

DOKMEE

DOCUMENT MANAGEMENT SOFTWARE



“Dokmee 4.0, Innovation In The Document Management Industry”



DOKMEE

Your Document Management Solution

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

Supported Industries

- Government
- Education
- Healthcare
- Insurance
- Financial Services
- Legal Services
- Oil & Gas
- Construction
- Commercial Shipping
- Manufacturing
- Transportation
- And More!

With many different licensing options available and several essential features, Dokmee is a complete document management system presented with a user friendly interface to meet the needs of all end users.



SECURITY

Activity Audit Trail

All activities performed within Dokmee are recorded in a searchable and printable audit log for file auditing, user auditing and program auditing. Export reports to Microsoft Excel, Microsoft Word, PDF or Crystal Reports.

Rights Management

Manage user and group access to file cabinets, folders and files within Dokmee. Integrate with existing Active Directory environments for easy user and group creation and synchronization.

File Encryption

Prevent unintended access and use of files. Once stored in the system, Dokmee places a non-proprietary wrapper around files so they are unable to be opened in any other program and may only be accessed through the Dokmee system. Files may be exported in their native format at any time with the appropriate user permissions in place.



KEY FEATURES

- Scanning from TWAIN sources.
- On-screen interfacing with MFP and network scanning devices.
- Easy to use customizable folder structure.
- Built in viewer for Image files, Microsoft Office files, AutoCAD files, XML files, and more...
- Tab control workspace for viewing multiple files and running multiple processes simultaneously.
- Multi lingual optical character recognition (OCR).
- Dynamic and customizable document workflow.
- Email management.



WORKFLOW

- Dictate the automatic flow of files within individual departments and between multiple departments of the organization. Files are routed to users based on approvals, rejections, index field criteria, and specified tasks.
- Users have access to individual inboxes.
- Customize rules for file routing and actions.
- Link to index fields for file routing and automatic index value updates based on approvals and rejections.
- View complete audit trails of flow history for files within each workflow.
- Automatically apply stamp annotations.
- Schedule email notifications with periodic reminders.



CLOUD COMPUTING & DOKMEE WEB

- Most of the same great features as Dokmee.
- Hosted by Office Gemini in an ultra-secure data center or self-hosted models available.
- With no server to purchase, manage or configure, Dokmee Cloud provides advanced, secure access with minimal overhead cost on management and equipment.

Join Us In The Cloud



SEARCH & RETRIEVAL

- Search through file cabinets, folders and files with the click of a button.
- Customize an unlimited number of file and folder index fields for easy keyword searching.
- Find documents through full text search.
- Search by exact match, wildcard, greater than and less than, date ranges and more...
- Build progressive multi-level searches by filtering the original search result list.
- Search for files within Dokmee from the interface of external applications using Dokmee Link.



FILE SHARING

- All files are stored in a secure centralized location for easy access and file sharing worldwide via an intranet or local area network, a wide area network, the internet or the cloud.
- Multiple users are able to retrieve and view files simultaneously.
- Email encrypted, secure files and folders from Dokmee to external users.
- Save files and print with authorized user privileges.



ADD-INS

- Send files from Word, Excel, and Outlook in native formats into the Dokmee file Cabinet using the Dokmee Microsoft Office Toolbar add-in.
- Print files from any application on a PC into the Dokmee file cabinet as a PDF file with the Dokmee Virtual Printer.
- Find files in Dokmee through Dokmee Link by searching from other user applications, such as accounting systems, or a web browser, or business and people management programs.
- Automatically retrieve email and attachments from the email management add-in for Microsoft Outlook and Lotus Notes.





OfficeGemini

USA (832) 369-3900 • Toll Free (866) 748-6464

info@officegemini.com • www.officegemini.com

United Kingdom
+44 20 3239 0016

France
+33 1 40 39 10 39

Germany
+49 2241 1232994

Russia
+7 499 500 0482

Mexico
+52 55 8421 6783

Colombia
01 800 518 2220

Brazil
+55 11 3042 0576