DOCUMENT LOGISTIX
MAKING WORK FLOW

The right
enterprise content management
software for your business.

Document Management that makes Work Flow

Enterprise Content Management (ECM)
Document Management

DOCUMENT MANAGER

Whether you are looking for a simple document image archive or a complex business process automation solution with workflow, **Document Manager** offers the total solution in a variety of configurations to meet your bus iness requirements.

Select the functionality you need with a simple to use but rich and intuitive user interface that users love, which ensures quick uptake by staff and a rapid return on your investment.

PURCHASE OR SUBSCRIBE

Install **Document Manager** within your organization or subscribe to our Software as a Service (SaaS). **Document Manager** is the right answer whatever your preferred business model. Or choose a hybrid approach for peace of mind and disaster recovery.

EASILY CONFIGURABLE FOR ANY BUSINESS PROCESS

Document Manager works for any type of business application, department or industry. Our clientele have deployed our solution for Insurance, Health Care, Finance, Legal, Law Enforcement, Human Resources, Logistics, Manufacturing, Construction, Housing, Charity, Fire Service, Pensions and countless others.

SECURITY, ADMISSIBILITY AND COMPLIANCE

Compliance with requirements like Sarbanes Oxley, Freedom of Information and other industry specific requirements like HIPAA. A complete legally admissible Audit Trail is maintained.

SIMPLE SCAN AND STORE OPTIONS WITH ON DEMAND SEARCH AND RETRIEVAL

Smart paper scanning options work together with digital document capture via Outlook and other transmission tools. Search is fast and is easy across all stored content. Frequent searches can be saved, automated and shared. Search for metadata such as reference numbers and document content or a combination of both. Thumbnail document previews help to select the right information.
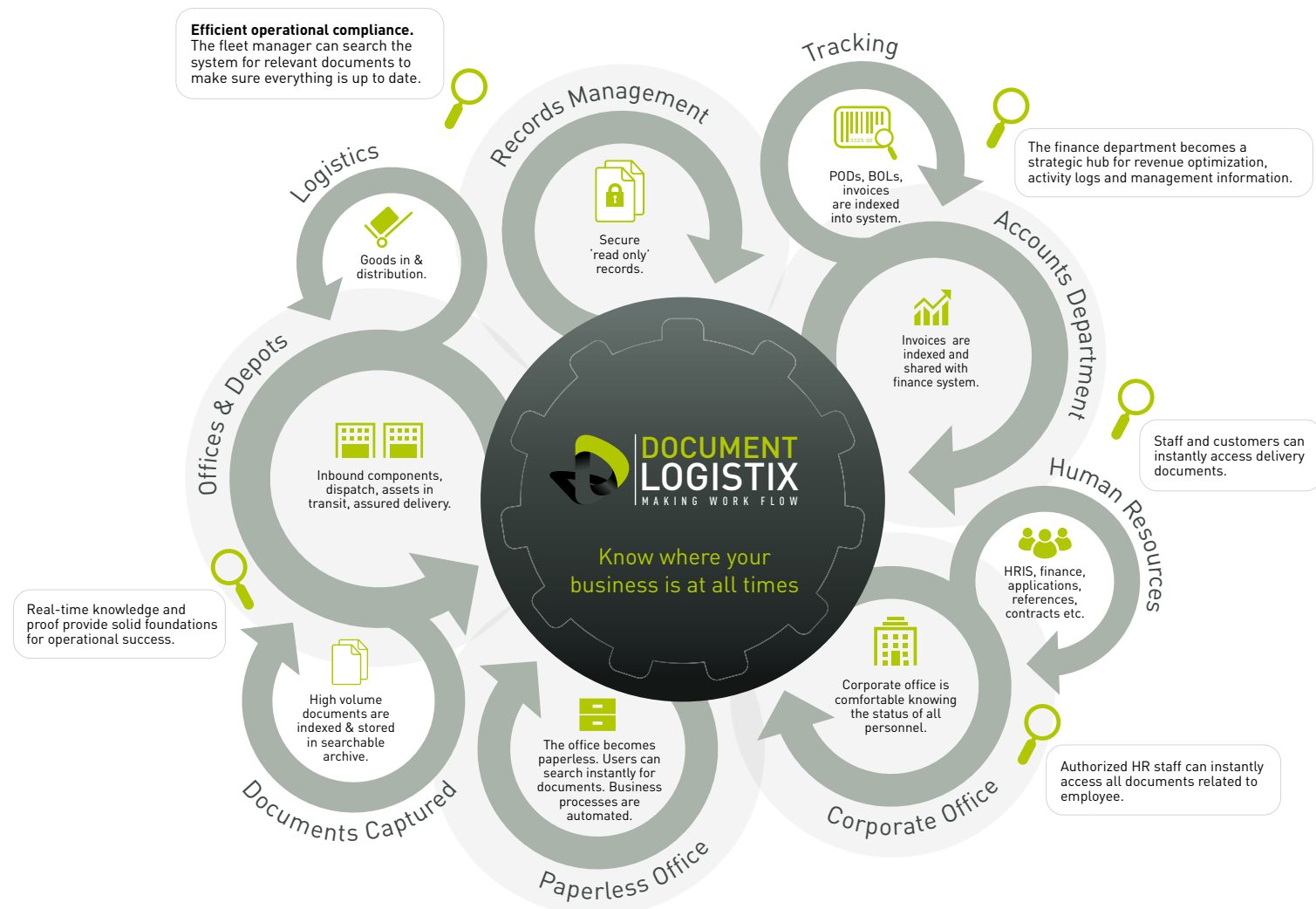
WORKFLOW PROCESS AUTOMATION

Use **Document Manager's** integrated Workflow to automate critical business processes in finance, operations and HR. Define simple rules that link process steps and provide visibility of progress, bottlenecks, and whether SLAs are being met.

DOCUMENT LOGISTIX
MAKING WORK FLOW

DOCUMENT MANAGEMENT
THAT MAKES WORK FLOW

Document Logistix creates Enterprise Content Management (ECM)/ Document Management solutions that help to eliminate the use of paper, improve records management and automate business processes.

Since 1996, we have suppled the uniquely affordable and scalable **Document Manager** software to a varied range of SME and blue chip clients around the globe.

Document Manager provides a flexible platform for completely paperless business processes and highly efficient archiving. Our software powers the operations of some of the world's most demanding, high volume businesses including major logistics companies like DHL and CEVA.

At **Document Logistix** we pride ourselves on a commitment to providing simply the best Enterprise Content Management (ECM)/Document Management software available, at the best price.

Enjoy a demonstrable return on investment. Seeing is believing – **book a demonstration.**

DM EDUCATION   DM ACCOUNTS   DM HR   DM LOGISTICS

DOCUMENT MANAGER
DOCUMENT LOGISTIX – INTEGRATED DOCUMENT MANAGEMENT STRATEGY

Efficient operational compliance. The fleet manager can search the system for relevant documents to make sure everything is up to date.

Tracking

Records Management

Logistics

PODs, BOLs, invoices are indexed into system.

Secure 'read only' records.

Goods in & distribution.

The finance department becomes a strategic hub for revenue optimization, activity logs and management information.

Accounts Department

Offices & Depots

Invoices are indexed and shared with finance system.

Inbound components, dispatch, assets in transit, assured delivery.

Staff and customers can instantly access delivery documents.

DOCUMENT LOGISTIX
MAKING WORK FLOW

Know where your business is at all times

Human Resources

Real-time knowledge and proof provide solid foundations for operational success.

HRIS, finance, applications, references, contracts etc.

High volume documents are indexed & stored in searchable archive.

The office becomes paperless. Users can search instantly for documents. Business processes are automated.

Corporate office is comfortable knowing the status of all personnel.

Authorized HR staff can instantly access all documents related to employee.

Documents Captured

Paperless Office

Corporate Office

DM

DOCUMENT MANAGER

DM EDUCATION   DM ACCOUNTS   DM HR   DM LOGISTICS

Document Manager –
integrated work that flows. The right document management strategy delivers
• operational excellence
• budget efficiency
• staff effectiveness
• business intelligence
• competitive advantage
• customer satisfaction and loyalty
• repeat business and growth
• assured compliance with audit trails

Document Logistix offers more intrinsic value than competing solutions. We include a robust set of standard features compared to competitive products that upcharge for the same functionality as additional modules.

EXTENSIVE FUNCTIONALITY – VALUE FOR MONEY
Document Manager has an extensive set of features normally associated with products at a significantly higher price point.

MODERN ARCHITECTURE – TECHNOLOGY SHOWCASE
A multi-tier application built using the latest technology to ensure a future proof solution that integrates fully with other leading business applications.

USER INTERFACE – HAPPY USERS
Document Manager is the first DM application to be deployed using Silverlight 4 which provides a rich, intuitive user interface and optimized performance.
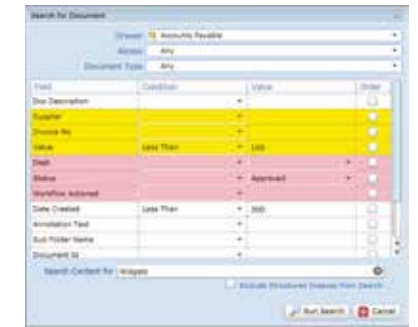
RAPID SEARCH – RIGHT EVERY TIME
Locate all stored documents by free text content search as well as metadata. Locate documents such as orders and proposals to compare similarities. Most important, never a lose another document!

INTEGRATION – WORKS WITH YOUR EXISTING BUSINESS SYSTEMS
The benefits of document management are greater when integrated into your current business systems. **Document Logistix** client and partner feedback is excellent on our proven track record of integration with business systems, including: Oracle, SAGE, JD Edwards, Exchequer and SAP. Whatever your application in Finance, HR or CRM, the documents you want are only a click or two away.

FILE TYPES AND APPLICATIONS – NO FORMAT BARRIERS
Whatever document types your organization works with **Document Manager** can work with them. Any file that has a file suffix associated with an application can be managed by **Document Manager**, including documents, pictures, movies, sound recordings, CAD, etc.

EMAIL – SIMPLE MS OFFICE INTEGRATION
Document Manager integrates with Microsoft Outlook, Word and Excel, and allows messages and/or attachments to be saved directly to **Document Manager** as .msg files.

▶ Active Directory Integration
▶ Powerful document capture
  - Built-in OCR
▶ Recognition
  - Document Scanning

▶ Intuitive Drawer Folder Hierarchy Safe
▶ Document Encryption
  View, annotate, approve, redact, highlight, print, email, export documents
▶ Redaction hides sensitive information

FEATURES AND BENEFITS

FULL TEXT SEARCH ACROSS ALL STORED CONTENT
Useful for locating documents based on their subject matter to compare similarities, like previous orders or proposals, for example.

VERSION CONTROL FOR DOCUMENT AUTHORING
Show only the latest version and assign read only status to legacy documents.

CHECK IN / CHECK OUT
Take a document out of the system but inform others, allow read only access, and check in as a new version.

AUDIT TRAIL
Document Manager keeps a record of every system access and records the identity, date, time, network address or workstation and what was done. Vital for legal admissibility and compliance. Even when documents are deleted the audit records remain accessible.

SECURITY
Apply restricted access and operational rights to Drawers, Folders, Documents and Annotations.

ALL DOCUMENT TYPES
Does not just manage images but any file type that has an application associated with it. Requires the native application in order to open or view the document. Can even reference a web site URL as a document.

ENCRYPTION
Encrypt documents in the native file store to prevent unauthorized access even by IT staff who know network level details and security.

BATCH AND BARCODE SCANNING
Automatically capture business critical data from high volumes of documents. Data is validated against business systems to ensure validity and integrity and can be used to drive workflows.

ELECTRONIC WORKFLOW
Automate business processes by defining simple rules that link the steps of the process together and give you total visibility and control.

ELECTRONIC RETENTION
Rule-based retention policies to manage archive and deletion of documents automatically ensuring compliance with legislation.

IMPROVED WORKFLOW INCREASES CUSTOMER SATISFACTION AND PROFITS

Businesses need smart operational processes and a comprehensive knowledge base with the ability to capture information, track, analyze, understand and report on key performance indicators (KPIs).

A company's real-time document knowledge base should comprise information on multiple daily tasks and transactions, asset management, revenue performance, contractual agreements and staff records, among other critical information.

Two major barriers that often prevent easy access to important information are that documents are not held in accessible, interpretable, actionable formats or information is housed in silos, where data is stored in separate blocks.

Such blocks may be a piece of software, like an accounts package, or a manual system where information is received and filed as paper documents.

The key to putting information at the fingertips of appropriate staff, partners and customers is to remove the silo approach by bringing information together in accessible formats that make work flow.

Document Manager is a scalable solution that enables companies to deliver a departmental or company-wide document management strategy for capture, processing, storage and retrieval of critical information, with the ability to assign different levels of user security.

SCAN   SEARCH   WORK   SECURE