

## DocuDEX 3.0

### Accurate, Efficient and Reliable Document Management and workflow application

DocuDEX 3.0 is a powerful document management system that delivers an affordable platform to store, manage and share vital information across the organization. DocuDEX 3.0 allows the automation of capture and management of document, replacing manual paper work with electronic filing and documentation. Besides allowing documents and information to be updated instantaneously, it also enables key information to be accessed quickly and in real-time regardless of the location of employees; saving time, costs, and allowing for greater efficiency.

DocuDEX 3.0 is a user friendly application that has been designed to meet the functional requirements of different departments of an organization. An affordable, cost effective solution that will help to gain cutting edge advantages through effective information sharing and mitigating the challenges associated with managing papers. It will enable organizations to reduce cost and gain operational efficiency and saves time, space and money.

#### A powerful solution that is..

- **Comprehensive** DocuDEX includes a wide range of document and knowledge management functionalities.
- **Flexible** DocuDEX modular design allows potential customers to purchase a system that matches their need exactly, with the guarantee that they will be able to add extra extensions when required.
- **Simple** DocuDEX runs on a simple server configuration.
- **Secure** DocuDEX provides authentication, authorization, and usage monitoring along with image security.

#### Using DocuDEX will help you to

- Provide the information you need quickly and consistently using PIN, date or category.
- Have one platform to serve your employees distributed system through WEB application
- Relieve your staff from backlogs of pending requests.
- Create a key competitive advantage by maintaining constant communication with your staff.
- Accelerate processes concerning record keeping.
- Create PDF automatically from third party systems like HR applications and directly insert it to our EDMS system.

## An easy-to-use application for any users

- **Simple** DocuDEX provides the ease-of-use of a Web site. With a few clicks, users can find, open, upload, and print documents.
- **Organized** DocuDEX displays information in a structured and consistent way through a single user interface.
- **Up-to-date** Relevant up-to-date information is presented to users as soon as they enter the application.

## Highlights

- Rapid deployment and easy to implement, integrate and manage
- Fully customizable search parameter
- Role based access control and audit trail
- Web based application and accessible virtually from any browser
- Easy to integrate with any business application including any core banking system
- Has full support of English and Unicode Bangla
- Enables full text search

## Key features:

DocuDEX 3.0 is a browser-based solution with a complex back end, yet easy to use front end. It decentralizes document capture and maintenance with a comprehensive set of functionalities.

**Web based electronic document archiving system:** DocuDEX is a LAMP based solution with support for MySQL, MariaDB, PostgreSQL and Oracle as database. The system can be hosted in corporate intranet, internet or extranet.

**Dashboard:** A Dashboard is in place to make the solution more users friendly.

**Document capture:** One can capture a document using a scanner and then convert it to PDF file and upload it into DocuDEX. If using standard document scanners like KODAK, the application can directly insert PDF into ECM Lite. An optional integration with award winning Kodak Capture Software is also possible. Provides scanning capability to scan simplex/duplex document using any document scanner through standard TWAIN drivers.

**Powerful search:** Very powerful search capabilities including key word and full text search enable the users to find out the exact document.

**Document assembly and categorization:** Scanned pages can be re-assembled as a specific document through pre-defined rules or manual sorting. This tool also enables you to perform multi level categorization of documents.

**Access control:** Client can control every access to the documents and repository. Different level of management will have different levels of access control. From a single administration form it can manage the entire accessibility of the repository. Along with our own application level security client can also use the OS and database level security. The application is build with SSL support. The system comes with built-in user access control, plus can support LDAP.

We also offer an optional use of encryption key for more secured operations. Every time a user need to access the application he needs an encryption key to enter the database and modify. This feature includes PKI infrastructure and 1024bit encryption keys.

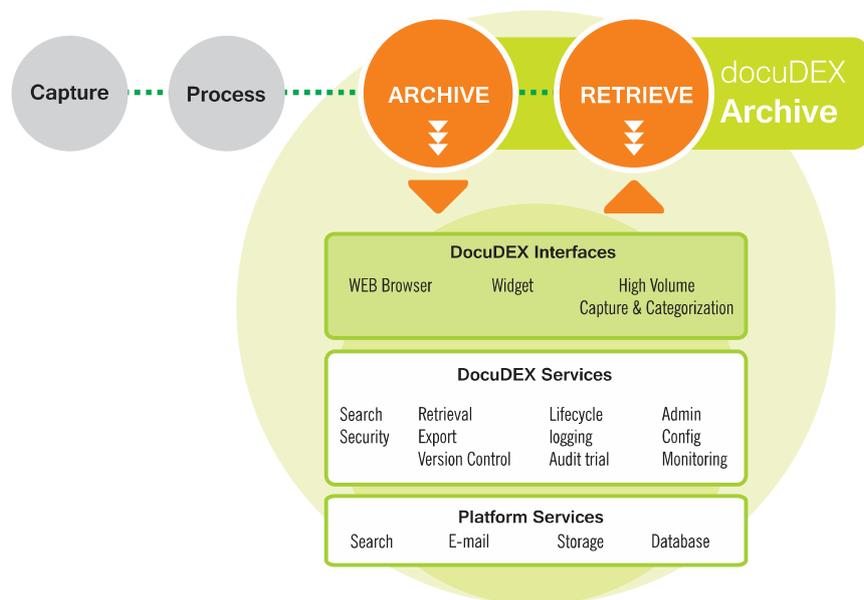
**Search& retrieve:** Client can search the documents within the repository in two or three levels. The user will be using common web browser for searching. Search can be designed based on as many fields as necessary.

Once the document is found a simple click will open the PDF/JPEG file within the application. We will be using Adobe Acrobat workspace for viewing. We Devnet are licensed by Adobe to provide Acrobat Solutions. We can also distribute the Acrobat reader without application if necessary. We use the original Software Development Kit from ADOBE<sup>1</sup> Inc. The user can print directly from the workspace.

**Transformation** (Optional, if kept in JPEG format): Changing content from JPEG<sup>2</sup> to PDF<sup>3</sup> format for external use of documents in necessary

**Optical Disc:** Primarily WORM (Write-Once, Read-Many); Optical disk on which data is recorded by the user once (and is unalterable) and can be read many times.

**Audit Trails:** DocuDEX keeps extensive log including document access, modification, categorization, workflow and system settings changes. Logs can be viewed in category, within a specific date range and can be printed if needed.



<sup>1</sup>Adobe Inc is a Registered Trademark of ADOBE Inc. All rights reserved.

<sup>2</sup> JPEG 2000 of Adobe Photoshop JPEG for WEB Format

<sup>3</sup>Portable Document Format-Format developed by Adobe Systems for document publication.

**Records Management:** Enables an enterprise to assign a specific life cycle to individual pieces of corporate information from creation, receipt, maintenance, and use to the ultimate disposition of records. A record is not necessarily the same as a document. All documents are potential records, but not vice versa. A record is essential for the business; documents are containers of "working information." Records are documents with evidentiary value.

**Check-in/check-out:** Ensures that only one person can work on a document at any time if necessary.

**Physical Library services:** Documents that are scanned will be batched and give a unique number for physical retrieval. We will add shelf number and row information within a shelf for physical tracking.

**User customizable categorization scheme:** Organizing documents, and other content into logical groupings, based on their contents. The categorization scheme is fully customizable at user level.

**Indexing:** Identification of specific attributes of a document or database record to facilitate retrieval. The database will consist of all the information available with a Map. We can index the documents according to UID or Map ID.

**Version Control:** A document can have multiple versions as required. Our system will be able to keep up to 9 version of a specific document.

**3rd party application import:** The software can import 3<sup>rd</sup> party documents and data through especially custom designed modules. We can import PDF reports with data from Applications like Accounts systems, Payroll systems or HR application provided the application has standard interface or CLIENT has adequate design and integration information on the specific application.

### Document expiration management with notification

The system shall notify the user on the expiry of any specific document through email, SMS or dash board notification.

### Reporting

Report based on several parameters can be generated from the system with downloadable and printable option.

### Workflow

Ability to create user defined workflow using workflow tools which also supports point-and-click configuration enabling customization of workflow processes and user interface without programming. It also supports conditional workflow with maker-checker concept.

Workflows automate the flow of employee tasks and activities, reducing the time the process took to complete as well as potential errors caused by human interaction. Workflows makes processes more efficient, compliant, agile, and visible by ensuring that every process step is explicitly defined, monitored over time, and optimized for maximum productivity. Given optimal, up-to-the-minute process data,

managers and employees can take quicker action and make smarter decisions. Digital workflows empower business users and IT to work together to rapidly modify systems and processes to reflect changes in the business.

### Automate business processes

Ability to automate business processes. It enables small, medium and large organizations to manage their document-driven business processes more efficiently and productively.

- LC process automation
- loan/investment Document process automation
- credit card application process automation
- account opening process automation
- application process automation
- recruitment process automation
- and many more

Apart from all above DocuDex supports many other features and functionalities.

### Benefits:

- Streamlines paper-based business processes
- Aid in Go Green initiatives
- Saves time, space and money
- Elimination of manual paper handling operations guarantees a fast Return On Investment
- Improves customer service through quick access virtually from any where
- Reduces expenses associated with manual document handling
- Improves decision making by unifying access to unstructured content and structured data
- Enhanced collaborations and communication
- Protect company information not for years but forever
- Increased productivity

### Technology Used:

- Client Platform: Windows, Linux, Mac
- Framework: Symfony 2
- Programming Language: PHP, Java
- Database: MySQL / MariaDB / PostgreSQL / Oracle
- Web Application server: Apache / Nginx / HHVM
- Scanning interface: .net
- Operating System: Linux
- Certified Browser: Mozilla Firefox, Google Chrome
- File formats: TIFF CCIT G4, JPEG, PDF/A, XML etc.

## System Requirements:

**Hardware:** Web Server and Database Server.

The requirements in the following table apply both to installations on a single server with a built-in database:

Component	Minimum requirement
Processor	Core i5 or Higher
RAM	4 GB (minimum), 16 GB (Recommended)
Hard Disk	500 GB (minimum) Additional space may require based on the production volume

**Software:** DocuDEX requires a web server environment and will run in Apache easily. DocuDEX will run in any server environment that supports PHP and use MySQL as a database.

Component	Minimum requirement
Operating System	Linux (Ubuntu / Debian / CentOS / RHEL)
Web Server	Apache / Nginx
PHP	PHP 5.4 or higher
Database Server	MySQL 5.5 / MariaDB 10

## Trial & Licensing:

Devnet offers fully functional trial versions with time and user limitations which allow organizations to test the various EDMS functions.

**Training:** Both on-site and off-site training is available for technical and management training

**Warranty:** 1 (one) year full warranty. AMC and UA may be done after warranty period.

## Reference clients:

- Al-Arafah Islami Bank Limited
- Social Islami Bank Ltd.
- Dhaka Bank Ltd.
- The City Bank Ltd.
- United Commercial Bank Limited
- Southeast Bank Limited
- Mutual Trust Bank Limited
- Prime Bank Limited
- IPDC
- IIDFC
- IDCOL
- Union Capital Limited
- Brac
- Aarong
- Brac University
- Rajuk
- LankaBangla Investment Limited
- Bengal Group of Companies
- Micro Credit Regulatory Authority (MRA)
- Department of Land Records & Surveys (DLRS)
- East West University
- Novartis Pharmaceuticals Ltd.
- Public Library
- CPD
- Alpha Credit Rating Company Ltd.
- BANBEIS
- Roads & Highways Department (RHD)
- DGHS, Ministry of Health
- UNDP
- Bangladesh Energy Regulatory Commission
- Dhaka University
- bKash Limited
- Bangladesh Bank
- BIRDEM
- The Daily Prothom Alo
- Bangladesh Association of software Information System (BASIS)

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