EVEREX
INFOTECH

DOC PLUS
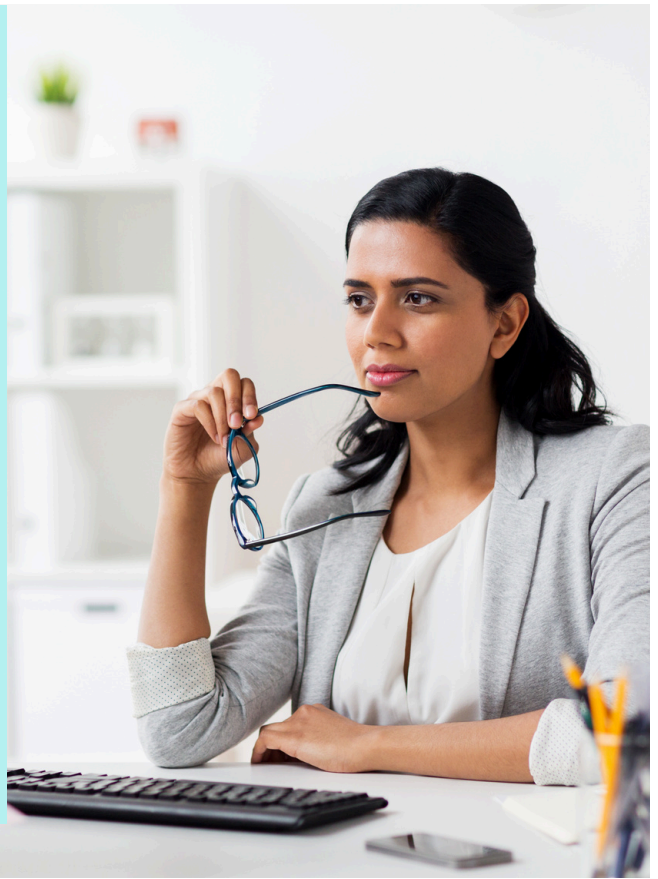Knowledge Management Solution

CLOUD BASED DOCUMENT MANAGEMENT SOLUTION

INCREASE EFFICIENCY
ENHANCE PRODUCTIVITY

Cloud based Solution for Structured File Document & Knowledge Management

KDOC Plus is a complete Document Management Solution that let you store, manage & secure all your documents, files, quotations & emails at single place.

With everything stored in a centralised location, now you can conveniently share your files with your friends & Colleagues. KDOC Plus integrates seamlessly with Microsoft Office & comes with plugins for Word, Excel & Outlook & eliminates hindrances, occurring due to scattered documents & loose end file management through multiple folder hierarchies & shared network drive(s).

HOW KDOC PLUS CAN HELP YOU?

PAIN AREAS

SOLUTIONS

PAIN AREAS	SOLUTIONS
Can you access your documents at any time from any place you want?	KDOC Plus stores, shares & manages all your business files on private/public cloud & let you access your documents from anywhere & anytime.
Are your documents scattered across office networks or on multiple devices?	KDOC Plus provides a single location for storage of all documents & templates. It prevents your team from saving files to another location other than KDOC Plus centralised repository.
Is your team following the same naming convention defined by the organization?	KDOC Plus eliminates the behaviour of file "Save As" dialog box by automated naming convention. It profiles & saves every document before you start working on it.
Is it difficult to save files at a centralized location?	KDOC Plus creates a centralised repository of templates & other documents. It compels your team to follow the discipline.
Are you able to access the documents in absence of the creator ?	KDOC Plus provides the easy retrieval of documents even in the absence of the creator. You can access the documents & perform your task without wasting time.
Are you able to profile your documents in the proper hierarchy?	KDOC Plus lets you save files in a proper hierarchy with the help of profiling window. It makes profiling compulsory either automated or semi automated.
Are you able to segregate your documents ?	KDOC Plus segregates files into working, archive & history. It removes unnecessary clutter from workspace.
Do you face difficulty to store documents for legal compliance ?	With KDOC Plus you can just scan, convert & save your important documents.
Do you waste a lot of time in finding documents?	KDOC Plus lets you assign document properties also auto assign a unique number to each document which enables record management for easy listing & retrieval.
You don't have properly organised folders of event pictures & videos.	KDOC Plus can store any types of files extensions. Save all your memories (pictures & videos) in one place.
Are your documents secure from virus attack & hard disk crash?	KDOC Plus gives a secured environment to your documents. It provides a layer of security to your documents which prevent virus attack.
Are you able to manage & keep all your backup?	KDOC Plus simplifies the management of your weekly or monthly backups, ensuring they remain intact for recovery purposes without the risk of corruption.

PAIN AREAS

SOLUTIONS

Are you able to protect your files from access by unauthorised person?

KDOC Plus keeps your data safe & secure with the central admin panel. With access right mechanism KDOC Plus provides you role based permission.

Are you able to generate the list of documents that need to be completed today?

While creating the documents you can define statutory dates on which date document should be completed. KDOC Plus provides you the list of documents that need to be completed today.

Can you keep track of modification of your documents?

KDOC Plus allows you to maintain the versions of files along with the change logs. You can keep track of all versions & changes done.

What if someone just made the changes to wrong information?

With KDOC Plus you need not worry as it maintains the history of the previous document content as soon as you it save. So if a mistake is made you can go back to history.

Is your team wasting time in creating documents with same content over & over again?

KDOC Plus saves all the standard documents as templates & use them again & again whenever required. It saves time & makes your work easy.

Important attachments in email sent are not secured as they are not encrypted & can be opened many times by anyone.

Each document attached in the email is password-protected & encrypted. The sender can control how many times the attachment can be downloaded or previewed.

ADVANTAGES OF KDOC PLUS

- Access Files from Anywhere at Anytime
- Clutter Free Well Organised Files
- Secure Your Files & Documents
- Digitisation of hard Copy Of Documents
- Save Time/Cost for your Organization
- Eliminate Duplicity

WHY KDOC PLUS DMS?

- Automates file naming
- Brings uniformity in naming conventions
- Automate centralised saving
- Restricts saving privileges to central repository
- Maximum files created from templates & past documents
- Document is profiled with properties multiple options to retrieve

Advanced Solution for Enterprise Customers

Corporate Template Repository

A solution to have a web enabled centralized template repository which is accessible to all knowledge workers across the globe. This way the templates in the repository can be updated on ongoing basis and also managed well through powerful functionality of template management of KDOC PLUS.

Centralized Control of Enterprise Documents

A solution to take control of documents generated across multiple departments, branches etc, KDOC plus enables document to be transferred automatically to a centralised location in a local or remote network office by using internet

KEY FEATURES OF KDOC PLUS

Uniform File & Folder Naming Conventions

- Automates naming and saving. Eliminates the behaviour of file "Save As" dialog box
- Assigns unique ID for each document, no duplication
- Profiles every document and saves it before the user starts working on it
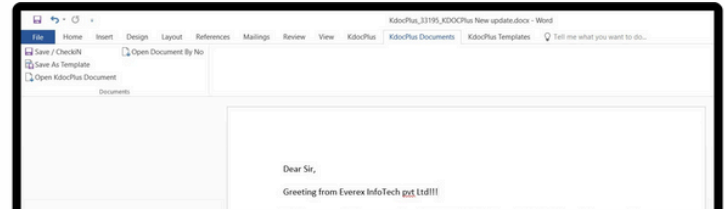
One Point Storage & Quick Access

- Provides a single location for storage of documents and templates
- Provides option to compel users to save files into KDOC centralized repository only
- Provides easy retrieval even in the absence of document creator

Stores Everything On Cloud

- Store, share and manage all your business files in the cloud
- Access your documents from anywhere and at any time

Save Scanned Documents

- Directly save the scan documents with proper meta data tags

Simplifies Tracking for Quick Retrieval

- Assigns document properties and enables the retrieval with multiple options
- Indexing enables record management for easy listening, sorting and retrieval

Maximum use of Past Experience

- Creates a centralized repository of templates & knowledge documents
- Enables saving of a document as a template with ease
- Enables publication & sharing of template lists across the organization

History and Version Control

- Maintain history of all the changes
- Keeps tracks of every modification with the change logs
- If a mistake is made you can go back to previous versions
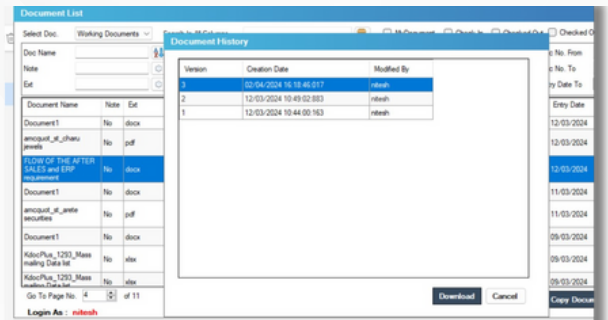
One Place Storing with Restricted Access

- Access right mechanism provide you role-based permission
- Keep your data safe and secure with the central admin panel
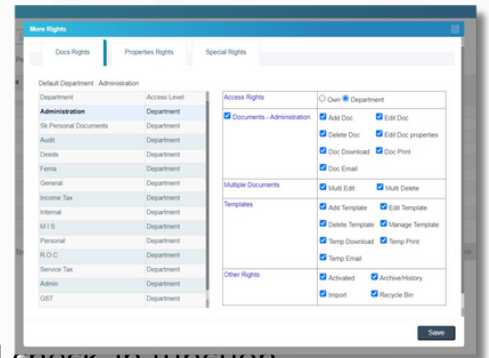
Control on Overwriting of Documents

- Prevent overwriting of the documents by check-out and check-in function
- By checking out you lock the files from being edited and uploaded by another person
- Checked out file hold the read only property bill checked in

Safe & Secure Email Records

- Facilitates moving or copying of important emails in repository
- Facilitates bulk archiving of contact specific emails
- Email encryption feature for additional layer of security for email attachments
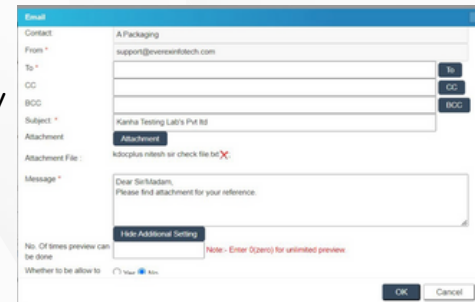
Automated Record Management

- Segregates files into working, imported, archive, historical & branch documents
- Removes unnecessary clutter from the workspace, enabling easy access
- Record deposition based on category or department wise

Quick Standardised Email Communication

- Promotes creating & replying to emails from templates making the process easier & faster
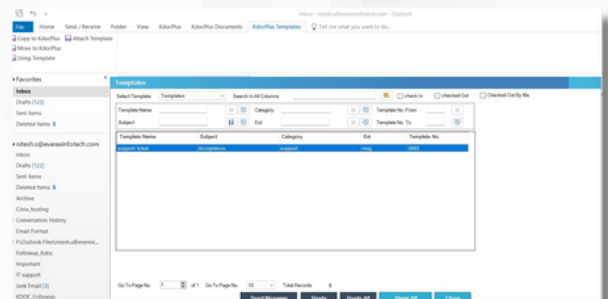
Modern & Open Architecture

- Flexible & adaptable to suit most business requirements & infrastructure
- Supports all the files types .pdf, doc, odt, jpeg, png etc
- MS SQL used for fast access
- Modern & open architecture no limit on file size

Digitization of Documents

- KDOC plus scans and saves all your documents in an organized way
- Supports all the files types (txt, doc, pdf, jpg, png, mp3, mp4 etc)
- KDOC plus converts your documents into digital formats that can be secured & made accessible for long run

## Ensures Safety of Documents & Templates

- Enables automated incremental backup of all document and templates
- Backup and restore are easier
- Centralized admin panel and role-based access right mechanism

Knowledge workers get stuck when Microsoft outlook rules do not help much in dealing with email issues. KDOC plug in for Microsoft outlook provide a simple solution for email archiving and creating records for the organization.

This solution not only helps in archival of important emails with other official documents but also provide innovative solutions for email template management that makes creating and replying emails faster

Email Productivity with MS Outlook

- Do these questions sound familiar in your office environment?
- Where do you save emails to create records for the organization?
- How do you store important emails with other documents of the organization?
- How do you retrieve an important email received years back?
- How do you provide your email access to colleagues when you're not around?
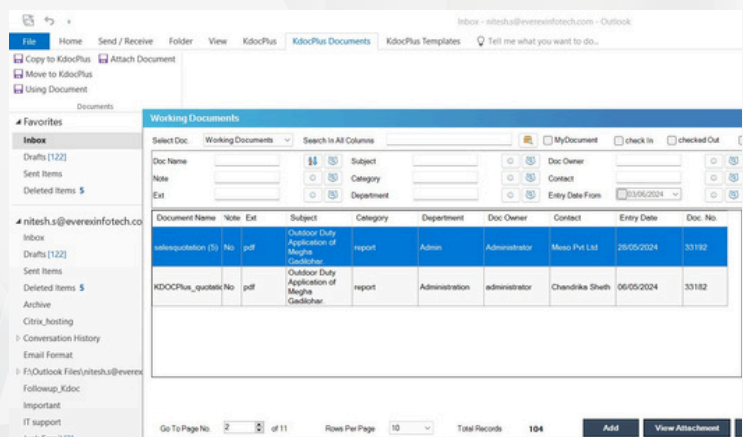
The following list highlights some main points and solutions

- Plugin sits into MS Outlook & works well with the respective software
- Captures templates from existing emails with/without attachments
- Archives important emails with options either to move or copy
- Creates excel sheets to print email records
- Simplifies drafting & replying emails by using templates attachments
- Creates a centralized repository of emails with other documents
- Contact centric communication including emails are at one place

About Company

Everex Infotech is customer-centric and aims to provide technology with comprehensive solutions to simplify your IT environment, overcome your business challenges, increase your sales, maximize returns, and achieve your goals

We at **Everex Infotech**, endeavour to provide a cost-effective delivery methodology while focusing on quality standards, exceeding user expectations and creating an extraordinary business environment for both employees and end customers.

Our Other Products & Services

- **Sky ERP GST Plus**
- **Sky ERP GST Plus with Financial Accounting**
- **SKY ERP Export Plus**
- **E Secretary**
- **Sales Lead Tracker**
- **Wise Track**
- **TeleCheck**
- **Website Design & Development**
- **Graphic Design**
- **Digital Marketing**
- **IT Infrastructure**

We aspire your association

"A business that consistently enriches lives is a wealthy business"

REG. OFFICE

26, Champa Gully, M. J. Market Lane,
Mumbai – 400002. INDIA
+91-22-4226 4444
+91-81-0434 5257
info@everexinfotech.com
www.everexinfotech.com