

ECM Suite – Overview



ezofis ECM Suite is an integrated Enterprise Content Management system, packaged with tools which helps organizations to govern enterprise content.

ezofis ECM Suite captures and manages information and contents from various sources such as email, paper documents, electronic documents, ERP systems, media files, mobiles, correspondence, CAD files and third party systems.

ezofis ECM Suite files automatically all the documents it captures from various sources in a structured manner complying Information Governance of organisational policies and also allows rapid retrieval of these documents in the place where it is required and saves time.

The Integration capabilities of ezofis ECM Suite allows organization to tightly interface with various applications and help improve efficiency in the business practices by providing the required information my any platform.

Core Benefits of ezofis ECM Suite



Saving up to 30% of current Document Management expenses by electronic archiving and retrieval of documents.



Improving employee productivity by improving processes such as retrieving filed documents right from the ERP systems.



Case Management by accessing customer documents faster and to effectively manage disputes.



Excellent Customer Satisfaction by retrieving and providing required information at the time of client transaction.



Environmental compliance by managing documents in the electronic form and reducing outputs (Copies and Print outs).



Enhanced Business continuity and Disaster Recovery support by creating electronic repository



Better security by restricting document access based on the user profiles at the same time enables improved Information Governance



Improved Long-term storage, which allows better retention policy, regulatory compliance and document life cycle.

ezofis Capture

Scanning paper documents:

Document Capture: Scanning & uploading any file formats.

ezofis Capture tool is capable of Scanning / Importing the documents and renders the preview for the users to index with relevant field values configured for each template. Users can import any electronic documents for indexing.

Document Classification: Indexing & Structured saving.

Indexing a document makes the properties for every document saved in the ECM repository. The folder structure is automatically created meaningfully to store the indexed file.

Content Indexing: Content Recognition (OCR)

Document contents will be indexed automatically for each and every word in the document using OCR, which will help users to retrieve documents, by its contents.

Document Archiving: Saving documents in structured hierarchy

Documents will be archived for long term as per the ISO standard (19005-1) which will be retrievable in future at any time.



Capturing Electronic Documents:

Email Archiving: MS Office Plugin

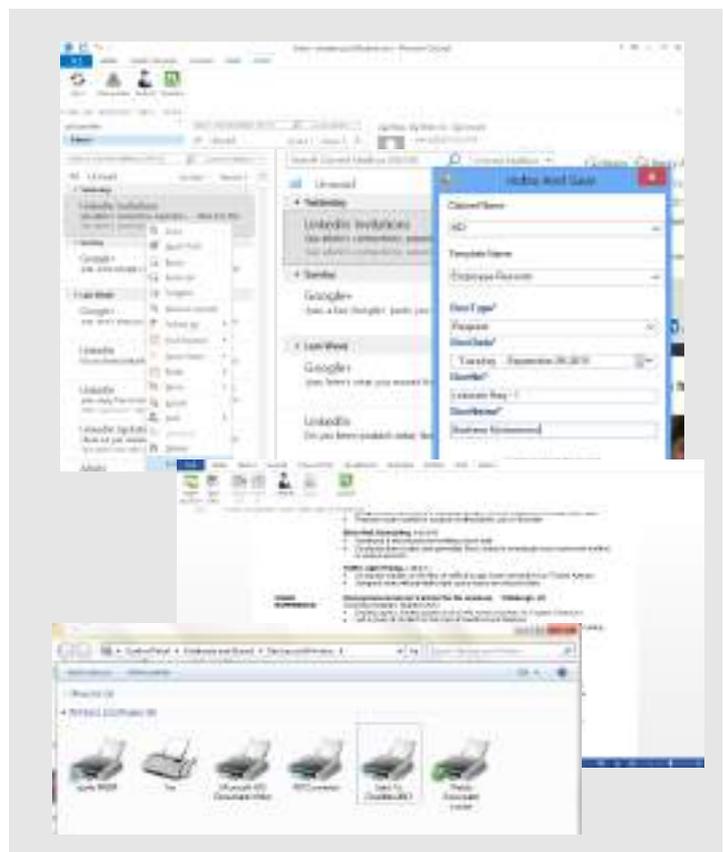
Email can be archived with a simple right click options from the outlook which helps to archive selected emails, a folder and automated rules for batch archiving. Also this tool will automatically index the captured email by its properties such as from, to, subject etc. This tool also helps to search and retrieve archived emails from the outlook itself.

Office documents: MS Office Plugin

All office documents will have the advanced ezofis menu with the capability to store in ECM repositories, check-in/out various versions of documents, manage its field attributes and retrieve documents directly from the MS office platform.

Documents from 3rd party systems: ezofis virtual printer

Any data from 3rd party systems such as ERP can be printed as a PDF document and can be automatically captured in to the ECM suite repository using the ezofis virtual printer.



Capturing from other sources

Mobile Environments: ezofis Mobile App

ezofis mobile app is compatible to most of the mobile platforms and helps to captures documents and other ECM collaborations

FAX Archiving: ezofis FAX management

ezofis FAX tool helps to manage and route FAX efficiently, keeps track of FAX audit and retrieval archived FAX from the history.

Windows Integration:

ezofis capture is tightly integrated with the windows platform so that the users can right click on any of the documents and will be able to capture easily in to the ECM repository

Web Upload:

Apart from the various capturing methods users can also directly drag, drop and upload documents using the web based end user interface

Distributed Capture from Multifunction Printers:

SHARP MFP devices are compatible with the ezofis capture solution which populates the ECM repository details on the MFP panel for users to conveniently archive documents. Document retrieval and printing can also be performed from the MFP device.

Capture from ERP and Databases

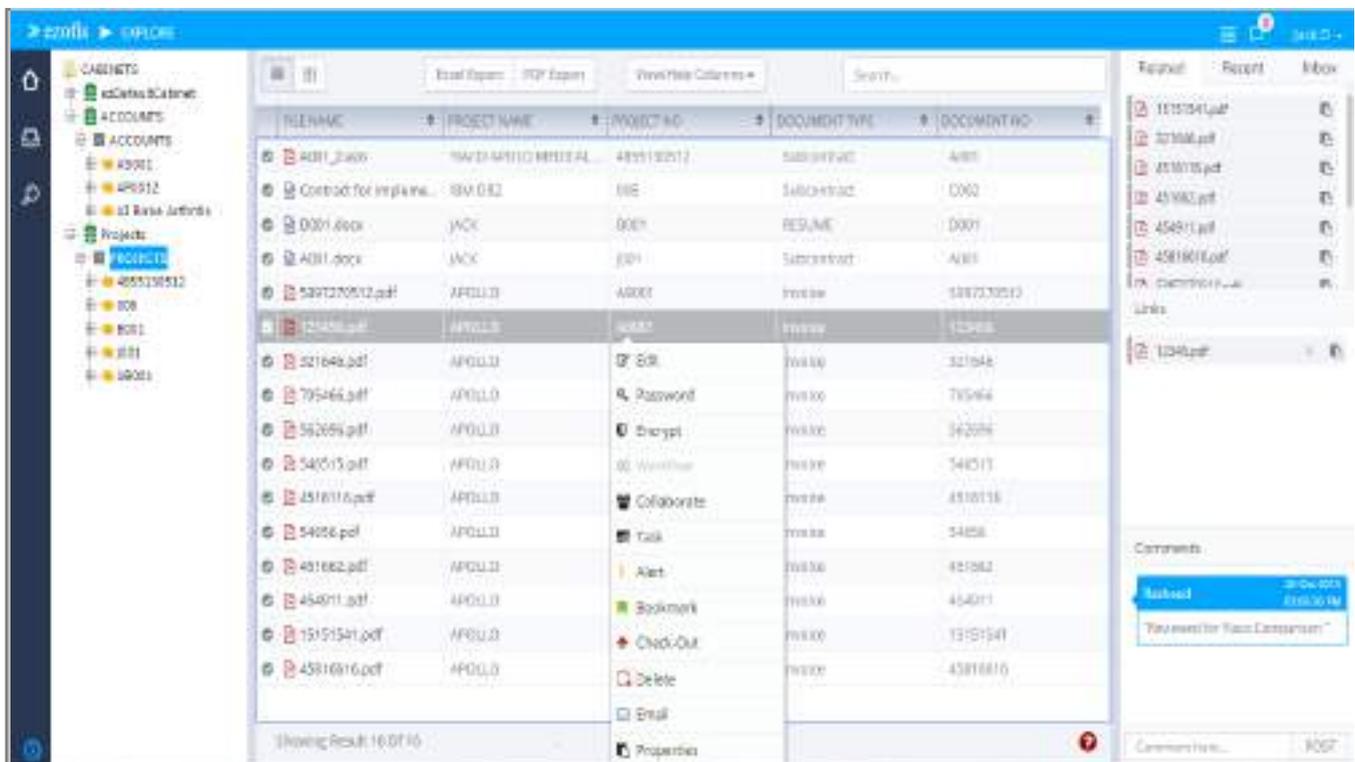
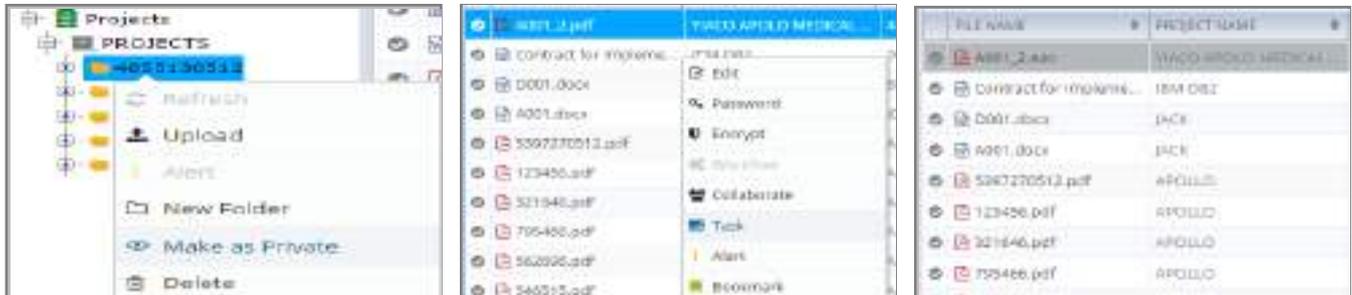
ezofis field sync helps to automatically synchronize field attributes from any sources such as ERP, external Databases and their party systems 'DB with the documents captured in the ECM.



Secure documents and information with advanced functions

Keep the confidential documents safe and secure by various functions such as Cabinet level, filed based, folder level and document level restrictions. Also apply rights management to use various actions with in the ECM system based on pre-configurable customised profile settings.

Set private folders, encrypt folders and documents by the choice of power users and password protect high confidential information.

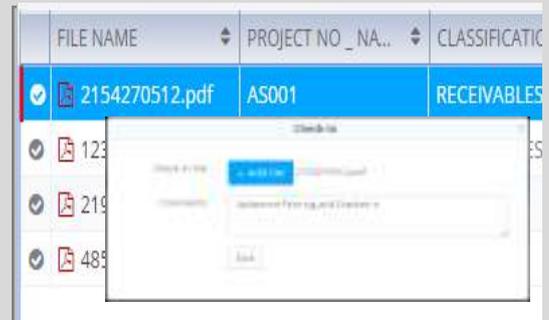
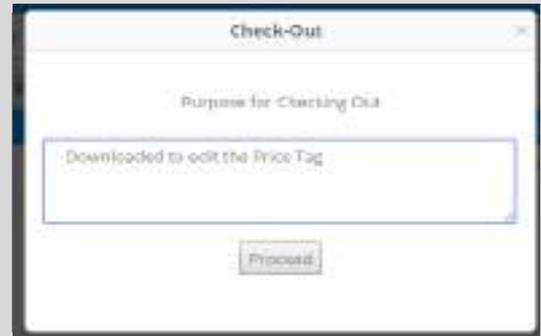


Set alerts and notifications on selected documents and folders, if it gets accessed by any other users and also get the complete details of what actions the user carried out on the document.



Manage Documents and keep track of multiple versions

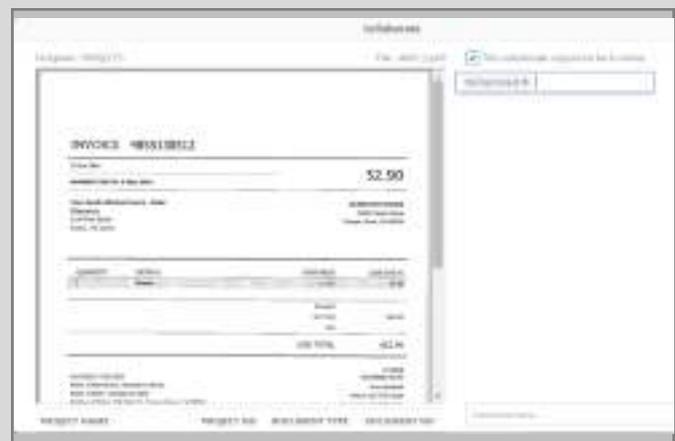
Multiple users can work on the same document but properly managed with checking out and checking in functionalities which ensures creating versions, the comments and history of the changes. For MS Office documents, with the help of MS Office Plugin users can use the MS Office environment itself to manage versions without having to switch to the ECM interface which enhances the easiness for the users.



Collaborate with colleagues

Use the task management tool to assign tasks and keep track of those tasks in a collaborative way with in teams and departments.

Also the collaboration platform of ezofis ECM Suite helps users to pick a document, share and chat about the document with multiple users.



Distribute documents easily

Users can send documents easily by sending them as a link (Internal) and as an attachment (External). Also batch set of documents can be exported in the same folder structure as it was archived along with the indexes as a HTML page with dynamic controls like filtering, grouping and searching.



Integrating ezofis tools and ezofis Mobile platform

Most of the functions which enhances productivity by the use of productivity tools can be used in other application directly connected with the ezofis service.

These tools can be called using visual studio environment and can be programmed to fit in other applications but always connected with the ECM platform. This enhances the productivity and to collaborate with various other applications



The ezofis mobile app helps to keep a mobile demography to stay connected with the documents and also helps users to capture and store documents to the ECM repository directly from their mobile devices.

ezofis mobile app also allows users to capture texts, phone calls, pictures and emails.



Technical Architecture

