



# EasyDocuments



*Your Electronic Document Cabinet*

**Easy Document Management Solutions Pvt. Ltd**

# Features at a glance

## Key Features

- Intuitive Web based software
- Rich GUI to scan and upload multiple documents
- Quality check controls to make sure the documents are accurate and easy to read
- Email-like Rules – Configure document flow rules to automate manual processing and offer out-of-sight compliance
- Organize your documents easily based on your company processes
- Real time search functionality to easily locate the document based on keywords
- Setup user accessibility rules to keep your documents secure

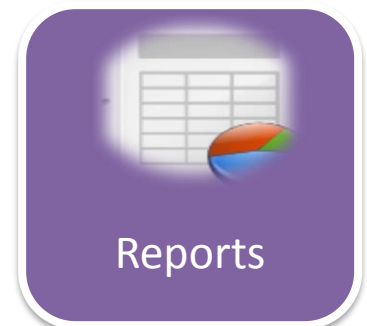
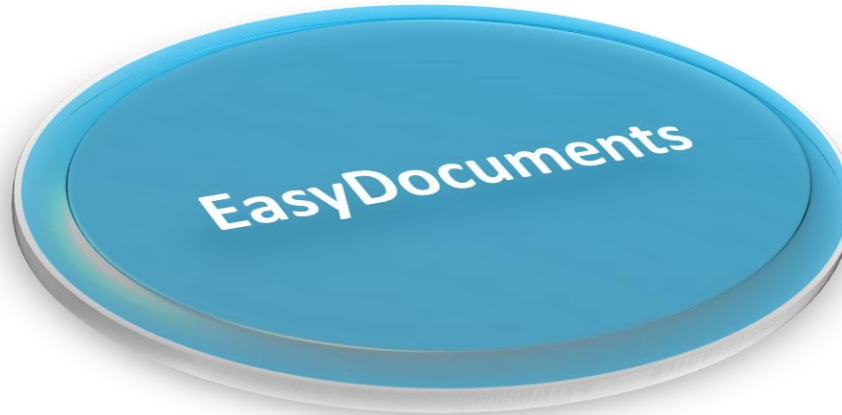
## Key Features

- Comprehensive Version control to control over the document life cycle-
  - Track different versions of the documents
  - Auditing : Who created, who updated, when created, when updated
- In-built approval system to help avoid uploads of unnecessary documents
- User management allows your company to create unlimited users of the software and set their access rights
- Security and user management with users, groups and roles
- Document level security
- Single Sign-On through LDAP

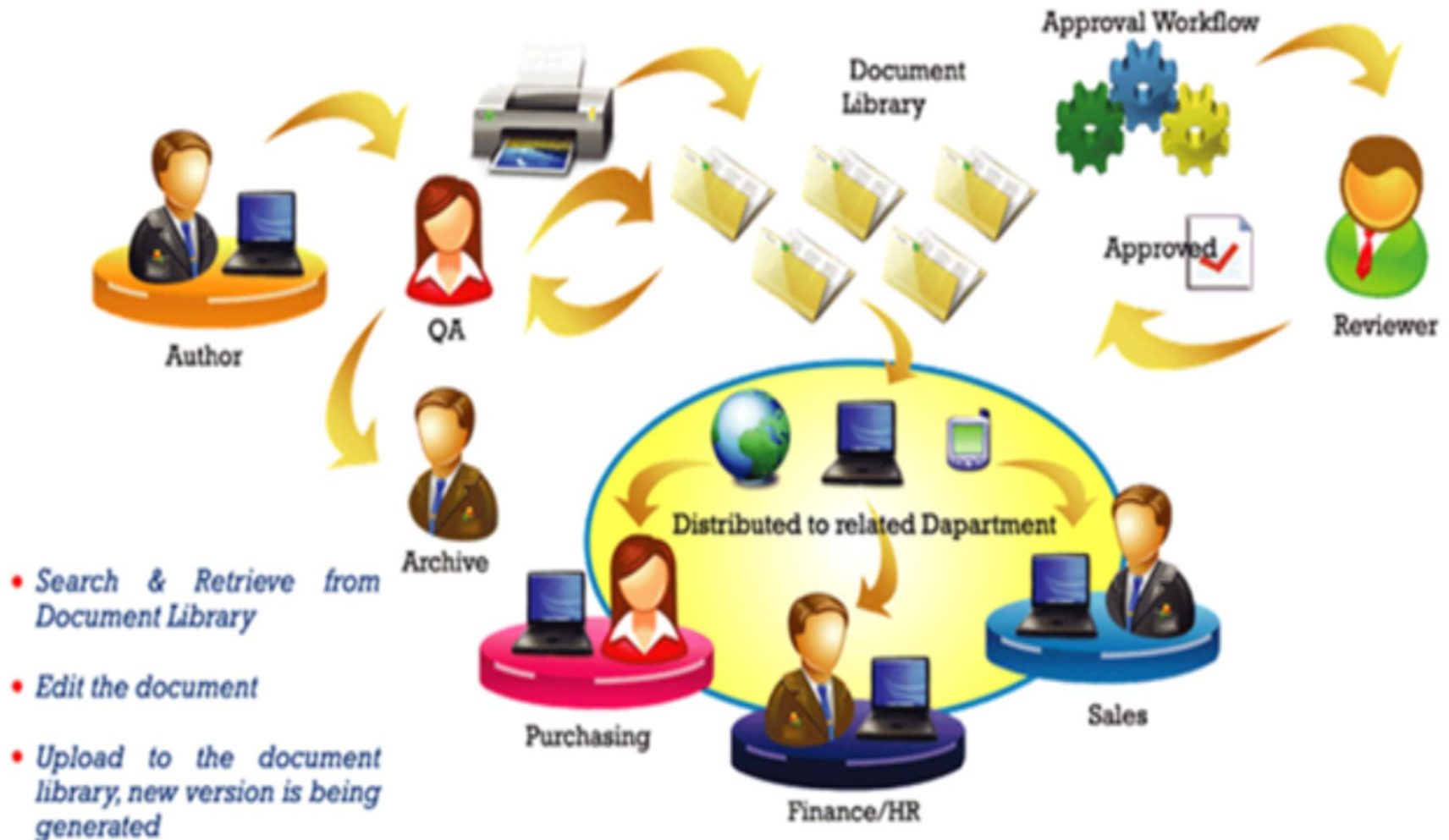
# Key Benefits

- Eliminate loss of vital business content
- Increased Operational Efficiency and Better Customer Service by allowing easy access to the information
- Plays an important role in preparing for disaster by enabling you to manage and store business-critical documents on variety of secure media
- Streamlines the data retention policies and disposition processes
- Locate the documents easily anytime and from anywhere using internet
- Effortlessly integrates with various scanning system for optimum recognition
- Electronic cabinets to manage documents easily and effectively
- Process consistency by allowing you define rules, workflows etc. throughout the organization
- Increased security with multiple levels of access permissions, user groups, encryption etc.
- Improved compliance to various regulatory standards
- Preserve intellectual / organizational knowledge
- Paper and Electronic Document Storage Cost Reduction

# EasyDocuments Components



# Functional Flow

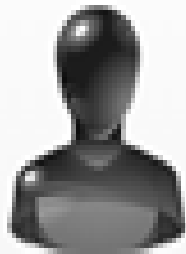


# Product Snapshots

# Take a quick look at the software

## EasyDocuments Login

Please enter user information!



**Username:**

**Password:**

**Log in**

# Document Library

## Document Library

Document Library

Accounts

123

Canteen

My Documents

Software

Staff Vouchers

Admin

IT

Scan

File Upload

Mass Upload

Share Selected Document(s)

Share	Name	Size	Uploaded By	Date	Status	File Format
<input type="checkbox"/>	04081313513657	45 KB	Parshu Saduwala	16-05-2013	Uploaded	.pdf
<input type="checkbox"/>	A00046	389 KB	Parshu Saduwala	18-05-2013	Uploaded	.tif
<input type="checkbox"/>	Sample	728 KB	Parshu Saduwala	22-05-2013	Uploaded	.pdf
<input type="checkbox"/>	TestDoc	45 KB	Parshu Saduwala	22-05-2013	Uploaded	.pdf

### Upload Document

Folder Name :

Employee Name :

Folder Path :

Document :  No file chosen

Description :

Comment :

Tag 1 :

Tag 2 :

Tag 3 :

Tag 4 :

Tag 5 :

Upload

Reset

### Scan Documents

Employee Code :

Employee Name :

Folder Path :

File Name :

Description :

Comment :

Tag 1 :

Tag 2 :

Tag 3 :

Tag 4 :

Tag 5 :

Scan

Reset



# Approval Inbox and Workflow Configuration

## Easy Documents

Logged in: Tiru Jogu

Document Library Approval Inbox Data Retrieval Reports Setup

### Approval Inbox

	Employee Name	Document Name	Document Type	Uploaded By	Date	Status
<input type="checkbox"/>	Tiru Jogu	05company_02-Version 1.0.jpg	Micrychds14	Tiru Jogu	29-04-2013	Approved&Routed
<input type="checkbox"/>	Micrych ds	05company_02-Version 1.0.jpg	Admin	Micrych ds	29-04-2013	Uploaded
<input type="checkbox"/>	Tiru Jogu	IFACE_SDK_Manual-Version 1.0.pdf	Micrychds14	Tiru Jogu	29-04-2013	Uploaded
<input type="checkbox"/>	Tiru Jogu	IFACE_SDK_Manual-Version 1.0.pdf	Micrychds14	Tiru Jogu	29-04-2013	Uploaded
<input type="checkbox"/>	Tiru Jogu	B&W_SDK_Manual-Version 1.0.pdf	Micrychds14	Tiru Jogu	29-04-2013	Uploaded
<input type="checkbox"/>	Tiru Jogu	icon_access_control-Version 1.0.gif	Micrychds14	Tiru Jogu	29-04-2013	Uploaded
<input type="checkbox"/>	Tiru Jogu	ACS Icon-Version 1.0.bmp	Micrychds14	Tiru Jogu	29-04-2013	Uploaded
<input type="checkbox"/>	Tiru Jogu	fo.go-Version 1.0.JPG	Micrychds14	Tiru Jogu	29-04-2013	Uploaded
<input type="checkbox"/>	Tiru Jogu	processing-Version 1.0.gif	Micrychds14	Tiru Jogu	29-04-2013	Uploaded
<input type="checkbox"/>	Tiru Jogu	2-Version 1.0.bmp	Micrychds14	Tiru Jogu	29-04-2013	Uploaded
<input type="checkbox"/>	Tiru Jogu	foldersetup-Version 1.0.JPG	Micrychds14	Tiru Jogu	29-04-2013	Uploaded
<input type="checkbox"/>	Tiru Jogu	Water lilies-Version 1.0.jpg	Micrychds14	Tiru Jogu	29-04-2013	Uploaded
<input type="checkbox"/>	Tiru Jogu	Sunset-Version 1.0.jpg	Micrychds14	Tiru Jogu	29-04-2013	Uploaded

Complete

Reject

Approve & RouteTo

NavinKoko

Approval Inbox

Workflow Configuration

Document Library Approval Inbox Data Retrieval Reports Setup

### Approver Setup

#### Available Directories

Account  
ChitanShah2  
Micrychds14

Add >

< Remove

#### Selected Directories

#### Available Approvers

#### Selected Approvers

#### STEP 1 Approvers

suraj g  
Pavel skora  
ars kemeleter  
Shashi Kumar  
Micrych ds  
Tiru Jogu  
Karan Rajpal  
Navin Koko  
Test\_Employee.tes

Add >

< Remove

#### STEP 2 Selected Approvers

Save

Cancel

## File Viewer with Version Control

**iFace Series  
Communication Protocol SDK  
Development Handbook**

Version: July, 2013

Document Details	
File Name:	TFT_SDK_Manual.pdf
Created by:	Tiru Jogu
Created Date:	29/04/2013 4:17:21 PM
Modifier :	Tiru Jogu
Modified Date:	29/04/2013 5:52:05 PM
Tags:	abc

Version History	
Version Name:	Version 1.1
Comments:	I have changed the document
Date:	29/04/2013 5:52:05 PM
Modifier:	Tiru Jogu
<a href="#">Download</a>	
Version Name:	Version 1.0
Comments:	I have changed due to errors..
Date:	29/04/2013 4:17:21 PM
Modifier:	Tiru Jogu
<a href="#">Download</a>	

[Upload New Version](#) [Comment](#) [Share](#) [Cancel](#)

# Open Search for Data Retrieval

## Data Retrieval

Search:

Document Type :

**Search**

Document Name	Document Type	Uploaded By	Date	Status	Description
04081313513657-Version 1.0.pdf	Staff Vouchers	Parshu Saduwala	16-05-2013	Uploaded	Description
A00046-Version 1.0.tif	Staff Vouchers	Parshu Saduwala	18-05-2013	Uploaded	
TestDoc-Version 1.0.pdf	Staff Vouchers	Parshu Saduwala	22-05-2013	Uploaded	
TestDoc-Version 1.0.pdf	Staff Vouchers	Parshu Saduwala	22-05-2013	Approved&Routed	gdg
Tulips-Version 1.0.jpg	Software	Parshu Saduwala	05-06-2013	Uploaded	

# Administration Console

[Document Library](#) [Approval Inbox](#) [Data Retrieval](#) [Reports](#) [Setup](#)

Setup

 <b>Employee Setup</b> Click here to manage the employee information. Here you can add new employees, edit/delete existing information in the system.	 <b>Folder Setup</b> Click here to manage all folders in the system. Here you can arrange the folder hierarchy, add new folder \ sub folder and manage folder permissions.	 <b>Menu Security Access</b> Please click here to manage the user roles in the system. Here you can create new roles, edit/delete existing roles.
 <b>Approver Setup</b> Click here to give approval access of all uploaded or scanned documents in sub folders of main folder to the employees.	 <b>Change Password</b> Please click here to change the password . Here user can change his password.	 <b>Folder Access</b> Click here to setup the access to the folders. Here you can edit/delete the permissions for folder
 <b>Approver Rights</b> Click here to give approval access of all uploaded or scanned documents in sub folders of main folder to the employees.	 <b>Department</b> Please click here to create and update or delete the departments.	 <b>Designation</b> Please click here to create and update or delete the designations.
 <b>Role</b> Click here to create new Role .Edit/Delete existing Role in the system.		

Easy Documents Logged in: Tiru Jogu [Log off](#)

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Folder Security

Select User : 

-- Select --  
Admin  
HOD  
Manager  
HR Executive  
Employee  
-- Select --

☐ Select All

Folder Structure

Admin

Legal

AGM MOM

Agreement

Board MOM

Finance

Balance Sheets

Letters

Share Certificate

Permission:  
-- Select --  
[Add >](#)  
[< Remove](#)


[Save](#) [Cancel](#)


# Reports

**Easy Documents**Logged in: Tirus Jogu [Log off](#)

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**Reports**

[AuditLog Report](#)  
Click here to get the AuditLog report with the details of form name, created by, transaction type etc.

[Document History Report](#)  
Click here to get the report with details of document scanned or uploaded and name of the Approver.

## Approval Report

Document Name	Document Type	Date	Status	Scanned/Uploaded by	Approved by
PF nomination form	Educational Documents	23-01-2012	Uploaded	Shashi Kumar	
Insurance Nomination	Educational Documents	23-01-2012	Partial Approval	Karan Rajpal	Shashi Kumar
Offer letter	Document CheckList	22-01-2012	Uploaded	Karan Rajpal	
employee-warning-not ice	Document CheckList	22-01-2012	Uploaded	Karan Rajpal	
Passport	Document CheckList	22-01-2012	Uploaded	Test Employee test	
employment_applicati on-159635-1	Document CheckList	22-01-2012	Uploaded	Test Employee test	
resume	Document CheckList	22-01-2012	Uploaded	Test Employee test	
employment_applicati on-159635-1	Document CheckList	22-01-2012	Uploaded	Test Employee test	
employee-warning-not ice	Document CheckList	22-01-2012	Uploaded	Test Employee test	
PAN Card	Educational Documents	22-01-2012	Partial Approval	Test Employee test	Shashi Kumar



For More Information get in touch with Mr. Amol Ranshinghe  
AVP – Sales & Services on +91 – 9167999052/9869653134.

Marketing Office Address: 1<sup>st</sup> Floor, 113 Shanti Nagar CHS,  
Building no 5, Mahakali Caves Road, Andheri (E), Mumbai 400 093.

Email Id – [sales@easydocmanagement.com](mailto:sales@easydocmanagement.com)

Website – [www.easydocmanagement.com](http://www.easydocmanagement.com)

**Easy Document Management Solutions Pvt.Ltd**