Digi Doc A Complete Archiving System

> Efficient document capture and storage, search and retrieval, and file sharing

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DigiDoc is a secure, easy to use document archiving system for efficient document capture and storage, search and retrieval, and file sharing. DigiDoc adapts to any business model and is the result of cutting edge technology developed to ensure efficient, streamlined productivity and profitability. DigiDoc may be quickly and effortlessly integrated into any size company across multiple industries.

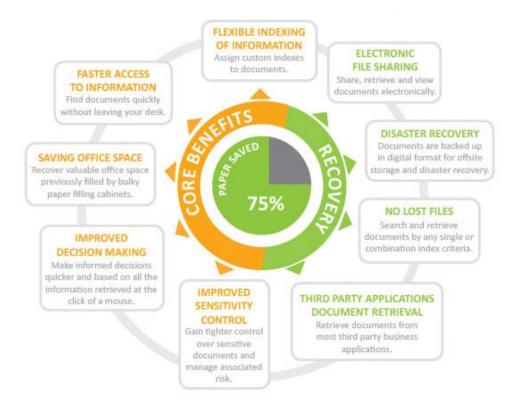
DigiDoc Highlights:

- Web based application
- All fields are completely user-friendly with Browse or Select option as much as possible
- Fully parameterized
- Users access/privilege control
- Dynamic indexing and validation option
- Organized folder structure
- Document tagging
- Version control
- Documents retained in native file format
- Multiple file format management
- Audit trail
- Simple installation
- Fully integrated but yet modular, which helps to enhance and maintain the application in the long run

Representative Client:



Benefits and Document Recovery:



Key Features:

- Web Based Application: DigiDoc is a complete web based application. The system needs only be installed on the server placing minimal requirements on the end user workstation. This makes maintaining and updating the system much simpler as usually it can all be done on the server. Any client updates can be deployed via the web server with relative ease.
- User Management: DigiDoc has an extensive user module. Besides create/edit/delete users there
 will be option to set user privilege. Roles, a way of assigning specific permissions to a group, allow
 fine fine-tuning the security, use and administration of the software. Users assigned to the role, or
 group, are granted those permissions assigned to the role. Users access only the file, data and
 functions they are permitted to.

• **Documents Definition:** An intuitive web-based GUI allows users to handle the definition of the documents. Documents can be associated with type, category and sub-category. Search attributes of the documents can also be managed dynamically. Indexing and validation option is also available.

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Fig: Steps to setup a document definition

• **Archiving:** As per the document definition setup a user-friendly dynamic form/page will be created to archive or entry the documents.

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Fig: Document Entry/Archive to DigiDoc

• **Easy Search and Retrieval:** DigiDoc offers and effective and user friendly search tools. The Search wizard is easy to use, and runs on a selection of indexed fields. Keyword searches, full text searches, multi level filtered searches are available.

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- Active Import: Automatically import files into DigiDoc from other software or solutions.
- Audit Log: Logs all actions performed in DigiDoc. Print or export the audit log. Fully searchable log based on date, user, and actions.

Contact Information

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