

FineDocs E-Office

Product Overview

The e-Governance strategy outlines the objectives and the processes for the modernization of government, as a mean towards enhancement of transparency, accountability and good governance; making the government more result oriented, efficient and citizen centered; enabling citizens and business to access Government Services and Information as efficiently and as effectively as possible through the use of internet and other channels of communication.

The effective and efficient realization of e-Government objectives depend on the availability of skill and the right attitudes across organizations.

FineDocs e-Office Solution has been designed for Government sectors to

enable organizations completely automate File, DAK, Correspondence, Records, Notes management throughout its life cycle, transforming organizations into a paperless office.

FineDocs e-Office helps Organizations manage both structured and unstructured content throughout its life cycle, bring and moving it along the respective stages of Creation or Capture, Management, Storage and Delivery to the final stage of its Archival.

Benefits

- Centralized data storage to be accessed by all the departments, significantly boosting the e-governance initiative

- Increased Transparency - Making the information available online eliminates all the possibilities of concealing of information
- More focused on service delivery
- Reduced operating cost and risk
- Increased productivity and accountability
- Improved Compliance and adherence to governance mandates and standards.

Highlights

- DAK Management
- Online File Creation
- File Workflow
- Whitehall File View with Note Sheet
- Digital Signature

Capture

FineDocs e-Office Capture Applications offers world class features and functionalities that has matchless Capture engines running at its heart.

It also supports distributed environment and delegation of tasks within the environment, which can achieve much faster and precise capture results.

FineDocs e-Office DAK management module has capability to digitize and route physical DAK on the fly

through its advanced Web based capture engine. DAK can be either merged to an existing correspondence of online file available in FineDocs e-Office or create a new file.

FineDocs e-Office also supports Creation of electronic files online with configurable unique identifier.

Capture through

- FineDocs Web
- FineScan
- FineDocs Auto-Upload Watch
- FineDocs MS-Office Add-in

Manage

“Management of Files from diverse sources and traceability is easier”

FineDocs with its composite application environment aggregates all the DMS Components together and makes them available to daily solution users through a web browser, for efficiently managing the documents and content across the enterprise environment.

Classify, Index &

Organize : Advanced Classification and Indexing Scheme assists with modern database technologies help you achieve consistent organization and fast retrieval of unstructured content.

Manage e-Office

Content : Allows you easy and efficient management of content to successfully execute the daily tasks of document management.

Search : You decide! View the easily accessible File, Folder OR Search them with a Powerful FineDocs Crawler. Subscribe to the information and get the always synchronized up-to-date information on your dashboard.

Audit, Report & Control :

Optimum utilization of resources is the primary

objective of any organization and FineDocs helps you achieve the same through a robust Dashboard, Audit and Report features that allows managers to keep track of each and every activity with extensive audit of Users, Functions and Business Workflows.

Classify, Index & Organize

Every organization, large or small, with or without electronic DMS, has its own methods of structuring its indexing. You can map the existing method and at the same time you should take care of best practices of indexing. This will help you prevent rethinking and will make your life easier.

DataClass and Descriptor Metadata for Indexing

DataClass is a set of Indexes or Metadata that can be associated with the Documents or Folders for providing unique identity to them. In FineDocs DataClass, Descriptors and Global Descriptors are used for indexing Documents as well as Folders.

Indexing Online

Online Indexing feature allows the User to perform indexing on Document batches uploaded into FineDocs. Document batches can be created using FineDocs Web or FineScan windows application.

Indexing Offline

Offline Indexing allows to perform indexing on Document batches using FineScan offline mode. Define Template creating DataClass and Descriptors offline and index the documents before uploading to FineDocs Server.

Indexing Documents

Document Indexing feature allows the User to perform indexing on Documents using FineDocs Web interface. In the Document Viewer or Modify Document module, user can index or re-index any documents using DataClass and descriptors. Page level indexing is also available to index individual document pages.

Automatic Indexing

Automatic Document Indexing feature allows to perform indexing on Documents based on any configured data lookup. Data source can be any RDBMS i.e. MS-SQL server, Oracle or CSV file, Excel sheet and MS-Access.

Indexing Folders

Folder Indexing feature allows the User to perform indexing on Folder. In the Object Brower or Administration module, user can index or re-index any folder using DataClass and descriptors.

Feature available in

- FineDocs Web
- FineScan
- FineDocs Auto-upload Watch

“Ensure Integrity of the content by secured authorized access to the relevant information”

Manage e-Office

Manage DAK

DAK Management Component being a part of FineDocs e-Office Solution specifically designed for Government Organizations facilitating in management of their daily DAK PAD and an automated way to receive and process DAK with an ease.

- Electronically diarize of inward letters and files.
- Delivers digitally signed acknowledgement/receipt for each DAK received.
- Options for handling Classified and Non-Classified DAK independently.
- Automatically generates unique Dairy Number for each DAK.
- Seamless Integration with workflow engines for DAK Movement between different users.
- Integration with MS Office and Outlook to diarize incoming DAK through e-mails.

Manage File Workflow

DAK once processed moves towards the File Management lifecycle where each DAK has be a part of a File. DAK can be either merged to an existing

correspondence of online file available in FineDocs e-Office or create a new file. FineDocs e-Office is designed with a automated sequential, parallel and flexible workflow system (configurable) to handle the business processes involved in the DAK/File management system.

Whitehall

FineDocs e-Office File View, a complete Whitehall filing system is one of the key component of FineDocs e-Office.

Provides split view of a file, with green sheet noting on left and correspondence on its right side of the screen. Noting section displays all electronically added notes and digitized note sheets.

The user interface of File View makes it easier for users to shift from manual filing to Whitehall Filing System. Users can add notes on their received files along with digital signatures. Provision for adding draft notes (Yellow Sheet Noting) for interim approvals and easily converts draft notes into green note sheet also exists in the system.

All necessary traditional filing features have been incorporated in the File View with simplicity for complete office automation. Users can create electronic files, add notes in files, create draft for approvals, and attach

correspondences in an easy and user friendly manner.

Features

- Attachment of DAK to File
- Add Reference Documents
- Linking Files for reference
- Creation of Draft for Approval
- Noting with Digital Signature
- Notes Linking

Digital Signature

FineDocs e-office is completely integrated with Digital Signature, starting from authentication with e-token based Digital Signature till signing of digitized DAK, Files and Notes.

FineDocs also supports automatic signing of documents using the user's Digital Signature Certificate. Digitally Signing of documents in FineDocs e-Office provides same legal recognition and legitimacy as handwritten signatures which represents the authenticity of a digital document.

"Single click access to right Files / Documents / Notes anytime, anywhere"

Search

FineDocs Search helps the User to find Content using various search criteria/filters. A searching method can also be saved for future use. Search-Filters help reduce clutter and get you more precise and accurate result.

Content Search allows the User to search for a File, DAK, Correspondence, Notes using following filters.

General Search

- File Path
- File/Folder Name
- Created by
- Modified by
- File Format
- Keywords

Index/Metadata Search

Index search allows the User to search for a particular File on the basis of their DataClass and metadata.

Full Text Search

Full text Search retrieves documents based on the text present inside the document content.

Date Search

This option allows the User to perform a search for a Document on the basis of the creation or modification dates or date range selected by the User.

Note Search

This option allows the User to perform a search for a File on the basis of the notes entered by the User.

Query Search

This option allows User to add and save queries and retrieve data based on already saved queries. Queries can be saved as Global or personalized.

Enterprise Search

FineDocs provides a comprehensive Enterprise Search solution with a unified interface, enabling users to easily locate and instant access to contents from centralized repository of FineDocs. This is intended to have a unified access to multiple information sources regardless of file type, format or location with full security enforcement. Source of the information are all acquiring locations of FineDocs ECM i.e. FineScan, Auto-upload Watcher, Distributed Capture, Email Capture, Fax Capture and

uploaded content and records on DMS Web.

Document Viewer

FineDocs supports powerful Document Viewer supports multiple image formats as well as e-docs. This module allows the User to view the Document in a viewer where the Document is displayed on the right panel while its properties comprising of DataClass, Metadata, Keywords and notes are viewed on the left panel.

Universal Viewer

This module is intended to convert any office and PDF documents to image and view on the Document Viewer. The DMS users do not need the native application installed on their client machine to view the document.

“Improved Efficiency and accuracy – Facilitates to retrieve the information from millions of Files within seconds”

Reports

Manage DAK

FineDocs e-Office is capable for exhaustive reporting through its powerful Reports Module. A smart tool for monitoring and tracking the status of electronics Files and DAK has been implemented in FineDocs along with Reports print and export facilities.

Electronic File Reports

- Files Registered
- Files Received
- Files Forwarded
- Pending Files
- File Pending for more than certain period
- Parked Files
- Closed Files

DAK (Receipts) Report

- Classified DAK Report
- Dairy Register
- DAK Initiated
- Closed DAK
- DAK Summary

Dispatch

- Daily Dispatch Register
- Dispatch Summary

**“Collaborative Working
– Manage Files by
different departments
internally and
externally”**



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FineDocs ECM - Products

Featured

- ◆ FineDocs DMS
- ◆ FineFlow BPM
- ◆ FineDocs ECM Portal
- ◆ FineDocs Mobile
- ◆ FineDocs HRMS
- ◆ FineScan
- ◆ FineDocs DCS
- ◆ FineDocs Offline
- ◆ FineDocs Form Processing
- ◆ FineDocs Auto-upload Watch

- ◆ FineDocs MS-Office Add-in
- ◆ FineDocs MS-Outlook Add-in
- ◆ FineDocs Document Archival
- ◆ FineDocs Email Archival
- ◆ FineDocs Universal Viewer

Solution

- ◆ FineDocs e-Office
- ◆ FineDocs e-DAK Management
- ◆ FineDocs Barcode Based File Tracking System
- ◆ FineDocs Legal Case Management System

Integration

- ◆ FineDocs SharePoint Connector
- ◆ FineDocs SAP Connector