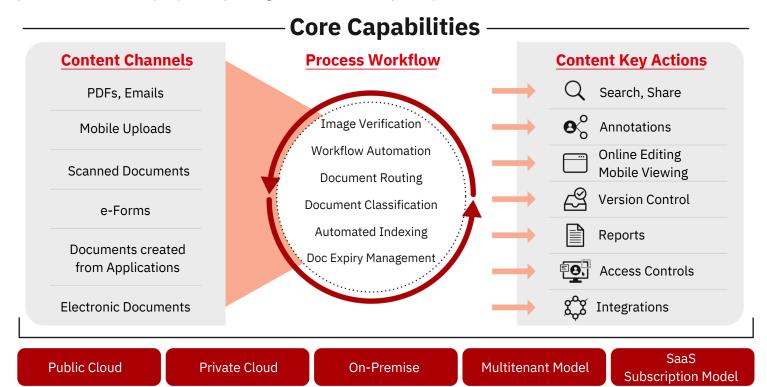# InfoConnect

Docuflo®

Docuflo is an **enterprise content management system (ECMS)** that empowers you to capture, process and retrieve your business information for its intended use. Our aim is to help businesses boost employee productivity, secure your information, and jump-start your digital transformation journey.

Core Capabilities

Content Channels

PDFs, Emails

Mobile Uploads

Scanned Documents

e-Forms

Documents created from Applications

Electronic Documents

Process Workflow

Image Verification

Workflow Automation

Document Routing

Document Classification

Automated Indexing

Doc Expiry Management

Content Key Actions

Search, Share

Annotations

Online Editing Mobile Viewing

Version Control

Reports

Access Controls

Integrations

| Public Cloud | Private Cloud | On-Premise | Multitenant Model | SaaS Subscription Model |

Docuflo features a comprehensive and secure platform for **capturing**, **managing**, **archiving** and **retrieval of documents**, including **workflow capabilities**.

Content Ingestion

Documents captured from various sources are archived in a secure and searchable central repository for efficient organization and quick retrieval.

File Formats
- Support more than 300 document file formats (JPEG, JPEG 2000, PNG, TIFF, PDF, DOC / DOCX, SVG, etc.).

Index
- Flexible indexing methods (OCR, barcode, table lookup, database lookup, and single click entry).
- Unicode Support.

Online Editing (Ms Office)
- Edit uploaded documents directly, eliminating repetitive downloading, editing, indexing, storing.

Workflow Automation

Simplify and accelerate document-related processes with the help of digital workflows that can be immediately triggered with incoming documents.

Document Routing
- Simple workflow with alerts notification system.
- Task list panel allows complete visibility of pending tasks and initiated workflows.

Security & Compliance
- Full compliance with Bank Negara RMiT.
- 256-bit encryption (computer / entity authentication, confidentiality, data integrity).
- TLS 1.2 compliance to safeguard sensitive data during transmission.
- Access control on features, folders and documents.
- Audit trail for reporting and tracking.
- Added security with 2FA, blockchain and watermarking.

Information Retrieval

Docuflo ensures your information is always within reach. Access your information instantly from any browser, mobile device or even from the cloud.

Search
- Allows search and retrieval of desired image(s) based on keywords.
- Support **Simple search**, **Profile search**, **Full-text content search**, and **Advanced search** with multiple search algorithms.

Integration
- Saving Microsoft Office documents directly via ODMA connection.
- Batch document import from back-office systems.
- Support LDAP / Single Sign-On.
- Real-time application monitoring.
- Easy integration with web services.
- Microsoft Outlook integration.

Docuflo® Key Benefits

Time Savings

Docuflo typically indexes each item with specific keywords, keeping all data content searchable. Employees can bring up the right document in seconds, without rifling through the wrong drawers or pecking through PC file locations. Digital document management significantly reduces the time for routine file search and retrieval while largely eliminating the interruptions in work caused by misplaced information.

Reduction of Operational Costs

Paper slows work down, is easily lost, and can add up to a big expense. Have you ever calculated how much time and money is spent on copies, printing, filing cabinets... not to mention unproductive searches? Modern organizations eliminate physical archives and paper-based processes to save cost and time — and to protect valuable corporate knowledge.

Privacy of Company Information

Paper files are particularly vulnerable to information breaches because it is difficult to know where a paper document has been, who has seen it, or for that matter, whether it is missing or misplaced. Digital document management maintains your data in a structured and secure way whereby only authorized individuals can access sensitive business data.

Increased Productivity and Mobility

Tedious and routine tasks such as data entry and comparison, information sharing, and correcting mistakes consume valuable resources that could be better utilized elsewhere. Processes like invoice processing, employee onboarding and contract management can be easily digitized and automated. Employees are freed from frustrating and time-wasting manual work to focus on value-adding tasks, not moving paper. The use of **Docuflo** is also aligned with the modern workplace whereby work is mobile and can be carried out from anytime, anywhere.

Compliance and Accountability

Compliance requirements pose significant challenges for management and employees in many organizations. Many companies must comply with regulatory mandates for housekeeping such as 256-bit AES encryption, HIPAA, etc. **Docuflo** helps to manage the additional work associated with compliance efforts without additional administrative staff. In fact, strategic information management that comes from meeting these laws strengthens your competitiveness. **Docuflo** supports your compliance with regulations or standards with:

• Automated backup and archiving procedures.
• A history log and audit log to monitor user file actions.