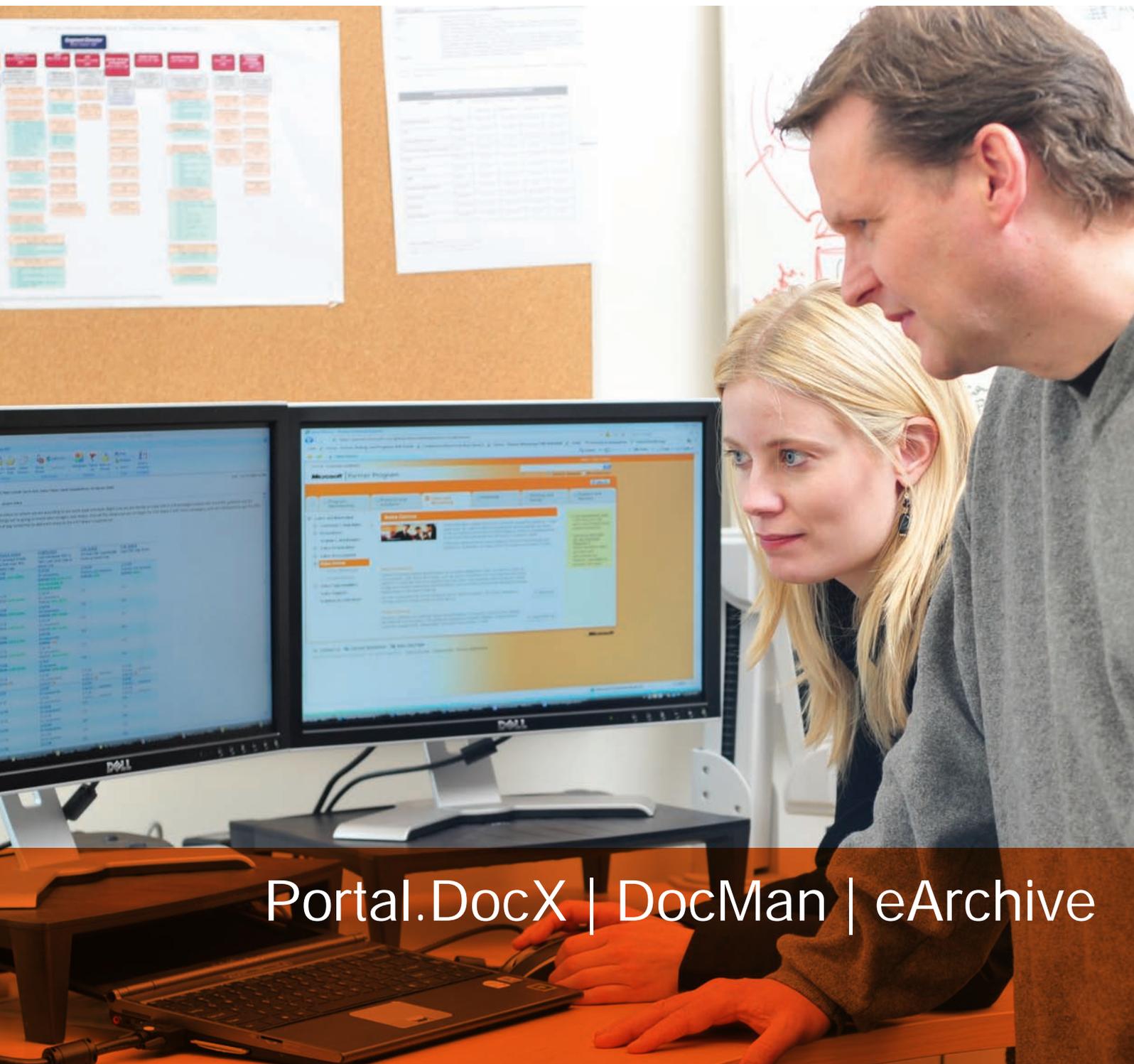# SEMOS
envision IT

Document Management System

Portal.DocX | DocMan | eArchive

Corporate Portal

Corporate portal is a framework for integrating information, people and processes in an organization. It enables safe unified access point in a form of a web based user interface, and it is designed in order to collect and personalize corporate data through specific sections and links to database.

It is a web based solution developed in Microsoft Office Sharepoint Server 2007. It is intended for collaboration, communication and presentation of contents adjusted to the company activities. This solution enables employees and managers access to the documentation and any information necessary to fulfill their working tasks. They can manage administrative activities, interactively delegate tasks or dedicate activities.

Corporate Portal helps developing business solutions by connecting employees, teams and knowledge in a way where a user can benefit from relevant information from the business processes, maximizing their efficiency at work.

The basic characteristics of the Corporate Portal are:

+ Unified access point

+ Integration

+ Personalization

The portal contains data where all the users can access, like: corporate documents, useful to all the employees, links to components of the portal intended for diverse departments, as well as other important links necessary for accomplishing the working tasks.

The portal is consisted of a few functional integrities:

+ Company's Electronic Billboard

+ Booking of a meeting terms

+ Online Phone Directory

+ Management Portal: Enables access to the financial analytics as an easy and simple way to present financial reports. This module contains separate part for organizing and following any type of meetings

+ CRM Portal (Integrated Marketing and Sales) – This module contains all the documents connected to the sales: records of sales activities, offers to clients, list of tenders, standard tender documentation, forms, pricelists, tasks. It also contains all the marketing documents: presentations, brochures, advertisements, media plans, researches, pictures etc...
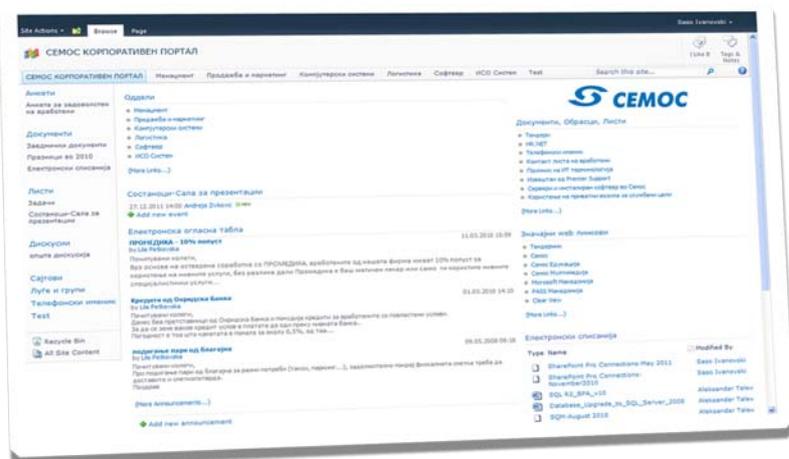
Document Management

Application for Document Management enables processing of documentation, as well as storing of huge amount of data, e-mail, and easy access to any needed information.

+ Storage and naming of the document

+ Lock/Unlock documents

+ Control of changes and automatic archiving

+ Workflow

DocMan

E-Archive

Companies are obliged by the legal norms to store, keep and archive documents during certain time intervals. Application is integrated within the Microsoft Office SharePoint Server 2007 as a system for document organization. Application is unique of its kind, and registers all internal and external documents, and enables quick access for the same.

The application is consisted of following modules:

+   e-Record book
+   Electronic distribution of internal documents
+   Preparation and expedition of company mail on external documents
+   Archiving and storage of documents and completed items
+   Reports
+   Administration (System module)

E-Record Book

According to the codification plan this module enables keeping records in subsidiary books. E-Record book supports classification of the documents by the level of confidentiality: general, confidential, highly confidential. Scanning is enabled in this module directly to the e-Archive system.

This module enables functional and easy review of the documents from the e-Record book and the Archive, combining several parameters with the following screens: search, act inventory, overview of archive and internal book, electronic distribution of entry documents.

This module enables the following options:

+   Record of expedition documents in the expeditionary book under the date of sending, the recipient address, label–R, amount of postage, the case number of e-record book, scanning the external document by receipt, connection with e-document (Word, Excel or similar)
+   E-Record book evidence and connection with internal relevant documents
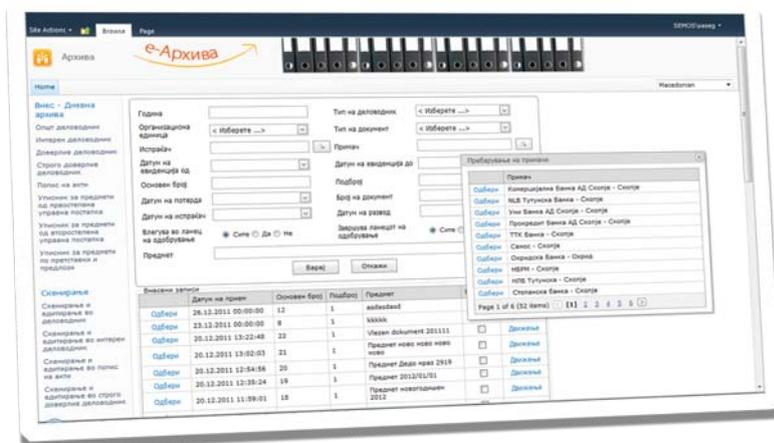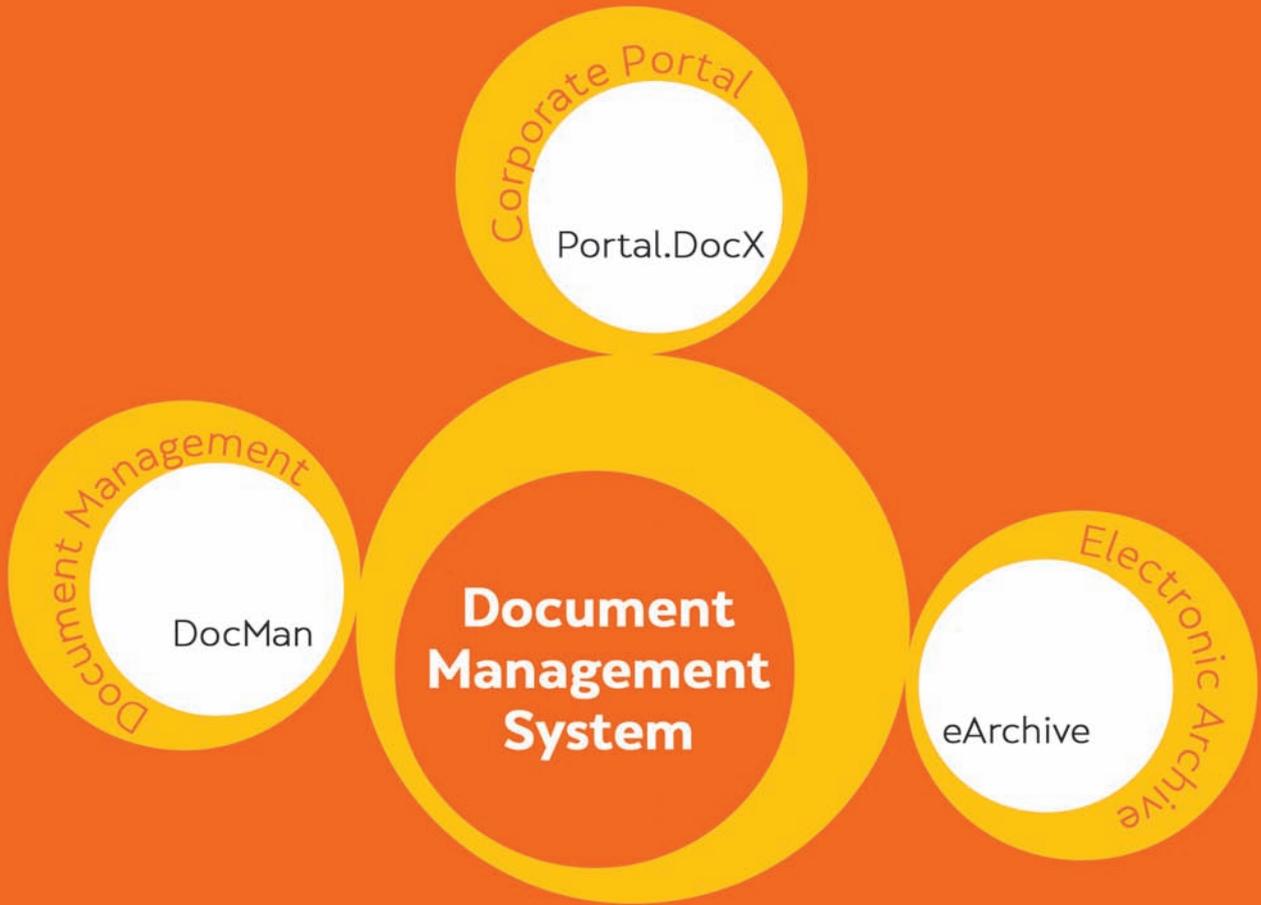
Archiving and storage of documents

Module enables archiving and examinations of DARM documents with the following options:

+   Definition of the archive signs plan
+   Definition of documentary material list
+   Definition of archival material list
+   A list of archival material delivered in DARM
+   Solutions for destroy of document material

Developed according to the legal acts which are in force for this activity as the Rules for office management and archiving, the Law on Archives materials and Regulation for office management and archiving.

Technologies

+   Microsoft ASP.NET 3.5
+   Microsoft Visual Studio .NET 2008
+   Web Services
+   Microsoft Office Sharepoint Server 2010
+   Windows Workflow Foundation
+   Microsoft SQL Server2008
+   MS SQL Server 2008 Reporting Services
+   Microsoft Office 2010 System
+   Windows Server 2008

Corporate Portal
Portal.DocX

Document Management
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Document Management System

Electronic Archive
eArchive

INCREASED PRODUCTIVITY
For You. Your Team. Your Company.

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