



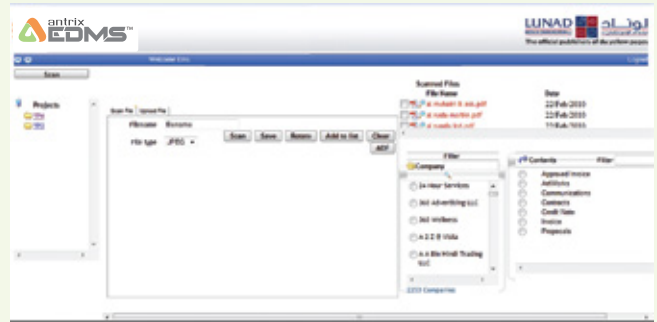
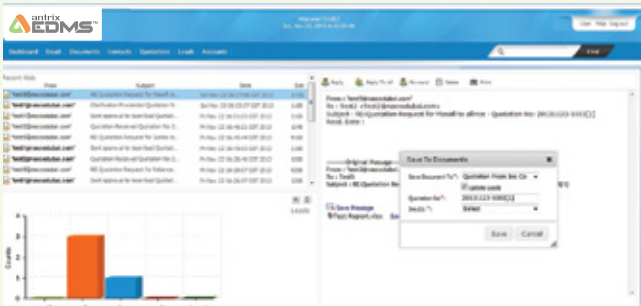
"Paperless Office think Green.
Document on your screen,
save cost think technology"

AntrixEDMS

Electronic Document Management Software provides a foundation for the computerized management of electronic as well as paper-based documents. Management activities around documents may include the capture, collaboration, creation, editing, control and distribution of scanned and electronic documents. Document management systems are becoming more important as it becomes increasingly obvious that the paperless office is an ideal that may never be achieved. Instead, the goal is to create a system that can handle paper and electronic documents together.

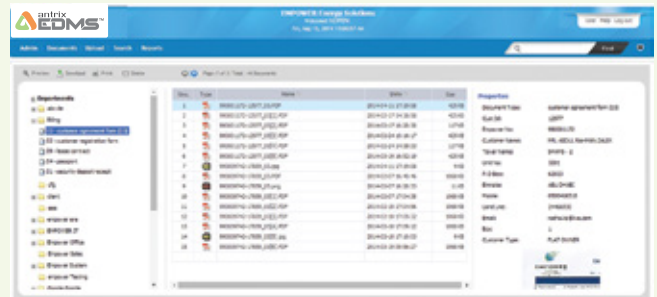
DASHBOARD FOR WORK FLOW

A well designed workflow, for a total paperless office. Day to day approvals related to activities can be routed through the dashboard. Workflow screen divided in to four sections; user can use the upload section to call any document to Inbox. Once the document reached Inbox, user can send the document for approvals by selecting appropriate hierarchy to approve the file from the combo box.



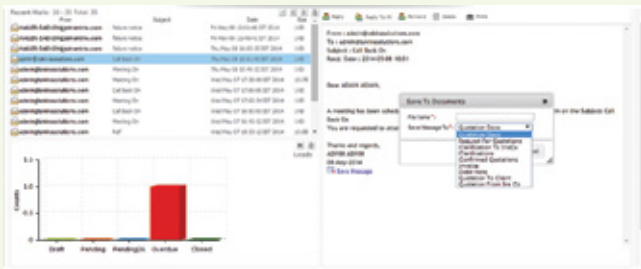
DOCUMENTS

Document section is the Crucial area where a user can see all the department (as per his rights) and folders will be listed in tree structure, user can have the following function with a click of a button, view / print / Download / Email / Fax / sign out / share, and version control etc.



EMAIL ARCHIVES

Email Archiving module specially designed for email depository where the corporate can archive the old emails and retrieves as on when they required.



UPLOAD & INDEXING

Uploading and Indexing is the key function for any document management solution. Success of EDMS depends up on how the upload & Index is designed. Here we move the documents to the respective folders under the respective departments with proper Indexing.

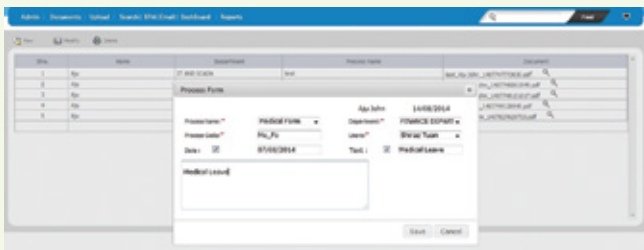
SCAN

Scan module is designed for scanning the documents and is moved to the respective areas; this can be used as an optional tool.

BPM

Business process management Module automize frequently using process within the organisation, same will leads to allows more transparency and accountability

within the organisation. The users to keep frequently used forms, i.e. leave application form / purchase orders and so on. Users can download to the local computer and enter the relevant information upload to dashboard Inbox and send for approvals.



SEARCH

Search engine is the most powerful and useful tool in AntrixEDMS, users have full flexibility to get the right information with minimum time and effort. Information will be listed as per the permission. From the huge database is most important task is extracting the required data is not an easy task, AntrixEDMS search module offer the users most interactive, powerful and user friendly screen for search. OCR (Objective Character Recognition)



CALENDAR

Highly professional and user friendly task / event management option, users can assign any work to the colleagues by using this powerful tool. Set reminder for any activity

ANTRIXEDMS HIGHLIGHTS

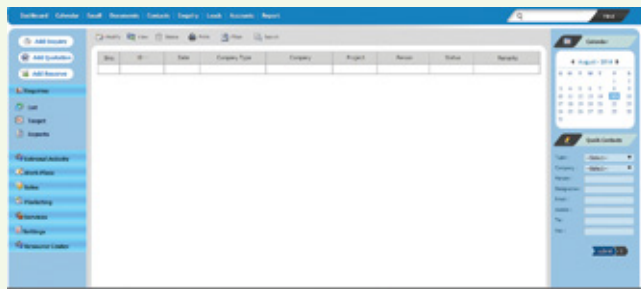
E-Forms, Web Access, Workflow, Email and Fax integration, Full Text Search, User Security, Task and Event, Task management, Version Control, Document Scanning, Records Policies, IM, OCR and Indexing

POWERFUL ADMINISTRATION TOOL ADVANTAGES

AntrixEDMS provides a tool to Easy to admin user friendly and powerful. While creating admin can define the access privileges this is classified in to read, print, download, share, email, fax etc, Reports in graphical

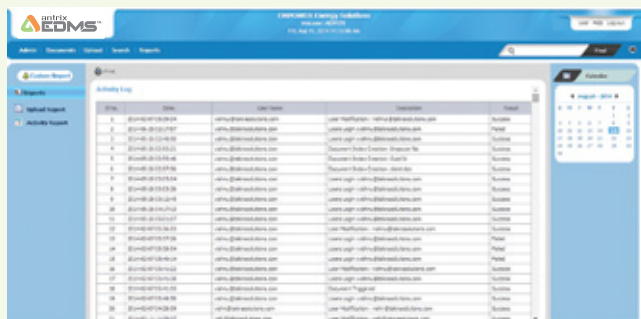
presentation. No user License, browser based, emails integration, Fax integration.

Highly flexible and secured application.



REPORTS

Reports cover all actives within the application, precise and detailed reports are available as per the user levels.



TECHNICAL HIGHLIGHTS

- Powerful Java Based application
- Plat form Independent Linux / windows back end
- MySQL Database
- Apache web server.
- User friendly web Interface.
- Integration with existing Back office software application

COMMERCIAL HIGHLIGHTS

- No user License
- No need for Server License.
- No hidden Charges
- Drastic reduction in your cost for automation
- Multi user and Multi location
- Flexibility to implement department wise

Pro-environment – Paperless Office
Save Trees – Totally Green

