



iDox - A complete Document Management System, For Small to Large Organizations

iDox - A Complete DMS Solution from ebaConnect, integrates and automates the entire workforce management into one stop business information systems.

- Manages every single digitization process of the organization
- Helps to manage mission critical operations with perfect synchronization and incredible ease
- Media to connect, communicate and collaborate with all stake holders of the organization

As business modernize and digitize, incompatibilities within existing systems and disorganized information architecture, result inexpensive business disruptions. With staff finding it harder to find critical information, processes are more difficult and time consuming, making document management a costly challenge for any organization.

iDox Solutions

iDox helps organizations establish effective data management and collaboration by providing timely access to data as well as multi-directional collaboration. With appropriate compliance filters in place, ebaConnect's Document Management Solutions (iDox) ensures that data is available whenever and wherever to those who need it, and protected from those who shouldn't have access.



CREATE

- Digitize organization information assets into a centralized repository.
- Break down data silos by seamlessly integrating content from legacy platforms across departments.
- Provide secure remote access to stakeholders, officials, business partners, and contractors on-the-move.



MANAGE

- Easily locate and manage documents and reduce compliance infractions with the ability to automatically classify content upon creation
- Easily manage document access permissions, monitor and report on document usage, and automate document lifecycle management.



PROTECT

- Ensure business continuity and 24/7 fault tolerance.
- Maintain aggressive Service Level Agreements (SLA) in case of accidental or malicious deletions and modifications.
- Provide transparency and reporting to prevent inadvertent leakage and loss of information by employees.

Core Functionalities of iDox DMS

Controlled Access & Collaboration

iDox has the feature to assign the access privilege on each document and folder, notification to internal and external stakeholders and they can seamlessly collaborate between themselves

Autoscan, Data & Output Capture

Scanned documents from scanner, fax, mobiles and other devices can be automated for data & output data capture. Manages every single digitization process of the organization. Helps to manage mission critical operations with perfect synchronization and incredible ease

Fixed & Flexible Drives

Flexible drives are user created folder structures on the fly and fixed drives are structured documents that can be automatically stored according to the file naming and types

Simultaneous Editing & Viewing

iDox has a rich user friendly collaboration feature. maintains audit trail and version controlling of each documents along with simultaneous viewing and editing feature.

Tagging & Notes

The user can tag the uploaded documents by defining tags against various parameters as well as can attach notes for reference. The tags for the documents recorded in the system can be edited and updated.

Quick universal access on the go.

Access anywhere, anytime on Multiple devices, both on thick client and web browsers. Intuitive interface.

Speed and Accuracy

Easy & Optimized Search & Faster retrieval. Cloud, Premise & Hybrid Solutions

System Integration with ERP & Legacy System

With standard APIs iDox can be to other ERP & Legacy System. By default, iDox is integrated with iConnect ERP, iHCM & other ebaConnect products

Business Process Outsourcing & Scanning Services

We provide platform as service to BPO & scanning services as the transfer of core and non-core business process.

Print Reduction Solution

Our Print Reduction solutions are simple and effective, they can monitor, capture and automatically distribute documents, internally and externally. They have the ability to reduce outgoing print and postage costs.

Email & Mail Room Management

Increasingly, business information is stored in emailed memos and attachments rather than on paper or shared filing systems. iDox can store outbound mails and is planning RPA on inbound emails as well. iDox automates the identification, categorization and distribution of documents, streamlining the process and reducing the amount of time and effort required

Document Type Definition

The system allows the user to create multiple types of business documents, these documents could be defined with various attributes. Once the document type is selected while uploading the file, attributes gets rendered automatically.

Seamless Upload, Download & Retrieval

The system allows the user to upload & systematically arrange the documents in the predefined format from web, application mobile device or native application from various storage devices. iDox DMS can retrieve document based on indexed keywords in addition to allowing full-text search.

Configurable Workflows

System allows user to record the date of document. The system expiry can be configured to send notice.

Secured data transmission & storage The user can tag the Statutory Compliances across geographies adhered. Data is secured during storage and transmission thereby minimizing risk

Expiry & Reminders

System allows user to record the date of document. The system expiry can be configured to send notice.

Reporting

The user can generate reports from the information stored in the system.

Process Flow



Features and Benefits of iDox DMS

- Quick universal access
- User-friendly to multiple devices
- Speed and accuracy
- Minimize Risk & Ensure data security
- Files can be easily searched
- Secured & Easy data transmission
- Reduced physical storage
- Lower costs, Save time — Instant access to documents
- Robust indexing of documentation
- Quick deployment
- Simple updating process
- Green business practice
- Export Documents as PDF
- Absolute security



if you are interested please feel free to contact us @

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