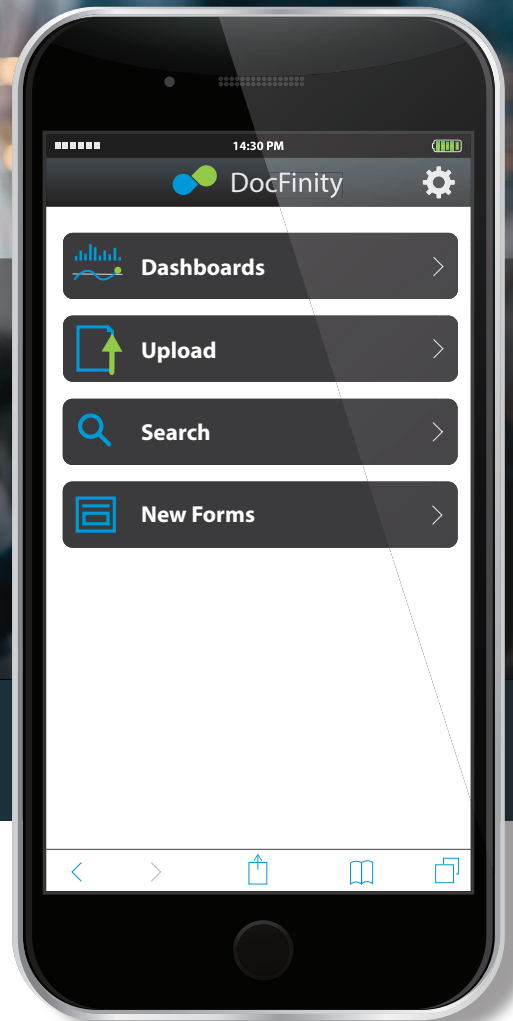


DocFinity on Mobile

Some things just can't wait for you to get back to the office. With DocFinity on Mobile—standard functionality included with our core software—you can search for the documents you need, upload files, complete tasks, and authorize approvals from your smartphone or tablet as if you were sitting at your desk. Our HTML5 platform also enables mobile administration and dashboard performance monitoring from your browser.



Enterprise Content Management (ECM) • BPM/Workflow
Records Management • Intelligent Capture

DOCFINITY CONNECTS PEOPLE WITH PROCESS-CRITICAL DOCUMENTS AND DATA.

Full functionality includes:



Scanning

Convert paper-based documents to digital files.



Indexing

Categorize files with metadata for quick retrieval. Use blind entry fields, and check data for validity.



Importers

Upload any file type into the system or a workflow process with object, index, and email importers. Importers are included with unlimited use.



Search & Retrieval

Find files using keyword searches of active databases and archives. Full text search finds documents containing a word or phrase, or finds a word or phrase within a document.



Security Settings

Control file access, downloading, manipulation, and printing. In addition, audit trails track all activity around files.



Integrations

Integrate with ERP systems and other applications, your systems, and data sources with APIs, which are complimentary.



Barcoding & Intelligent Capture

Automate and ensure greater accuracy in indexing. Intelligent Capture extracts data with the least amount of manual intervention and can trigger processes and push data to other systems.



BPM/Workflow

Standardize and expedite processes by automating the movement of data and files to people and systems.



eForms

Use digital forms to collect data, retrieve documents, or display process-critical data.



Records Management

Automate document archiving and retention according to set rules. Includes legal hold and eDiscovery compliance options.



Dashboards

Monitor activity within DocFinity—such as system health and performance, and workflow productivity—as well as the efficiency of applications, importers, servers, and repositories.