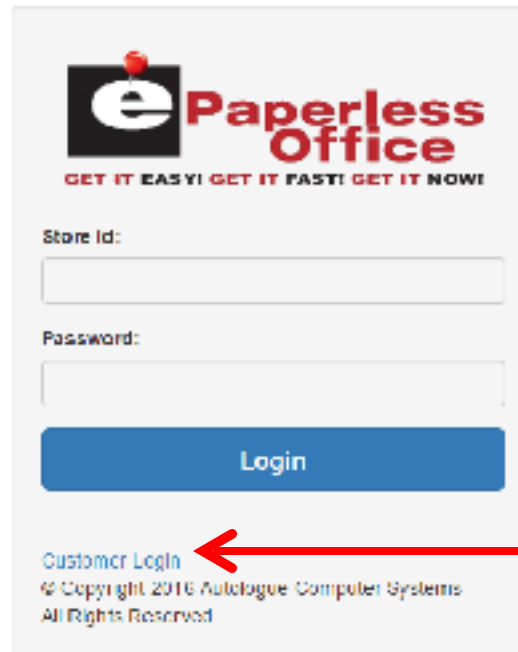


## **Current Applications**

- **Currently helping customers running on ADIS, TAMS, PRISM, JCON, EAGLE, ECLIPSE, ULTIMATE, Vision and AS400**

## Login to Jobber Page

The Jobber will log in to the ePaperlessOffice Administrative page at:  
<http://epaperlessoffice.epartconnection.com/wpLogin2.aspx>



The image shows a login form for ePaperlessOffice. At the top is the logo, which consists of a black square with a white 'e' and a red pushpin, followed by the text 'ePaperless Office' in red and black. Below the logo is the tagline 'GET IT EASY! GET IT FAST! GET IT NOW!'. The form has two input fields: 'Store Id:' and 'Password:'. Below these fields is a blue 'Login' button. At the bottom of the form, there is a link for 'Customer Login' and a copyright notice: '© Copyright 2016 Autologue Computer Systems All Rights Reserved'. A red arrow points from the 'Customer Login' link to the text below the form.

This login will direct you to the admin page for the jobber  
(Customers can also log in from this page)



# Administrative page



Autologix Auto Parts  
8432 Greenbush Avenue  
Burling Park, CA 90621  
606-722-1111

SPIN Mode  
Viewing Customer: None



Admin Options

Logout

Customer Number

Invoice Number

Screened Invoices

Flagged Customers

Making Good

Invoice Summary

Statements Report

eFax Invo Office Usage

Miscellaneous +

Customer Number

CUSTOMER NUMBER

Select

List

This is the “Main Screen” for the jobber

# Select Customer



Autoparts Auto Parts  
8462 Commonwealth Avenue  
Riverside, CA 92504  
800-722-1115

Screen Mode  
Viewing Customer: None



Admin Options

Logout

Customer Number

Invoice Number

Scanned Invoices

Flagged Customers

Missing Items

Invoice Summary

Database Report

ePaperless Office Usage

Administration

Customer Number

Customer Number:

8591

Search

Edit

You must select a customer to begin

# Customer Selected - Invoice Recall Tab

**AUTOPARTS**  
Autoparts Auto Parts  
8492 Commonwealth Avenue  
Buena Park, CA 90621  
800-722-1113

Store Mode  
Viewing Customer: 251  
ALLEN'S GARAGE

**Paperless Office**  
GET IT EARLY! GET IT ANY! GET IT NOW!

Admin Options **Invoice Recall** Statement Balance Payments #Delivery Tracking

Search By: Invoice Date 2016 Nov Search

Invoices for Nov of 2016

Date	Invoice	Type	PO	Reference	Status	Total
11/22/2016 7:20:48 AM	30000	CHARGE				\$5.00
11/23/2016 6:41:48 AM	30000	CHARGE				\$96.00

Download signed and signed invoice images

Search By: Invoice Date 2016 Nov Search

- Invoice Date
- Invoice Number
- Part Number
- Reference Number
- PO Number
- Manufacture Code
- Description (& &NIS P#s)
- Selling Price

After selecting a customer on the admin page, you may see current invoices or find invoices by any number of criteria



**Autoparts**  
6452 Commonwealth Avenue  
Beverly Hills, CA 90221  
800 722 1112

Store Mode  
Viewing Customer: 251  
ALEX'S GARAGE



[Admin Controls](#) [Invoice Recall](#) [Statements](#) [Balance](#) [Payments](#) [eDelivery Tracking](#)

[Setup](#) [Logout](#)

#### Invoice Information

Invoice #: 4338  
Date: 11/22/2016 7:25 AM  
PO #:  
Reference:  
Comments: SPS

#### Customer Information

Customer #: 251  
Location: STG2  
Salesperson: S  
Payment Method: Charge  
Delivered:

#### Bill To

ALEX GARAGE SERVICE  
6452 COMMONWEALTH AVE  
BEVERLY HILLS, CA 90221  
[714-522-5555](tel:714-522-5555)

#### Ship To

ALEX GARAGE SERVICE  
3203 N. VENTURA ST.  
ANAHEIM, CA 92801  
[714-522-5555](tel:714-522-5555)

[Email Original Invoice](#) [Email Invoice](#)

[View Original Invoice](#)

### Invoice Data

Product Line	Part Number	Description	Origin	Qty Ordered	Qty Shipped	Back Ordered	Type	Core Price	List Price	Your Price	Est. Price
LIN	<a href="#">146-88004</a>	1461011		1.00	1.00	0	SALE	0.00	6.00	5.11	5.44
DEL	1	DELIVERY		1.00	1.00	0	SALE	0.00	0.00	0.00	0.00

Total Core:  
Total Tax:  
TOTAL

\$0.00  
\$0.00  
\$5.11

#### Add a New Image to this Invoice

Label for image

Image to Upload

Clicking the Invoice number displays the data on the invoice

## Invoice Information

Invoice #: 023  
Date: 2/1/2017 12:08:00 PM  
I/O #: TESTING SERVER  
Reference  
Counterpart: AA

## Customer

Customer  
Location:  
Salesman  
Payment

Email Scanned Invoice

Email Invoice

View Scanned Invoice

Product Line	Part Number	Description	Original
FRA	GIM	FRAM FILTER	

## Scanned Image

This is an invoice message that would print out.  
That can contain up to 4 lines of information that would print out.  
First Line of Invoice Message up to 40 characters on a line!  
Fifth Line of Invoice Message up to 40 characters on a line!

Customer: JACK AND SAMS AUTOMOTIVE  
Invoice #: 023-2  
Date: 02/01/17  
Time: 12:08:00 PM  
I/O #: TESTING SERVER  
Reference: AA

QTY	LINE	PROD	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT	TAX	TOTAL	EXT
1	FRA	GIM		FRAM FILTER	0.00	0.00	0.00	0.00	0.00

STORE COPY

QTY	LINE	PROD	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT	TAX	TOTAL	EXT
1	FRA	GIM		FRAM FILTER	0.00	0.00	0.00	0.00	0.00

This is an invoice message that would print out.  
That can contain up to 4 lines of information that would print out.  
First Line of Invoice Message up to 40 characters on a line!  
Fifth Line of Invoice Message up to 40 characters on a line!

Customer: JACK AND SAMS AUTOMOTIVE  
Invoice #: 023-2  
Date: 02/01/17  
Time: 12:08:00 PM  
I/O #: TESTING SERVER  
Reference: AA

QTY	LINE	PROD	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT	TAX	TOTAL	EXT
1	FRA	GIM		FRAM FILTER	0.00	0.00	0.00	0.00	0.00

CUSTOMER COPY

QTY	LINE	PROD	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT	TAX	TOTAL	EXT
1	FRA	GIM		FRAM FILTER	0.00	0.00	0.00	0.00	0.00

## Ship To

JACK AND SAMS AUTOMOTIVE  
65 MAGNOLIA  
HELM, CA 91775

327 4784

Price	Your Price	Ext. Price
5.05	2.69	2.69
Core		\$0.00
Tax		\$0.00
		\$2.69

Click "View Scanned

the invoice

# Search For An Invoice



AutoLogue Computer Systems Inc.  
8452 Commonwealth Avenue  
Buenos Aires, CA 90621  
800-722-1113  
714-522-3885 - Fax

Store Mode  
Viewing Customer: None



[Admin Options](#) [Invoice Recd](#) [Statement](#) [Balance](#) [Payments](#) [eDelivery Tracking](#)

[Setup](#) [Logout](#)

Customer Number

Invoice Number

Sorted Invoices

Tagged Customers

Missing Bills

Invoice Summary

Statements Report

Invoice Number

INVOICE NUMBER

21692

Search



AutoLogue Computer Systems Inc.  
8452 Commonwealth Avenue  
Buenos Aires, CA 90621  
800-722-1113  
714-522-3885 - Fax

Store Mode  
Viewing Customer: None



[Admin Options](#) [Invoice Recd](#) [Statement](#) [Balance](#) [Payments](#) [eDelivery Tracking](#)

[Setup](#) [Logout](#)

[Admin Options](#) / Invoices with Number 21692

Invoices with Number 21692

Invoice Number	IT	Invoice Date	IT	Customer Number	IT	Amount	IT	Type	IT	Location	IT
21692		2006-08-10 12:18 PM		29071		1973.49		CHEQUE		1	
21200		2006-11-05 12:51 PM		6226		327.83		CHEQUE		CAT	

You can search for a specific invoice from the “Admin Options” screen, even without selecting a customer

# Show Scanned Invoices



Autolease Auto Parts  
8452 Commonwealth Avenue  
Buena Park, CA 90621  
800-722-1113

Store Mode  
Viewing Customer: 101  
ALEX'S GARAGE



[Admin Options](#) [Invoice Recall](#) [Statement](#) [Balance](#) [Payments](#) [eDelivery Tracking](#)

[Setup](#) [Logout](#)

[Customer Number](#)

[Invoice History](#)

[Scanned Invoices](#)

[Flagged Customers](#)

[Missing Scans](#)

[Invoice Summary](#)

[Statements Report](#)

[ePaperless Office Usage](#)

[Send Customer Email Now](#)

[Miscellaneous](#)

## Scanned Invoices

Customer Number

Date From

11/14/2015

Date To

11/26/2015

[Show](#)

You can search for invoices which have a signed copy attached, by customer

Admin Options

Admin Options / Scanned Invoices

Scanned Invoice(s) for Customer 252 from 1/1/2017 to 5/4/2018

aperless  
Office  
BY THE PARTY GET IT RIGHT

Setup Logout



You can attach scanned copy  
attached, by customer



## Customers



First line of invoice message up to 49 characters in a line!

\*\*\*PRINT\*\*\*

1811 N. CUMMINGS BLVD  
FULLERTON, CA 92623

```

Cpu: 250 Date: 03-15-2011
Type: 001-2 Time: 09:32:23
Type: "CHSUK"

```

ROW	TIME	FAV	MOVIE	DESCRIPTION	C-14	MOV	FAV	TOTAL	END
1	PRE	230019		AIR CONDENSED CINICAL	0.00	20.50	21.00	41.50	N
2	PRE	30010		FOUR BRILLIANT MARIJUA P	0.00	31.50	15.31	15.31	N
3	PRE	002		OLD FASH FIRM DUFF SHIR	0.00	13.00	5.00	7.00	N
4	WFF	14150		DRIVEALONG IDEAS TULANE	0.00	52.50	14.15	14.15	N
5	WFF	1535		REVELA SPARKER	21.00	31.50	15.75	36.75	N

STORE COPY

5			0.70	0.00	21.00	149.50	116.29	5.00	0.50
EXPENSES	DATE	DESCRIPTION	AMOUNT	BALANCE	CURRENT BALANCE	PREVIOUS BALANCE	PREVIOUS BALANCE	PREVIOUS BALANCE	PREVIOUS BALANCE

Page 1 of 1

Pay This Amount
116.95

Received by

[illegible]

\* = REPEAT THIS 4x

CHECK 2  
AMERICAN ZEPHYRUS  
1001 W. STANFORD AVENUE AND  
PULLERTON, CA 95861

```

Cust# 150      2510: 6/15/17
Inv#  841-3    Time:  8:02:25
Doc#          Type:  "CHARGE"
Re #


```

[illegible]

CUSTOMER COPY


**“Flagged” customers are a group that might require a printout or an email of their signed invoices at month end**

# Show Invoices Missing Scanned Copies



**AUTOPARTS**  
AUTOMOTIVE AUTO PARTS  
8452 Commonwealth Avenue  
Beverly Hills, CA 90271  
800-722-1119

MOORE MOORE  
Viewing Customer: 001  
ALL RIGHTS RESERVED



**Paperless Office**  
GET IT EASY! GET IT FAST! GET IT NOW!

Admin Options | Service Request | Statement | Balance | Payments | Delivery Tracking

Customer Number  
Invoice Number  
Scanned Invoices  
Flagged Customers  
**Missing Scans**  
Invoice Summary  
Statements Report  
ePaperless Office Usage  
Send Customers Email Now  
Miscellaneous +

### Missing Scans

Date From: 11/14/2016

Date To: 11/25/2016

☐ Hide Cash Invoices  
☐ Hide Credits

Show

**Eliminate CASH Invoices and Credits From  
"Invoices Missing Scanned Copies"  
Report**

# Show Invoices Missing Scanned Copies



Autologue Auto Parts  
8452 Commonwealth Avenue  
Riverside, CA 92504  
800-722-1112

Read More  
Viewing Customer: 251  
at FOX GARAGE



Admin Options Invoice Detail Statement Balance Payments Delivery Tracking

Setup Logout

Admin Options / Invoices Missing Scanned Copy

## Invoices Missing Scanned Copy

Invoice Number	Invoice Date	Customer Number	Amount	Type	Location	Reconcile
00001	2015-11-22 07:25 AM	251	\$5.00	CHARGE	OTR2	
00000	2015-11-22 06:41 AM	251	\$05.00	CHARGE	OTR2	

Helps identify invoices that haven't been scanned or turned in by drivers

# Show Invoices Missing Scanned Copies



Autoparts Auto Parts  
3452 Greenleaf Avenue  
Fremont Park, CA 94521  
800-722-8183

Store Mode  
Viewing Customer: 261  
All For Sale/GARAGE



Admin Options Invoice Detail Statement Balance Payments Recovery Tracking

Setup Logout

Admin Options / Invoices Missing Scanned Copy

## Invoices Missing Scanned Copy

Invoice Number	Invoice Date	Customer Number	Amount	Type	Location	Reconcile
00001	2015-11-22 07:20 AM	261	\$0.00	CHARGE	9TR2	<input type="checkbox"/>
00000	2015-11-22 06:41 AM	261	\$96.00	CHARGE	6TR2	<input type="checkbox"/>

Reconcile Missing Scanned Copies

# Show A Summary Report of Invoices By Date Range



Autologee Auto Parts  
8452 Commonwealth Avenue  
Buena Park, CA 90621  
800-722-1113

Blank Mode  
Viewing Customer: None



Account Options

Logout

Customer Number

Invoice Number

Scanned Invoices

Flagged Customers

Missing Scans

Invoice Summary

Statements Report

ePaperless Office Usage

ADMINISTRATOR >

## Invoice Summary

Date From

01/19/2018

Date To

06/03/2018

Show

See what items were sold, and to which customer

# Show A Summary Report of Invoices By Date Range



Autoparts Auto Parts  
1402 Commonwealth Avenue  
Buena Park, CA 90621  
800-722-1110

Store 8808  
Viewing Customer: 251  
ALEX'S GARAGE



Active Options Invoice Recall Statement Balance Payments eDelivery Tracking

Setup Logout

Active Options / Invoice Summary Report

Invoice Summary Report:  
11/14/2016 - 11/23/2016

Total Invoices

2

Total Details

3

Total Amount

\$491.33

Invoice: 00000

Date: 11/23/2016 05:41 AM

Customer: 251

Name: ALEX GARAGE SERVICE

Vfr	Part	Description	Qty	List	Sell	Extended	Tax
ALL	9640T	HP DIERKALPR	1	100.00	96.00	96.00	0.00

Total: 96.00

Invoice: 00001

Date: 11/23/2016 07:35 AM

Customer: 251

Name: ALEX GARAGE SERVICE

Vfr	Part	Description	Qty	List	Sell	Extended	Tax
CPM	14340004	CRANK	1	6.50	5.00	5.00	0.00
DEL	1	DELIVERY	1	0.00	0.00	0.00	0.00

Total: 5.00

See what items were sold, and to which customer

# Display Customers With Statements using "Statements Report"



Autologix Auto Parts  
8432 Greenbush Avenue  
Buena Park, CA 90621  
606-722-1111

SPN Mode  
Viewing Customer: None



Admin Options

Logout

Customer Number

Invoice Number

Sorted Invoices

Flagged Customers

Making Sure

Invoice Summary

Statements Report

ePhone Invo Office Usage

Miscellaneous

Customer Number

CUSTOMER NUMBER

Select

List



# Display Customers With Statements using “Statements Report”



AutoLogue Computer Systems Inc.  
8482 Commonwealth Avenue  
Buena Park, CA 90621  
800-722-1193  
714-527-0565 - Fax

AutoLogue  
Viewing Customer: None



Admin Options Invoice Detail Statement Balance Payments Inventory Tracking

Setup Logout

Admin Options / Customers With Statements

Start Date 10/25/2016

End Date 11/25/2016

Search

Count 000

10000 2016-10-31 12:11 PM AL LASHERS ELECTRONICS aal@alashers.com	1004 2016-10-31 12:41 PM FLORENCE AUTO PARTS floodfordm@aol.com	1006 2016-10-31 12:41 PM FORD ELECTRONICS INC ford.electronics@ymail.com	11230 2016-10-31 12:44 PM BI-STATE BRAKE CO baptista@bmsi.com
1140 2016-10-31 12:41 PM GOLD STAR goldstar@gsi.com	1146 2016-10-31 12:41 PM GOLD STAR goldstar@gsi.com	11605 2016-10-31 12:44 PM REARVIEW AND INDUSTRIAL SALES vinodan@comcast.net	11 2016-10-31 12:41 PM DILLON AUTO PARTS dillon@autoparts.com
113 2016-10-31 12:41 PM ACTION AUTOMOTIVE PARTS, INC. actionautomotive1@gmail.com	1249 2016-10-31 12:41 PM GOLDSTAR TRANSPORT CO., LTD. mark.paul@goldstar.us lme@goldstar.us	12875 2016-10-31 12:44 PM CENTRAL AUTOMOTIVE lncap@centralaut.com	12866 2016-10-31 12:44 PM CASPER BRAKE & CLUTCH casperbrake1@aol.net
		12 2016-10-31 12:41 PM B/S BUILT N PLACE INC bsbuilt@bnp.com	12288 2016-10-31 12:44 PM CARVER AUTO SUPPLY carverauto@carvermail.com

See who received statements, by date range



# Display Customers With Statements using "Statements Report"

**AUTOLOGUE™**  
COMPUTER SYSTEMS INC.

Autologue Computer Systems Inc.  
8482 Commonwealth Avenue  
Buena Park, CA 90621  
800-722-1193  
714-527-0565 - Fax

Auto MESH  
Viewing Customer: None

**ePaperless Office**  
GET IT EARLY! GET IT FAST! GET IT DONE!

Admin Options Invoice Detail Statement Balance Payments Delivery Tracking

Setup Logout

Admin Options / Customers With Statements

Start Date 10/25/2016

End Date 11/25/2016

Search

Count 888

13238 2016-10-31 12:11 PM  
N. CALIFORNIA ELECTRONICS

aaa@californianet.com

1149 2016-10-31 12:11 PM  
JOHN LOPEZ

1123 2016-10-31 12:11 PM  
ACTION AUTOMOTIVE PARTS, INC.

actionautomotive1@gmail.com

1044 2016-10-31 12:11 PM  
FLORENCE AUTO PARTS

florenceauto@comcast.net

1146 2016-10-31 12:11 PM  
GRATIA AUTO PARTS

gratiaauto@gmail.com

1249 2016-10-31 12:11 PM  
GOLDSTAR TRANS PARTS LTD. LTD.

mark.paul@goldstar.ca

lme@goldstar.ca

1086 2016-10-31 12:11 PM  
FORD ELECTRONICS INC

ford.electronics@att.net

1045 2016-10-31 12:11 PM  
WINNIEGONESTART

winniegonestart@att.net

12879 2016-10-31 12:11 PM  
CENTRAL AUTO PARTS

centralauto@att.net

centralauto@att.net

10330 2016-10-31 12:11 PM  
STATE BRAKE CO

statebrakeco@gmail.com

16 2016-10-31 12:11 PM  
DONALD AUTO PARTS

donaldauto@gmail.com

12866 2016-10-31 12:11 PM  
CANPAC BRAKE & CLUTCH

canpacbrake1@gmail.com

2016-10-31 12:11 PM

2016-10-31 12:11 PM

carver103@comcast.net

Make sure you  
have email  
addresses for  
your customers!!

Use to verify email addresses for each customer

# Display eOffice Usage by Customer



Autologix Auto Parts  
8432 Greenbush Avenue  
Buena Park, CA 90621  
606-722-1111

SPIN Mode  
Viewing Customer: None



Admin Options

Logout

Customer Number

Invoice Number

Screened Invoices

Flagged Customers

Mailing Stand

Invoice Summary

Statements Report

ePaperless Office Usage

Miscellaneous

Customer Number

CUSTOMER NUMBER

Customer number

Select

List

See if your customers are viewing their statements Online

# Display eOffice Usage by Customer

**AUTOLOGUE**  
COMPUTER SYSTEMS INC.

Autologue Computer Systems Inc.  
8450 Commonwealth Ave.  
Boca Raton, FL 33433  
800-373-1813  
754-523-5666 - Fax

Store Mode  
Viewing Customer: None

**ePaperless Office**  
GET IT EASY! GET IT FAST! GET IT NOW!

Admin Options

Logout

Admin Options > eOffice Usage

Start Date 05/30/2015

End Date 02/02/2016

Search

Print

CSV

Hide Empty Columns

Show 10 Items

Filter:

ID	Name	Logins	Statements	Statements	Originals	Processed	Signatures	PDFs
639	CENTRAL TRUCK & OIL	0	2	0	0	0	0	0
686	CHIC AUTOMOTIVE CORP.	2	3	0	0	0	0	0
790	CLINTONIAL AUTO PARTS LTD.	8	5	8	0	0	0	0
776	CORVETTE SPECIALTIES	1	0	1	2	0	0	0
1666	LJS SPEED AND MACHINE SHOP	1	0	1	0	0	0	0
1570	K & K AUTO PARTS	6	3	0	0	0	0	0
1328	ON TRACK PERFORMANCE	2	0	1	2	0	0	0
1968	PALMADY & MILLER AUTOMOTIVE	2	1	2	0	0	0	0
1974	PARKER AUTO SUPPLY	2	2	0	0	0	0	0
2229	SAE WYSE-CORPORATE OFFICE	5	1	12	0	0	0	0

1 - 10 of 122 Items

Previous 1 2 3 4 5 ... 12 Next

See if your customers are viewing their statements Online

# Admin Options

**AUTOLOGUE™**  
COMPUTER SYSTEMS INC.

Autologue Computer Systems Inc.  
8163 Commonwealth Ave.  
Burlingame, CA 94021  
866.722.1113  
714.652.0505 - Fax

Site Mode  
Viewing Customer: None

**ePaperless  
Office**  
GET IT FAST! GET IT PARTI! GET IT NOW!

Logoff

Customer Number

Invoice Number

Scanner Invoices

Setup Statement Message  
Setup Statement Emails  
Setup Service Emails  
Customer Emails  
Change Customer Member  
Delete Customer Data  
Send Customer Email Now

Mobileviewer >

Customer Number

Customer Member

Customer Number

Select

Exit

## New “Drop-Up” Menu with Options

# Set Online Statement Message

**AUTOLOGUE**  
COMPUTER SYSTEMS INC.

Autologue Computer Systems Inc.  
3452 Greenwood Avenue  
Riverside, CA 92504  
800-722-1818  
714-522-2695 - Fax

Sign In/Out  
Viewing Customer: None

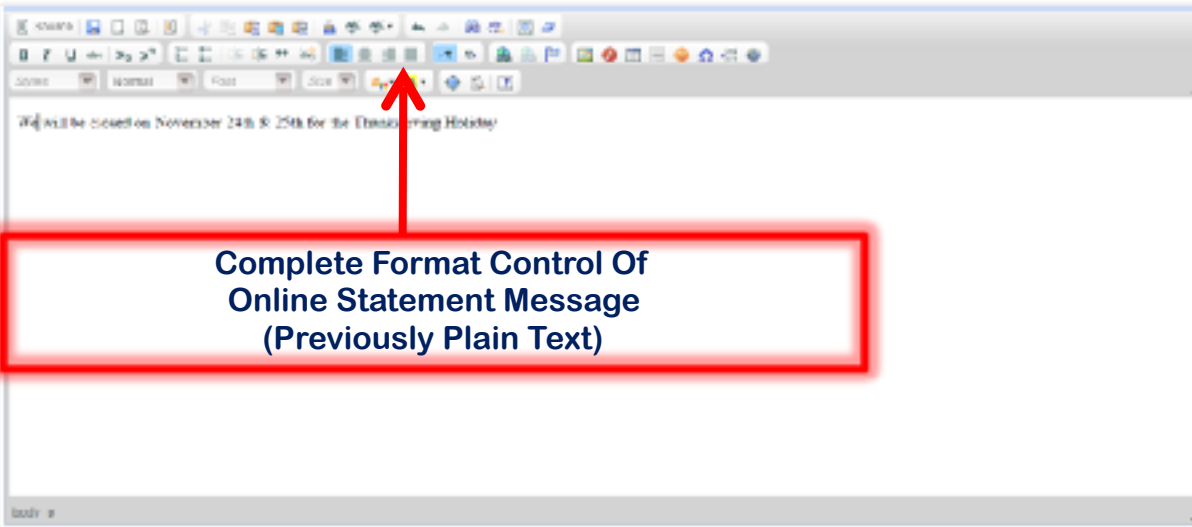
**ePaperless Office**  
GET TO AUTOLOGUE TO PAPERLESS IT NOW!

Admin Options   Invoice Merge   Statement   Balance   Payments   eDelivery Tracking

Logout   Login

Admin Options > Statement Message

The message you save here will be included in every online statement sent to ePaperless Office from your management system.



We will be closed on November 24th & 25th for the Thanksgiving Holiday!

**Complete Format Control Of  
Online Statement Message  
(Previously Plain Text)**

Save Statement Message

**This message will be seen by your customers on their statement while viewing it in eOffice**

# Statement Email



Autologue Computer Systems Inc.  
5452 Commercial Blvd. Panamint  
Buena Park, CA 90621  
800-722-1113  
714 522-3955 Fax

Store Mode  
Viewing Customer: None



[Admin Options](#) [Invoice Portal](#) [Statement](#) [Balance](#) [Payments](#) [Delivery Tracking](#)

[Help](#) [Logout](#)

[Admin Options](#) / [Statement Email Setup](#)

This screen allows you to configure the email that is sent to your customers each time you run your statements. In the email you compose to your customers, the following words will be substituted:

- CUSTNUM -- If your message includes CUSTNUM, it will be replaced with the customer's number in the email
- CUSTNAME -- If your message includes CUSTNAME, it will be replaced with the customer's name in the email

From Email Address: [AutologueBilling@autologue.com](mailto:AutologueBilling@autologue.com)

Rich text editor interface showing the email body content. The toolbar includes options for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, and others. The email body text is as follows:

CUSTNAME: CUSTNUM

You have an e-statement from Autologue Computer Systems Inc. available on ePaperless Office. Click [here](#) to view your e-statement.

To ensure your continued receipt of our important billing emails and avoid them being sent to your spam folder, please add the email address: [autologuebilling@autologue.com](mailto:autologuebilling@autologue.com) to your contacts or address book.

Autologue Computer Systems  
5452 Commercial Blvd.  
Buena Park, CA 90621

body: p

Select Customer Number to Preview Saved Email:

[Preview Email](#)

[Save Changes](#)

[Revert Changes](#)

**This message will be sent to your customers' email address telling them their statement is available online**

# Invoice Email



**Autologue Auto Parts**  
8452 Commonwealth Avenue  
Buena Park, CA 90621  
800-722-1113

ePaperless Office Invoice

Inbox x

Guest Mode



Logout

Invoice #30026

Inbox x

**Autologue Auto Parts** <steve@epartconnection.com>

to me

Attached is a copy of your recent invoice.



Select Case

**Autologue Auto Parts**  
8452 Commonwealth Avenue  
Buena Park, CA 90621  
800-722-1113

This message will be sent to your customers' email address showing the invoice information. A separate email can have the invoice pdf attached



# Customer Emails

**AUTOLOGUE**  
COMPUTER SYSTEMS INC.

Autologue Computer Systems Inc.  
1407 California Ave. Suite 100  
Brea, CA 92611  
(714) 795-1111  
714-822-8888 - Fax

Store Mode  
Viewing Customer Data



Admin Outlets    Customer Profile    Mailroom    Finance    Payments    eDelivery Tracking

Help    Logout

Customer Number

Invoice Number

Related Invoices

Flagged Customers

Mailing Status

Send Statement Messages

Send Statement Emails

Send Invoice Alerts

**Customer Profiles**

Change Customer Number

Delete Customer Data

Send Customer Email Now

Miscellaneous -

## Customer Emails

ENTER PER

Go

Import

Export Customer Emails

**Import email addresses or export a list of emails to verify customers' missing emails**



# Change A Customer Number In eOffice



AUTOPARTS  
1000 Commonwealth Avenue  
Burlington, MA 01803  
800-722-1113

State: MA  
Viewing Customer: None



Admin Options

Logout

Customer Number

Invoice Number

Scanned Invoices

Setup Customer Invoicing

Setup Statement Emails

Setup Invoice Emails

Customer Email

**Change Customer Number**

Remove Customer Data

Send Customer Email Now

Miscellaneous -

## Change Customer Number

Old Number

Old Number

New Number

New Number

Change

If a customer number is changed on the management system, this assures all invoices remain attached to the new customer number

# Delete All Invoices and Statements For A Customer



Autoparts Auto Parts  
8452 Commonwealth Avenue  
Burrill Park, CA 90621  
800 732 1913

Blue Mode  
Viewing Customer: None



Admin Controls

Logout

Customer Number

Invoice Number

Scanned Invoices

Setup Statement Merge

Setup Statement Email

Setup Invoice Email

Customer Email

Change Customer Number

Delete Customer Data

Send Customer Email

Modularious >

## Delete all Invoices & Statements for Customer

Customer Number

Customer Number

Delete

If a customer goes out of business, you can eliminate all the invoices and statements you have stored for him

# Send Email To All Customers



Autoparts Auto Parts  
8452 Commonwealth Avenue  
Buena Park, CA 90621  
800-322-1112

Store Mode  
Using Customer: None



Admin Center

Logout

Customer Number

Service Number

Assigned Invoices

Setup States and Vendors  
Setup Statement Emails  
Setup Service Emails  
Customer Emails  
Change Customer Number

Setup Customer Data

Send Customer Email Now

Miscellaneous

Customer Number

CUSTOMER NUMBER

CUSTOMER NUMBER

Select

Edit

After you create the email, you can send it to ALL eOffice users

# Send Email To All Customers



Autoparts Auto Parts  
8150 Commonwealth Avenue  
Buena Park, CA 92621  
800-722-1113

Save Mode  
Viewing Customer: None



Admin Options

Logout

ADMIN OPTIONS / Statement Email Setup

This screen allows you to configure an email that will be sent to your customers. In your email, the following items will be customized:

- CUSTNUM - If your message includes CUSTNUM, it will be replaced with the customer's number in the email
- CUSTNAME - If your message includes CUSTNAME, it will be replaced with the customer's name in the email

From: Email address: Autoparts Auto Parts

Email Subject:



Customize your email

body id

Select Customer Number to Preview Saved Email:

Preview Email

Send Email to All Customers

Customize the Statement email template for just this one email, then send to all customers

# Statement Tab



AUTOPARTS AUTO PARTS  
0452 Commonwealth Avenue  
SUNNYVALE, CA 95061  
800 722 1113

Store Mode  
Viewing Customer: 251  
ALEXIS GARZA



Admin Options Invoice Recs **Statement** Quotes Payments Delivery Tracking

Setup Logout

Statement Date: 10/23/2011 [Send Email](#)

## Customer Address

ALEXIS GARZA  
4252 COMMONWEALTH AVE  
SUNNYVALE, CA 95061

## Customer Information

Customer Number: 251  
Statement Date: 10/23/2011  
Statement #: 1

[Print Friendly Version](#)

[Save & Reconcile Changes](#)

☐ Hide Reconciled Items

Show 10 Rows

Filter:

Invoice Number	Date	Type	Location	PO	Reference	Chase	Net	Balance	Message
75	8/12/10 1:3:15 PM	PAYMENT	2		2420	12045	\$0.00		
75	11/15/2012 12:21:48 PM	PAYMENT	2		2442	12045	(\$141.18)		
75	12/15/2012 2:21:31 PM	PAYMENT	2		30	12045	\$75.00		
75	11/20/2012 1:16:33 PM	RECEIPT	2	111	2450	12045	(\$14.63)		
75	11/15/2013 10:04:35 AM	PAYMENT	2	MYWAY	2451	12045	(\$14.63)		
75	5/1/2013 5:22:50 AM	PAYMENT	2		2452	12045	(\$49.22)		
75	2/5/2013 2:14:59 PM	PAYMENT	2	123	2453	12045	(\$36.00)		
75	2/5/2013 2:16:15 PM	RECEIPT	2	44	2454	12045	(\$17.93)		

# Statement

AUTOLOGUE AUTO PARTS  
8451 Commonwealth Avenue  
Buena Park, CA 90621  
v 848-722-1112  
#

Statement Date: 10/21/2015

Customer #: 251  
Customer Name: ALEX'S GARAGE  
Address: 8452 COMMONWEALTH AVE  
BUENA PARK, CA 90621

	CURRENT	30 DAYS	60 DAYS	90 DAYS	SERVICE CHARGE	TOTAL DUE		
	1770.98	0.00	0.00	0.00	0.00	1770.98		
INVOICE#	DATE	TYPE	LOCATION	PO	RIF#	CHECK	DEBIT	CREDIT
76	8/12/2011	PAYMENT			2429	12345	0.00	
76	11/13/2012	PAYMENT			2442	12345		141.11
76	12/13/2012	PAYMENT			79	12345	75.62	
76	12/29/2012	PAYMENT		111	2450	12345		14.63
76	1/16/2013	PAYMENT		NNNN	2451	12345		14.63
76	2/1/2013	PAYMENT			2451	12345		49.22
76	2/5/2013	PAYMENT		123	2453	12345		36.60
76	2/6/2013	PAYMENT		14	2454	12345		12.99
76	2/6/2013	PAYMENT			2454	12345		117.64
76	2/7/2013	PAYMENT			2456	12345		69.00
76	2/13/2013	PAYMENT			2457	12345		63.21
76	3/12/2013	PAYMENT			2458	12345		19.78
76	3/20/2013	PAYMENT			2468	12345		4.27
76	5/21/2013	PAYMENT			2473	12345		5.83
77	5/21/2013	PAYMENT			2474	2423		490.51
77	5/21/2013	PAYMENT			2475	2423		10.21
77	5/21/2013	PAYMENT			2476	2423		293.22
77	6/2/2013	PAYMENT		4846616	2477	2423		6.99
78	4/13/2013	PAYMENT			2478	2423		3.41
78	4/26/2013	PAYMENT		1234	2480	2423		11.85
78	4/26/2013	PAYMENT		123145	2481	2423		11.85
78	7/17/2013	PAYMENT		71713	2485	2423		47.95
78	7/17/2013	PAYMENT			2486	2423		104.40
79	7/17/2013	PAYMENT			2487	5555		103.26
79	7/17/2013	PAYMENT			2488	5555		19.39
79	7/17/2013	PAYMENT			2490	5555		0.22
79	7/17/2013	PAYMENT			2491	5555		110.11
79	7/18/2013	PAYMENT		4444	2492	4666		1.94
79	7/23/2013	PAYMENT			2493	5555		23.33
79	9/5/2013	PAYMENT			2494	5555		2.62
79	9/19/2013	PAYMENT			2495	5555		37.32
79	10/29/2013	PAYMENT			2496	5555		30.28
79	10/29/2013	PAYMENT			2497	5555		227.94
79	10/29/2013	PAYMENT			2498	5555		217.50
79	10/30/2013	PAYMENT			2499	5555		0.57
79	10/30/2013	PAYMENT			2500	5555		0.45
79	10/30/2013	PAYMENT		132123	2501	5555		24.94
79	10/30/2013	PAYMENT			2502	4666		10.66
79	10/31/2013	PAYMENT			2503	5555		3.57
79	10/31/2013	PAYMENT			2504	4666		14.67
80	11/1/2013	PAYMENT		TEST	2505	2332		39.06
80	2/10/2014	PAYMENT			2509	2332		1.88
2510							92.72	
2511	4/16/2014	INVOICE		IN	TEST2		46.00	

ALEX'S GARAGE  
8452 COMMONWEALTH AVE  
BUENA PARK, CA 90621

Printer Friendly Version

Hide Receipt

Ready to Print !

# Statement Reconciling



AUTOPARTS AUTO PARTS  
0452 Commonwealth Avenue  
BOSTON, MA 02118  
800 722 1113

Store Name  
Viewing Customer: 251  
ALEXIS GARAGE



Admin Options Invoice Recall **Statement** Returns Payments Delivery Tracking

Setup Logout

Statement Date: 10/23/2011

Send Email

## Customer Address

ALEXIS GARAGE  
4252 COMMONWEALTH AVE  
BOSTON, MA 02118

## Customer Information

Customer Number: 251  
Statement Date: 10/23/2011  
Statement #: 1

Print Friendly Version

Save & Reconciliate Changes

☐ Hide Reconciled Items

Show 10 Rows

Filter:

Invoice Number	Date	Type	Location	PO	Reference	Invoice	Net	Balance	Message
75	8/12/10 1:3:15 PM	PAYMENT	2		2420	12045	\$0.00		
75	11/15/2012 12:21:48 PM	PAYMENT	2		2442	12045	(\$141.18)		
75	12/15/2012 2:21:31 PM	PAYMENT	2		30	12045	\$75.00		
75	11/20/2012 1:16:33 PM	RECEIPT	2	111	2450	12045	(\$14.63)		
75	11/15/2013 10:04:35 AM	PAYMENT	2	MYWV	2451	12045	(\$14.63)		
75	5/1/2013 5:22:50 AM	PAYMENT	2		2452	12045	(\$49.22)		
75	2/5/2013 2:14:59 PM	PAYMENT	2	123	2453	12045	(\$36.00)		
75	2/5/2013 2:16:15 PM	RECEIPT	2	44	2454	12045	(\$17.93)		

"Check" Invoices to Remove From View

# Current Balances Tab



AUTOPARTS  
3452 Commonwealth Avenue  
BLENDA PARK, CA 90021  
500-723-1103

SALES MODE  
Viewing Customer: 251  
ALEXIS GARAGE



[Admin Offices](#) [Invoice Detail](#) [Customer](#) [Balances](#) [Payments](#) [eDelivery/Trading](#)

[Home](#) [Logout](#)

## Customer Address

ALEXIS GARAGE  
3452 COMMONWEALTH AVE  
BLENDA PARK, CA 90021

## Customer Information

Customer Number: 251  
Current Balances

## Current Balances

Open Balance	\$2,801.88
Current	\$2,801.88
30 Day	\$0.00
60 Day	\$0.00
90 Day	\$0.00
Receipts	\$2,801.88
LAST PAYMENT (10/03/14)	\$0.00

See a customer's account balance at a glance



# Payments Tab



Autologus Auto Parts  
6402 Commonwealth Avenue  
Buena Park, CA 90601  
656-722-1112

Store Mode  
Viewing Customer: 201  
ALEX'S GARAGE



[Admin Options](#) [Invoice Recall](#) [Statement](#) [Balance](#) [Payments](#) [eDelivery Tracking](#)

[Setup](#) [Logout](#)

Payments for 2014 Jan						
Payment Date	Original Invoice Number	Cheek	Reference/ Receipt Number	Description	Payment Amount	
1/14/2014 9:13:54 AM	2491	9999	75	PAYMENT REC'D	\$110.31	
1/14/2014 9:13:54 AM	2492	9999	75	PAYMENT REC'D	\$1.35	
1/14/2014 9:13:54 AM	2493	9999	75	PAYMENT REC'D	\$22.29	
1/14/2014 9:13:54 AM	2494	9999	75	PAYMENT REC'D	\$2.62	
1/14/2014 9:13:54 AM	2495	9999	75	PAYMENT REC'D	\$27.32	
1/14/2014 9:13:54 AM	2496	9999	75	PAYMENT REC'D	\$30.29	
1/14/2014 9:13:54 AM	2497	9999	75	PAYMENT REC'D	\$277.98	
1/14/2014 9:13:54 AM	2498	9999	75	PAYMENT REC'D	\$217.50	
1/14/2014 9:13:54 AM	2499	9999	75	PAYMENT REC'D	\$0.57	
1/14/2014 9:13:54 AM	2500	9999	75	PAYMENT REC'D	\$0.43	

1 - 10 of 17 items

[Previous](#) [1](#) [2](#) [Next](#)

No Payments Received

# eDelivery Tab



Autologix Auto Parts  
4250 Commonwealth Avenue  
Brea Park, CA 90621  
600-722-1113

Store Mode  
Viewing Customer: J51  
ALEX GARAGE SERVICE



[Admin Options](#) [Invoice Recall](#) [Statements](#) [Balance](#) [Payments](#) **eDelivery Tracking**

[Setup](#) [Logout](#)

Last 355 Day

Invoice	Driver	Picked	Dispatched	Delivered
2006	Dond Ray	1/13/2016 11:59 AM	2/02/2016 01:28 PM	5/13/2016 09:38 AM
2846	Speedy Gonzalez	5/13/2016 08:14 AM	5/13/2016 08:48 AM	
2853	Speedy Gonzalez	5/13/2016 12:02 PM	5/13/2016 01:58 PM	
3000		11/22/2016 09:10 AM		

**Access ALL dispatches for ALL customers**

# Setup Tab



Analogic Auto Parts  
1850 Commonwealth Avenue  
Dana Point, CA 90621  
800-726-1115

Store Mode  
Viewing Customer List  
ALDO'S GARAGE



[Admin Options](#) [Invoice Recall](#) [Statements](#) [Database](#) [Payments](#) [eDelivery Tracking](#)

[Setup](#) [Logout](#)

Separate multiple email addresses with commas

Statement Email

jon@parts.com

Invoice Email

jon@parts.com

Save

This is where the customer's email address is entered  
Separate emails for invoices and statements are allowed

## ***e*Paperless Office**

**Most Customers scan signed invoices with a multi page scanner, the barcode matches the scanned invoice to the original**

**Some customers opt to use an ePad signature capture device at the counter**

**This option eliminates scanning as it prints the invoice with the signature on it and sends it to eOffice.**

## Signature Capture Devices

Counter Unit



Mobile Driver's Unit



# **ePaperless Office**

## **Benefits**

**View/Print Invoice**

**View/Print Statement**

**View/Print Payment**

**View/Print Credit**

**eOffice only costs 30¢ per charge customer per mo.**

# Online Help Tab



Admin Options



User's Guide



Setup Logout

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# Online Help Tab

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ePRODUCTS

**AUTOLOGUE™** COMPUTER SYSTEMS INC.

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**e Paperless Office**  
View Invoices - Statements - Parts Purchased - Online  
eOffice - will integrate with ANY management system.

Tues, Feb 09, 2009

**AUTOLOGUE HOME**

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- Autoquest System
- Datation System
- AIS System
- Southeastern
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**ePART CORRECTION.COM** DEMO

**eLearning Tutorial Links**

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**Paperless Office** DEMO

**eLearning Tutorial Links**

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- [Setup](#)
- [eDelivery Tracking](#)
- [Online Help](#)
- [Admin Options](#)

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Dr. Andrew Galt



# Online Help Tab



## Features/Benefits

<b>Feature:</b>	<b>Ability To Now Format Online Statement Messages</b>
<b>Explanation:</b>	When logged into the <i>ePaperless Office Admin</i> website and clicking on the <i>Set an Online Statement Message</i> button found under the <i>Admin Options</i> tab, you can now format the statement message using a variety of fonts, sizes, text colors, bullets, etc. Previously the screen would only allow plain text to be entered.

