

reliable

secure

affordable

dProcess

TRANSFORM YOUR BUSINESS BY PUTTING YOUR CONTENT TO WORK

Are you looking for a way to organise your office in order to improve staff productivity, serve your customers better, and deal with suppliers more efficiently?

**We've got the solution!**

**dProcess**, the office automation solution that helps you Capture, Organize, Manage, Retrieve and Route any type of content providing instant access from anywhere at any time. It delivers business value for small, medium, and large organizations.

### Capture content

Capture quickly and easily any type of document from a wide range of sources. Letters, business documents, drawings, and other paper-based documents are imported using any type of scanner. Imported documents are moved to an "unfiled folder" for further processing. Electronic files are imported by "drag & drop" into the "unfiled folder" or by using the "Add" option. **dProcess** offers also the option to add a document directly to its final folder destination.

### Organise

A good file plan is essential for a successful document management implementation. It helps you to **(a)** document your organizations activities effectively, **(b)** identify your content consistently, **(c)** retrieve content quickly and **(d)** meet statutory and regulatory requirements. You can "file away" a document in the folder hierarchy by "drag and drop", by launching an automated process or with the use of metadata terms.

Users can also organize the content they are working on with the creation and use of "personal folders". "Personal Folder" allow you easier and faster access to the content that you need immediate access to.

### Manage

**dProcess** helps you protect and retain business information and gain visibility into who did what and when. Access to folders and documents is controlled through a detailed authorization process consisting of roles, groups and users. Authorization determines a set of effective access rights that a user is granted for a folder or a document. These in turn determine what operations can be performed. Access rights are also the way grants and denials of access to a document or folder are expressed. This ensures that your users will only access the documents and folders they are allowed to by their level of authorization.

The audit record includes the date and time that the operation took place the identity of the user as well as the initial and modified value of a property. The record can be a complete snapshot of the document's state or in the form of selected properties.

### Retrieve

**dProcess** search functionality allows you to find what you need, when you need it. It is fast and simple. You can select search terms from lists or you can simply enter the desired property value. Indexed and full text searches can be combined. The results are returned in a matter of seconds in a list that you can sort and filter.

**dProcess** enables you to search for tasks created, assigned to you or to other users. You can easily retrieve all of your pending tasks or tasks that you have assigned to others. Retrieve your tasks and **dProcess** allows you to retrieve the instruction or memo through which the assignment document was done and even the document it refers to.

### Work together

**dProcess** brings together content and process. It enables employees to perform their daily work more efficiently and accurately. Each user has access to a personal workspace. Tasks are conveniently found in the inbox. You can route content to users or groups. When you route a document, you can easily accompany your routing with a memo or an instruction. You can even create a "virtual case". Create a task or use one from your Inbox. Add the desired documents from your repository or local disk to your task. Once you have gathered the information needed for the task you can start collaborating with your colleagues. You can route the task to others and let them add their own content to the task. A single collaboration task with all relevant information that you and your team need. **dProcess** helps you to streamline business activities by improving access to content and capturing employee knowledge.

# Process features

## Library Services

- Capture, store and organize content in libraries, organization file plans or taxonomies.
- Use "Personalized Folders" for faster and easier document access.

## Folder and Document Classification

- Support of different document and folder types. Each type can have its own indexing properties.
- Classify folders and content to enhance retrieval. Use of pre-defined lists of values for the classification of folder and documents.
- Case management automate the creation of a case-folder type and all its subfolders
- Document link support – link a document with one or more related documents using different types of links
- Folder link support – link relevant folders

## Document workflow

- **Inbox.** Displays all work items forwarded to the user
- **Sent items.** Displays all work items sent by the user
- **Deleted items.** Displays all work items the user removed from his Inbox
- Design powerful processes for document review, approval or any other document related process.

## Task Creation

- Create tasks. Assign documents to users with system monitored deadline
- Add memos to documents with the creation of a new task

## Reminders

- Add reminders to documents
- Add reminders to tasks
- Manage reminders

## Fileplan Browsing

- Browse the fileplan
- View the folder and subfolder hierarchy
- Select a folder to review its indexing values, its security and the documents filed in the folder
- Search the fileplan for folders and subfolders using folder values

## Document Search

- Select search property values from lists
- Select one or more folders
- Display retrieved documents along with the corresponding indexing values in an "intelligent result list". The "intelligent result list" recognizes the document types and displays its indexing properties accordingly.
- Complex searches using values from different indexing properties

## Support for any file type

- Handle any file type including MS-Office documents, emails, pictures, videos, engineering documents, zip files, etc.

## Audit trails

- Comprehensive audit trail functionality records the date and time of an action, who performed it, and initial, and modified value.

## Security

- Assign roles, groups or users to folders or documents.
- Documents can inherit their security from a "security" folder for easier administration

## Usability

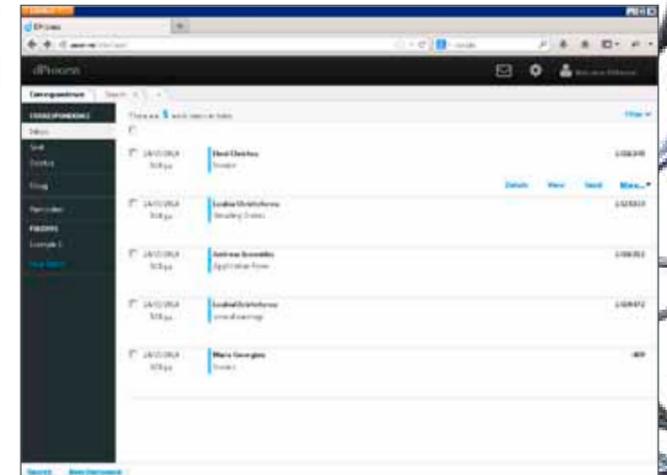
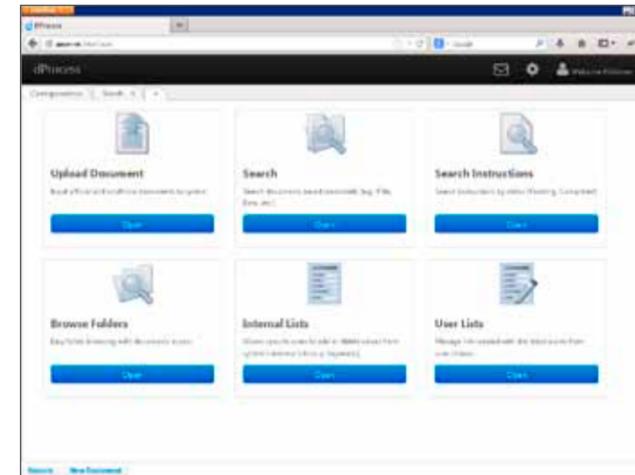
- Html 5 web based application with responsive design.
- Support of all major browsers
- Single click access to document and folder actions
- Quick access keys for search and document import
- Local language support

## Displaying Document

- Display document using the dProcess viewer or the native application
- Support of all common file formats
- Print directly from the display

## Document Annotation

- Mark and annotate documents with overlays
- Highlight text passages using different colours in either transparent or opaque mode
- Add textbox and sticky note annotations
- Add lines, boxes, circles
- Printing annotations is optional



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DATA TECH

At Datatech we understand the value of great partnerships.

By aligning ourselves with market leaders and smart innovators, we stay in touch and on top of developments in our industry. Our partners provide us with strategic insight, support, training, and industry expertise that helps us create real-world solutions for our customers.

Datatech is a leading provider of technology solutions in the fields of Enterprise Content Management, Supply Chain Management and Mobile Solutions.

Our hardware, software and implementation experts have been implementing innovative automation solutions since 1992. We offer quality software and services that help organizations manage their business processes and all data generated from these, in user friendly environments. Through practical and cost-effective solutions we increase productivity and

collaboration of members within the organization. We improve the way that people access and utilize information, freeing them from the need to be in an office or near a telephone line. We connect your mobile devices to the rest of your IT systems, ensuring a completely integrated solution. Datatech's solutions help clients achieve measurable and sustainable results. We guarantee the latest technology, a wealth of experience and protection of your investment.

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