



**DOCUMENT  
LOGISTIX**  
MAKING WORK FLOW

The right **document management**  
software for your business.

# Document Management that makes **Work Flow**

[www.document-logistix.com](http://www.document-logistix.com)



---

## DOCUMENT MANAGEMENT THAT MAKES WORK FLOW

**Document Logistix** creates document management solutions that help to eliminate the use of paper, improve records management and automate business processes.

Since 1996, we have supplied 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 DM software available, at the best price.

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



## 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 business 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 organisation 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

Think of a business application and **Document Manager** has been deployed there, including 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.

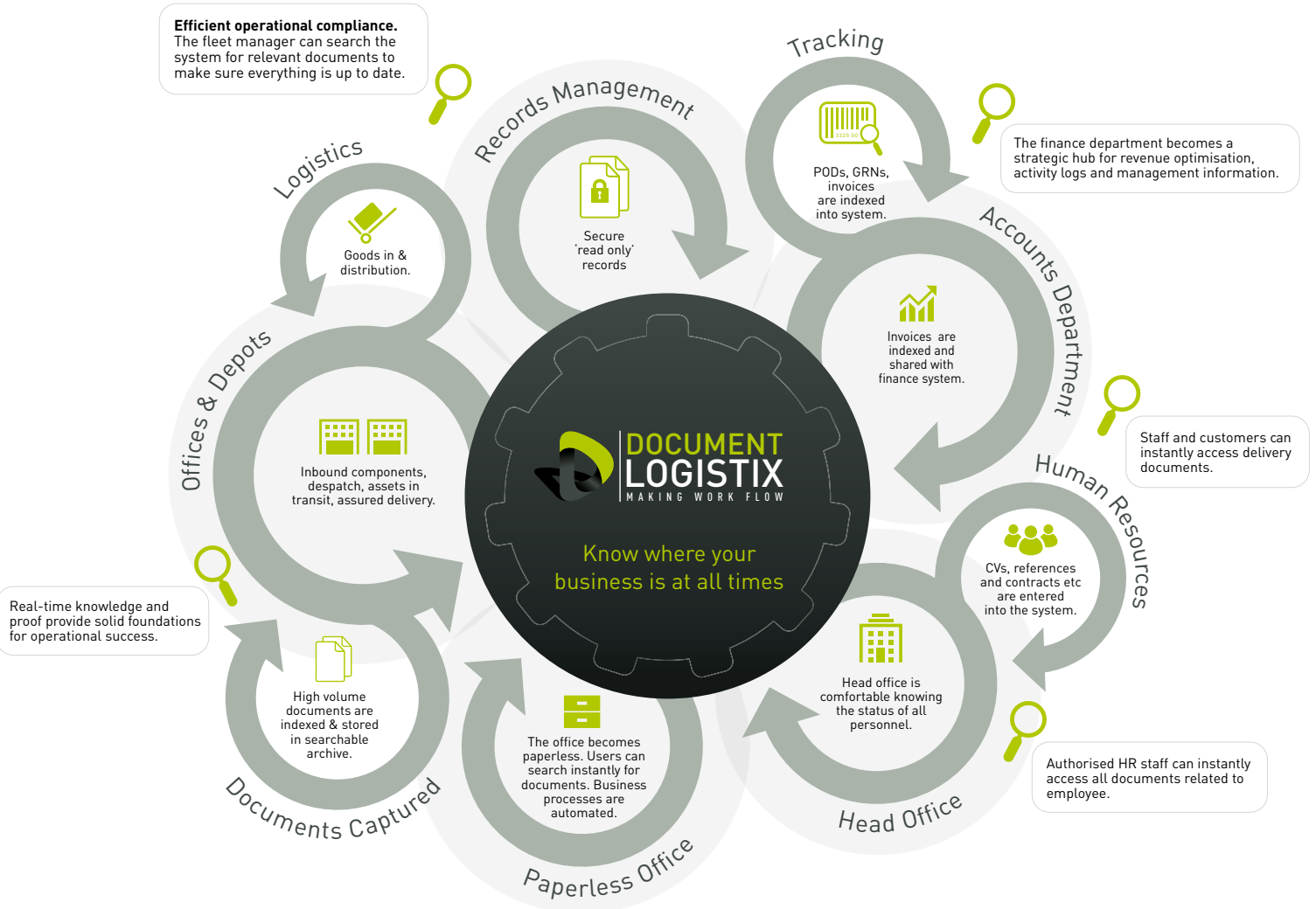
### WORKFLOW PROCESS AUTOMATION

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 MANAGER

## DOCUMENT LOGISTIX – INTEGRATED DOCUMENT MANAGEMENT STRATEGY



## DOCUMENT MANAGER



**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
- enhanced brand reputation
- repeat business and growth
- assured compliance with audit trails

**Document Logistix** has a proven track record of providing document management solutions since 1996 to SMEs and enterprises in all market sectors across the world.

## 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.

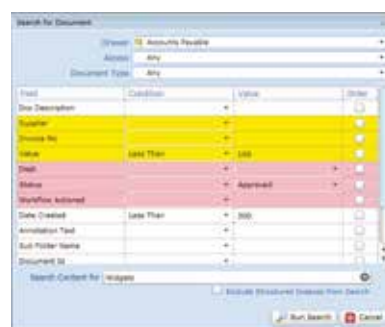


## USER INTERFACE – HAPPY USERS

**Document Manager** is the first DM application to be deployed using Silverlight 4 which provides a rich, intuitive user interface and optimised 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 – NO MORE SILOS

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 organisation 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 INTEGRATION

**Document Manager** integrates with Microsoft Outlook and allows messages and/or their attachments to be saved directly to **Document Manager** as .msg files.

- ▶ Active Directory Integration
- ▶ Powerful document capture
  - Built-in Optical Character Recognition
  - Batch Scan and OCR
  - Document Scanning
- ▶ Intuitive Drawer Folder Hierarchy Safe
- ▶ Document Encryption
  - View, annotate, approve, reject, highlight, print, email and 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 AUTHORIZING

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 unauthorised access even by IT staff who know network level details and security.

# SLOW WORKFLOW AFFECTS CUSTOMER SATISFACTION AND REDUCES PROFITS

Businesses need smart operational processes and a comprehensive knowledge base with the ability to capture information, track, analyse, 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.





**DOCUMENT  
LOGISTIX**  
MAKING WORK FLOW

The right **document management**  
software for your business.

## WHY WAIT – BOOK A DEMO AND SEE FOR YOURSELF HOW WORKFLOW CAN BE TRANSFORMED

Even though a system may be getting clunky or even costly, businesses sometimes put off change because it feels difficult or potentially disruptive.

**Document Logistix** would like to demonstrate to you that adopting document management is straightforward, dramatically improves workflow, results in better customer and staff satisfaction – and delivers a fast return on investment.

**GET IN TOUCH SO WE CAN SHOW YOU HOW, CALL NOW 01908 366 388.**

8 Copperhouse Court, Caldecotte  
Milton Keynes, MK7 8NL

t: +44 (0) 1908 366 388

f: +44 (0) 1908 760 672

e: [info@document-logistix.com](mailto:info@document-logistix.com)

w: [www.document-logistix.com](http://www.document-logistix.com)