DOCUMENT MANAGEMENT SOLUTION

IT ALL BECOMES EASIER. Accessibility. Security. Efficiency.

DOX LITE
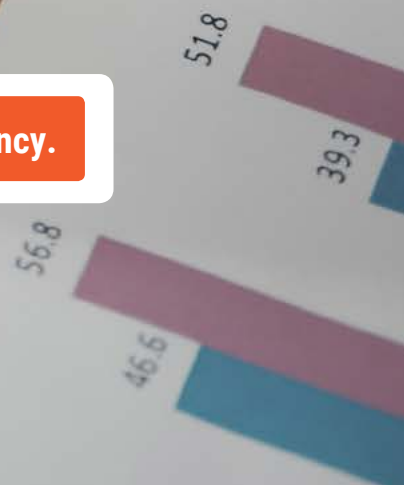
Companies and institutions are handling today a large volume of documents, that need to be managed more efficiently and in a shorter period of time. The document management solutions allow these clients to adapt quickly to the constantly changing business or legislative environment by streamlining the information flows and by improving the internal communication and collaboration.

There are multiple solutions on the market that address the need to put in order all the paper support activities, but DoxLite was created to ensure a completly safe document management. Beyond the need and the necessity to substantially diminish the amount of classic documents in favor of digital files, our clients, both private or public institutions, need to be sure their confidential information is protected.

Our product has a modular structure and it is based on modern international standards, issued by the Workflow Management Coalition. DoxLite has an intuitive and friendly web interface.

Functionalities

DOCUMENT MANAGEMENT

This module ensures a unitary document management and guarantees the data protection and confidentiality. Our product allows a large variety of operations on documents and creates automatic versions for each change made on the content, keeping a clean history of versions and organizing them at the same time. The documents can be signed electronically, regardless of their format.

WORK FLOW MANAGEMENT

The work documents of a company are always "on the move", from one department to another, from one headquarters to another. According to the internal structure and procedures, the document flows can be simple or complicated. In order to streamline the electronic work flows design to make them cover the most diverse business or public institutions requests, we created a dedicated module. Thus, the work flows can be defined to observe access rules and distribution criteria, deadlines and specific behavior norms.

INTERNAL MESSAGING

According to the access rights, any user can see his tasks, their degree of priority and deadlines, and can monitor the workflow status at any moment.

SECURITY AND AUTHENTICATION

According to the working procedures implemented in each organization, the authentication can be done with a user and password or by adding a digital certificate. DoxLite can be also integrated in a complex authentication solution. The access to functionalities and data is done according to predefined access rights.

NOTIFICATION AND TASK MANAGEMENT

The DoxLite users are notified by e-mail or within the application about the tasks they receive. The system also allows task forwarding to users that are not included in the electronic document workflows, due to the fact that it can be integrated with Microsoft Outlook.

MONITORING AND REPORTS

DoxLite provides activity reports that show which tasks have been finalized, the degree of their completion rate and the deadlines exceeding. Managers are always informed about the users activities and the degree of employee overload and can decide on the best methods to optimise the business.

⚙ ADMINISTRATION

This module ensures the access management to functionalities, work flows and documents for each user. It contains a dedicated section for audit and registration of all the operations performed within the system, using the user's name, date and time of activity, IP address and action description.

☑ REGISTRY

Business correspondence management and document tracking can be easily done when using DoxLite due to its instruments that allow the documents entries and exits registration and their internal circulation.

Document Mangement

INTEGRATION WITH MICROSOFT OFFICE

Using a DoxLite add-on button at the level of MS Office applications, the clients are allowed to work with Office electronic files (Word, Excel, Powerpoint).

COLLABORATIVE WORK

By implementing the DoxLite solution more users are allowed to contribute to the creation of a document, but the responsibility for its content belongs to the one that initiated the collaboration. Using this instrument, any colleague can be asked to make a contribution, regardless of the department he is working in. A good collaboration is evaluated at the end according to its quality.

ELECTRONIC LIBRARY

This is a collection of documents organized according to the client's internal needs and the access to documents is done taking into consideration the minimum necessary information an employee needs. Therefore, any employee will have access to see a document, change or delete it, in accordance with the rights he was granted.

ADVANCED SEARCHING

Information is quickly accessed due to DoxLite's advanced searching features, using the document attributes. The users can search in any type of text (MS Office, Adobe Acrobat, HTML).

SCANNING AND OPTICAL CHARACTER RECOGNITION

The documents that will be transformed into digital files can be taken over straight from the scanning equipment. DoxLite offers the users the possibility to search within a scanned document and to change it if necessary. Our product offers Optical Character Recognition facilities as well as bar code recognition.

ARCHIVING

This functionality allows the electronic archiving of documents that reached the end of life- cycle, according to the laws in force. The stored documents can be accessed according to the granted rights, but it is not possible to change or delete them.

MOBILITY AND VERSATILITY

With DoxLite, the access to documents used on electronic workflows can be done on desktop as well as on mobile devices (tablets, smartphones), using a dedicated application.

Benefits

GENERAL

- Efficient management of the documents life-cycle and work flows streamlining
- Information and documents security and confidentiality
- Improved information exchange among internal users
- Reduction of administrative costs and time to fulfill tasks
- Improved internal communication and collaboration
- Reduction of costs that were allocated to deposit documents
- Higher productivity and process automation
- Permanent access (public or private) to information, according to the granted rights
- Improved relationships with clients and partners
- Reduced bureaucracy and a higher level of transparency
- Customized solution, according to the client's needs and requests
- Configuration, protection and real time monitoring of the workflows within an organization
- Strict monitoring of activities, highlighting the performances and the jams
- Efficient management of human resources
- Easy to implement
- Professional technical assistance

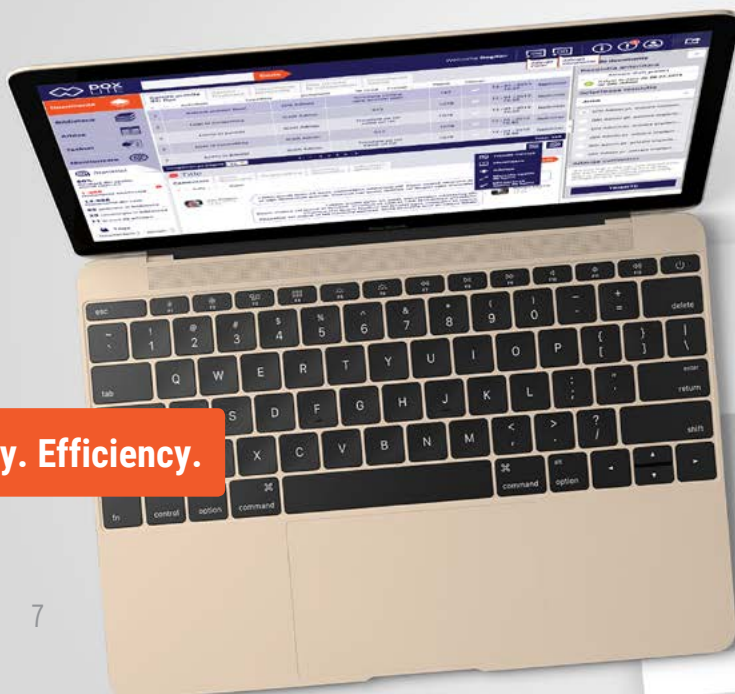**DoxLITE. IT ALL BECOMES EASIER. Accessibility.**

TECHNOLOGICAL BENEFITS

• Fast implementation and professional technical support
• Modular structure and web interface
• Stable, scalable and easy-to-configure platform, according to the clients' needs
• Independence from the hardware platform
• Optimization for the most common web browsers
• Implementation on the client's infrastructure or as services, without any cost for infrastructure development
• High level of availability and functionality (up to 99.95%)
• Easy operation and administration, without any IT training
• Reduced bureaucracy and a higher level of transparency

APPLICATION

• Large and medium companies
• Government institutions
• Local authorities
• Health institutions
• Education institutions

Security. Efficiency.