



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.

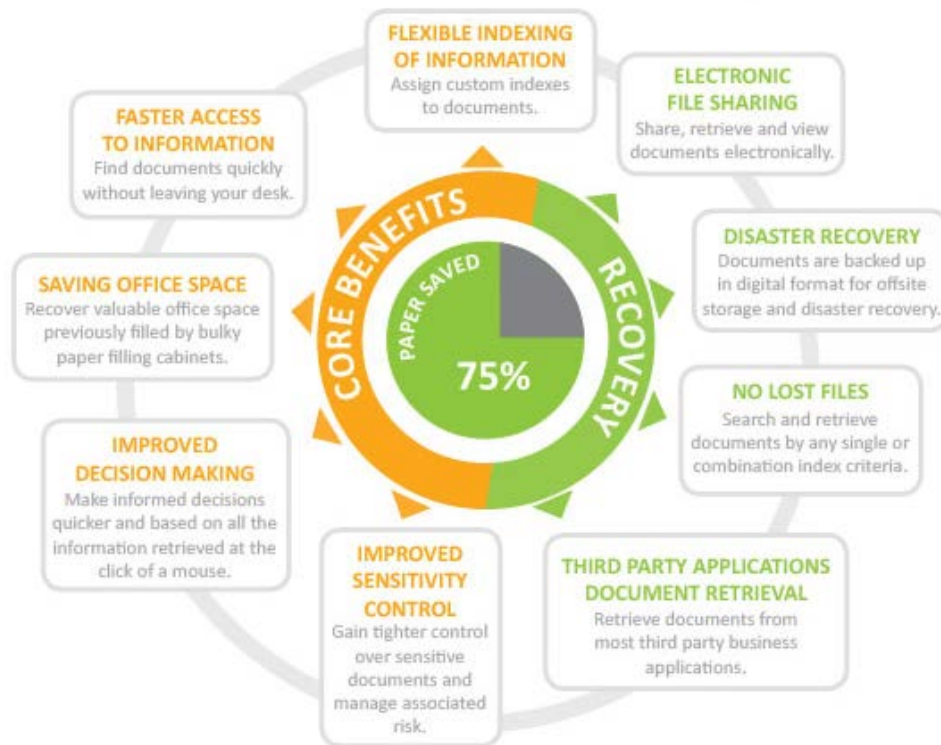
DigiDoc Highlights:

- 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.

The screenshot displays the 'Edit Document Type' and 'Edit Document Category' sections of the DigiDoc system. The 'Edit Document Type' form shows fields for Code (SD) and Name (SERVICE DELIVERY). The 'Edit Document Category' form shows a table of categories for Document Type TSD and Category Name Export LC Advising. The table includes columns for Input Caption, Input Type, Mandatory?, Unique?, Filtering?, and Sort Order. Red callout boxes labeled 'Validation' and 'Indexing' point to the 'Mandatory?' and 'Unique?' checkboxes in the table, respectively.

	* Input Caption	* Input Type	Mandatory?	Unique?	Filtering?	Sort Order
<input checked="" type="checkbox"/>	Client Name	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
<input checked="" type="checkbox"/>	CB No	Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
<input checked="" type="checkbox"/>	A/C No.	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
<input checked="" type="checkbox"/>	Advice No.	Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
<input checked="" type="checkbox"/>	LC/Contract No.	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
<input checked="" type="checkbox"/>	Second Beneficiary	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
<input checked="" type="checkbox"/>	Buyer Name	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
<input checked="" type="checkbox"/>	Tracking No.	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
<input checked="" type="checkbox"/>	Remarks	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
<input checked="" type="checkbox"/>	Other	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0

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.

Add Documents

* Document Type: SERVICE DELI
 * Document Category: Account Servi

Basic Information

Client Name: _____ marks: _____
 Other: _____ IC No.: _____
 CB No.: _____

Documentation

<input type="checkbox"/>	SL	Documents	Upload	Completion Status	Expiry Date / Assessment Year
<input checked="" type="checkbox"/>	1	Account Closing		<input type="checkbox"/>	_____
<input type="checkbox"/>	2	Account Maintenance		<input type="checkbox"/>	_____
<input type="checkbox"/>	3	Account Opening		<input type="checkbox"/>	_____
<input type="checkbox"/>	4	Scheme Opening		<input type="checkbox"/>	_____

File Physical Location

File Number: _____ Location: _____
 File Cabinet: _____ se Text2: _____
 Cabinet Drawer: _____

Documents Tagging Option

Upload Documents

Central Archive System - Mozilla Firefox

192.168.3.253/index.php/archivedoc/ajaxFileUpload_tagging/1/3144/8

Name	Type	Size	Remove
cb1402002.pdf	pdf	0.757 MB	
cb1302250.pdf	pdf	0.83 MB	
cb1421047.pdf	pdf	0.140 MB	

Search for Tagging

First Row: 0 No. of Rows: 10

* Document Type: Alternate Delivery Channel * Date: 12/05/2000 TO: 12/05/2014
 * Document Category: CityTouch Document Sub-Category: Application Form

Entry	Update	File Type	Size	File Name	Tagging
06/10/2013, 11:39:06 AM		pdf	0.140 MB	cb1421047.pdf	Done
06/10/2013, 01:04:20 PM		pdf	0.757 MB	cb1402002.pdf	Done
06/10/2013, 01:19:27 PM		pdf	0.83 MB	cb1302250.pdf	Done
06/10/2013, 01:21:43 PM		pdf	0.726 MB	cb1402050.pdf	
06/10/2013, 01:28:14 PM		pdf	0.815 MB	cb1422965.pdf	
06/10/2013, 01:28:54 PM		pdf	0.733 MB	cb1302731.pdf	
06/10/2013, 01:33:00 PM		pdf	0.709 MB	cb1302165.pdf	
06/10/2013, 01:36:52 PM		pdf	0.696 MB	cb1350065.pdf	
06/10/2013, 01:41:20 PM		pdf	0.689 MB	cb1302302.pdf	
06/10/2013, 01:55:27 PM		pdf	0.814 MB	cb1302206.pdf	

Name	Type	Size	Remove
Empty			

File: No file selected

Fig: Document Entry/Archive to DigiDoc

- **Easy Search and Retrieval:** DigiDoc offers an effective and user friendly search tool. 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.

Search Documents

Archive Document > Search Documents > Search Documents

Document Type / Category / Sub Category First Row: 0 No. of Rows: 5

* Document Type: SDTRACKING Date: TO:

* Document Category: Account Opening Document Sub Category: ALL

Basic Information

Client Name: CB No.:

A/C No.: 2101508242001 Card No.:

File Serial: Segment:

Tracking No.: Remarks:

Other:

File Physical Location

File Number: File Location:

File Cabinet: Free Text2:

Cabinet Drawer:

SL	Documents Type	Documents Category	Basic Information	Action
1	SDTRACKING	Account Opening	Tracking No.: SDACC20140325648498 Segment: Others A/C No.: 2101508242001 CB No.: CB1508242 Client Name: Mostofa Golam Rabbani	<input type="button" value="Print"/>

- **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

MicroMac Techno Valley Ltd.
215/A, Outer Circular Road, Baro Moghbazar, Dhaka 1217

Email: postmaster@mmtvbd.com
Land Phone: +88-02-9342717
Cell: +88-01928-702702
Website: www.mmtvbd.com