FEEL THE DIFFERENCE

ENTERPRISE DOCUMENT MANAGEMENT SYSTEM

BUSINESS PROCESS AUTOMATION

DOCUMENT CAPTURING
Let iDOX Manage Your Documents for You
It is essential for every business to become efficient and productive to achieve the desired customer satisfaction and an increased retention rate that will eventually translate into enhanced profit.

iDOX Enterprise Document Management System is designed to integrate the entire documentation process across an organization and automate the business processes in the most organized manner leading to more proficient and timely decision making.

iDOX is an optimal solution to manage documents, reduce operational cost, hence enhance productivity.
GAIN ON THE COMPETITIVE ADVANTAGE WITH iDOX

Advantages of DMS:
- Store, Index and Search documents in an organized manner
- Data remains completely Secure and Confidential
- Access to documents from anywhere across the globe
- Gain on insights and make the right decisions
USE THE TECHNOLOGY TO YOUR ADVANTAGE

Automate Your Business

- Distribute and manage your documents across the entire supply chain within and outside an organization
- Storage, retrieval and retirement as per business scope and policies
- The application provides library related functionality of check-in and check-out of documents
- Version Control of documents as per ISO procedures
- View the entire documents history and track changes on published documents
- The software can search any document through meta data and keywords
- Offers deletion and archival of documents
iDOX has been customized and designed after a thorough research and analysis of Small, Medium and Large Enterprises to ensure that the different areas and sizes of businesses can be catered to in the most effective manner.
Main Features

- Multilingual GUI (English, Arabic & More)
- Integrated E-mail For Sharing Documents With External/Internal Parties
- Assigning Tasks & Track Task Status
- Search Documents By Meta & Content
- Special Events Notifications And Alerts
- Automatic Versioning & Audit Trails
- Advanced Search Using Different Criteria
- Scan Facility For Files & OCR With The Option To Edit And Save
- Folder Management
- Repository Management
- File Adding & Sharing
- User Management
- Complete Confidentiality & Security
- Detailed Audit Reports That Are Exportable
- PDF Download

OUTPERFORM YOUR INDUSTRY STANDARDS WITH iDOX
**HOW iDOX SAVES YOUR TIME**

Most professionals spend just up to 14 percent of their time going through documents but as much as 52 percent of their time looking for them. *(AIIM)*

Companies generally spend an average of $25 in labor to get documents filed. They then spend an average of $150 in labor to locate misfiled documents. They also spend an average of $250 in labor for reproducing lost documents *(AIIM)*

- **FACTS**
  - At any given time, between 3% and 5% of an organization’s files are lost or misplaced. The average cost of recreating a document is $180. Annual loses for a Fortune 1000 company with one million files is 5 million dollars.” *(Survey Reported in Information Week)*
  - Office workers can waste up to two hours a day looking for misplaced paperwork - a total of 500 hours (62.5 days) per year. *(TN)*
  - Based on a survey a filing cabinet can hold approximately 11.52 MB of space *(Survey Reported in Information Week)*

* Data Collection From Different Statistics Bureau
DMS USAGE STATISTICS

* Figures don't represent actual usage, only estimates.

1. Canada: 32%
2. USA: 48%
3. Europe: 45%
4. Russia: 09%
5. South America: 21%
6. Middle East: 26%
7. Africa: 16%
8. Asia: 21%
9. Australia: 26%

[World map showing usage percentages for various regions]
iDOX PACKAGES DESIGNED FOR YOUR BUSINESS NEEDS

iDOX Standard
This solution is designed keeping the small sized businesses in focus. It provides all the basic needs for Document management. The software includes document archiving, annotations, indexing and retrieving. iDOX Web Feature offers you access to your documents through web browser globally. iDOX Standard automates the business processes to keep data accurately and find it efficiently.

iDOX Pro
This version of iDOX is designed for small to medium sized businesses with all the iDOX Standard features plus additional features and functionalities. iDOX Web Feature offers you access to your documents through web browser globally. The additional features include optical character recognition, capturing of documents and more. Further modules are added to this version as well, to get thorough analysis and gain on insights to make better decisions.

iDOX Enterprise
iDOX Enterprise is for large or enterprise level businesses with additional features including the iDOX Pro features. To make access more convenient this version comes with the feature of web access. This gives you access to document you need across the globe. It can be used in the field and allow one to be more flexible in terms of decision making and mobility. iDOX Web Feature offers you access to your documents through web browser globally.
Whether you are running a small business or an enterprise, the competitive marketplace demands significant investments in technology. On the other hand, iDOX guarantees a quick and positive return on your investment by offering the most reliable, flexible, adaptable and unique solution with hundreds of features and benefits.

**BENEFITS THAT EXCEED COST**

- Reliable & Cost Effective Document Storage
- Quick And Accurate Document Retrieval Through Advanced Search Option
- Audit Documents More Effectively and Efficiently
- Seamless Integration With Enterprise Solutions
- Integration With MS Office Suite For Faster Archival of Electronic Files
- Integration with MS Office Outlook to Archive Emails
- Controlled Distribution & Sharing Of Documents
- Backup & Recovery For Disaster Management
- Version Control & History Maintenance
- Content & Metadata Management Ensures Faster Document Search
- A Complete And Integrated Document Lifecycle
- Access From Anywhere Across The Globe
- Easy Adaptation & Implementation
- User-Friendly Interface
- Document Confidentiality And Security
THINK BIG with IDOXT