



Product Presentation

1.0 DEC 09 VERSION

INDEX

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INTRODUCTION

The document management solution (DMS) for small sized companies.

In this area, we are focused on building a solution able to provide, in a few days, a correspondence management system with document scanning and automatic integration, ensuring the document lifecycle with e-mail integration, managing the users' access, and reviewing documents (among others features).

This solution is suitable for all organizations that have a lack of document management activities (document storage and its lifecycle management, correspondence management, claims management and other typical needs in small sized businesses). Concerning its price and features and the reduced implementation time, this solution fits micro and small sized companies, up to 80 users.

FRAMEWORK

Scanning, correspondence management, claims management and other typical needs in small sized businesses. Concerning its price and features and the reduced implementation time, this solution fits micro and small sized companies, up to 80 users.

MODULES



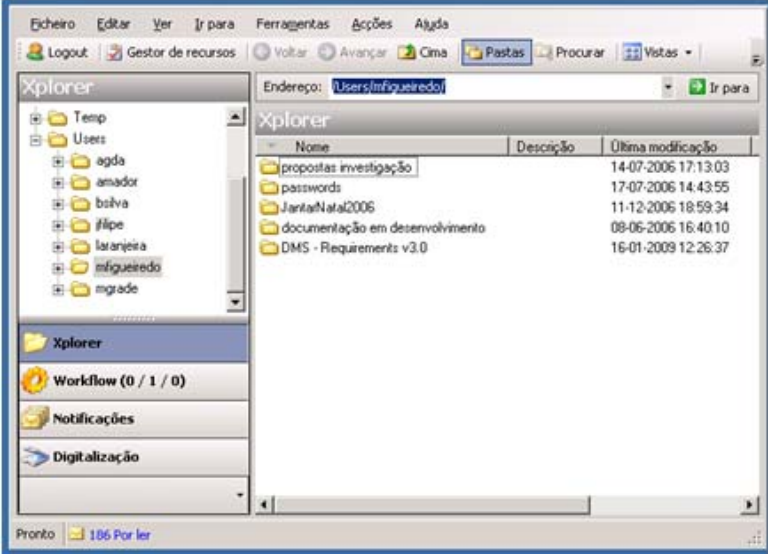
Standard and optional modules

FEATURES

Features	Standard	Optional
Version Management	✓	
Access Management	✓	
OCR	✓	
Windows Client	✓	
WEB Client	✓	
MS Outlook Integration	✓	
Workflow based on Folder Rules*	✓	
Reports Generator	✓	
Access Management to any kind of files/locals	✓	
Search/Index	✓	
✓ Available ✗ Unavailable ! Available in next release		

Features	Standard	Optional
Advanced ICR Module	✗	✓
MS Office ADD-ON	✗	✓
<i>Advanced Workflow</i>	✗	✓
MS Sharepoint Connector	✗	!
Advanced search	✗	!
++ DOC Appliance**	✗	!
✓ Available ✗ Unavailable ! Available in next release		

INTERFACE

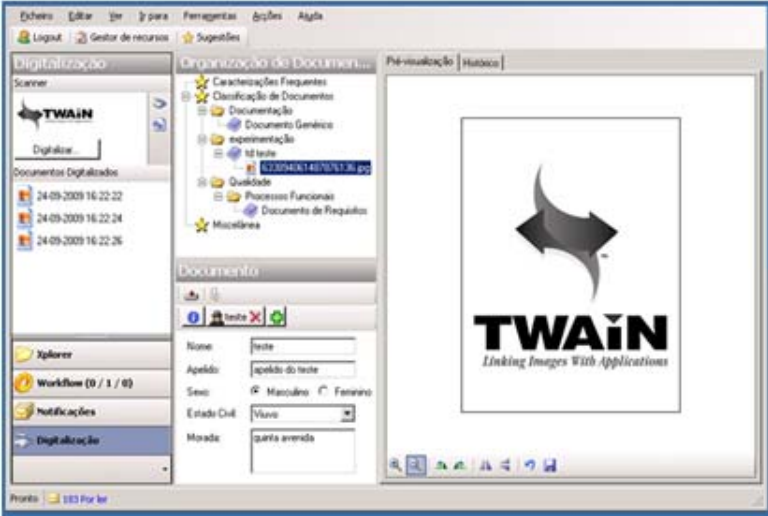


The screenshot shows the Xplorer application window. The menu bar includes 'Ficheiro', 'Editar', 'Ver', 'Ir para', 'Ferramentas', 'Ações', and 'Ajuda'. The toolbar contains icons for 'Logout', 'Gestor de recursos', 'Voltar', 'Avançar', 'Cima', 'Pastas', 'Procurar', and 'Vistas'. The left sidebar shows a tree view of folders: 'Temp', 'Users', 'agda', 'amador', 'boiva', 'filipe', 'laranjeira', 'mfigueiredo', and 'mgrade'. The main pane displays a table of files and folders with columns 'Nome', 'Descrição', and 'Última modificação'. The bottom toolbar includes icons for 'Xplorer', 'Workflow (0 / 1 / 0)', 'Notificações', and 'Digitalização'.

Main view:

- ++ Folder navigation
- ++ Modules
 - Xplorer
 - Workflow
 - Notificações
 - Scanning
- ++ Toolbar
- ++ Search
- ++ Files and folders traditional "tree" view

Main view

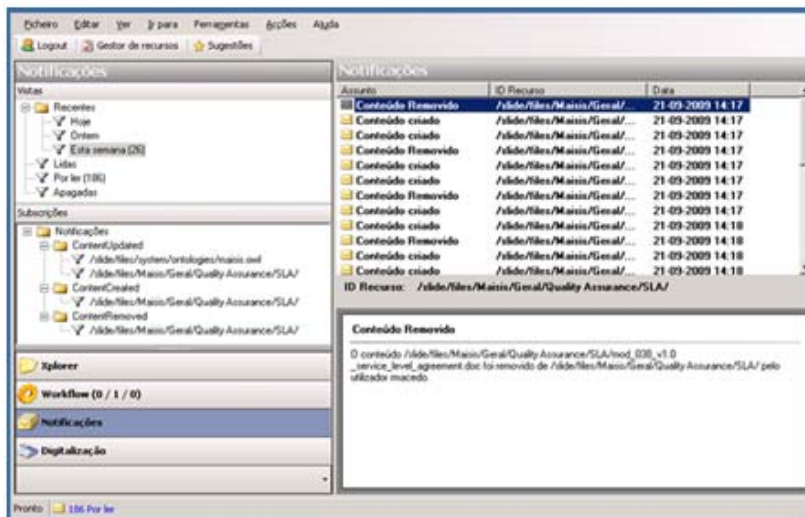


The screenshot shows the 'digitalização' (Scanning) module. The left sidebar has a 'Scanner' section with a 'TWAIN' icon and a 'Digitalize' button. Below it is a 'Documentos Digitalizados' list. The main pane is titled 'Organização do Documento' and shows a tree view of document types: 'Caracterizações Freqüentes', 'Classificação de Documentos', 'Documentação', 'Documento Genérico', 'experimentação', '10 teste', 'Qualidade', 'Processos Funcionais', 'Documento de Requisitos', and 'Miscelânea'. The 'Documentar' section has fields for 'Nome', 'Apelido', 'Sexo', 'Estado Civil', and 'Morada'. The right pane shows a 'Pré-visualização' (Preview) of a document with the TWAIN logo and the text 'Linking Images With Applications'.

Scanning Module view:

- ++ Scanner parameterization
- ++ Monitoring and integration
- ++ Incoming documents characterization
- ++ Characterization templates
- ++ Document historic
- ++ Document preview

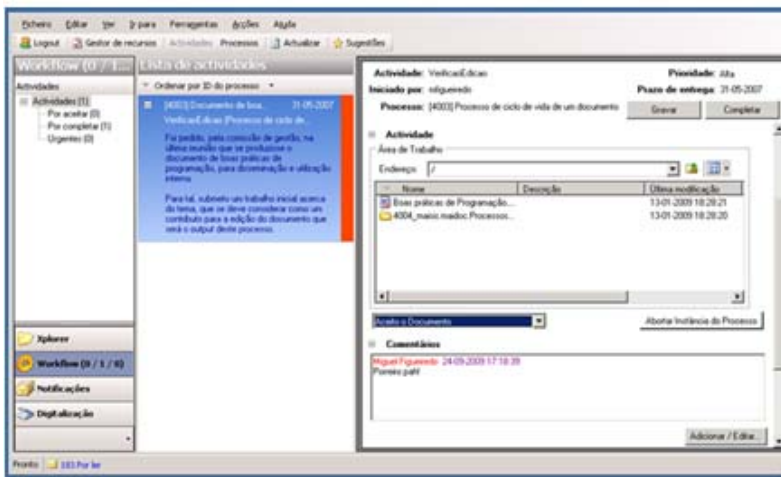
Scanning Module



Notifications interface:

- ++ Current user subscriptions
- ++ Notifications number
- ++ Notifications view and navigation
- ++ Detailed content notification panel

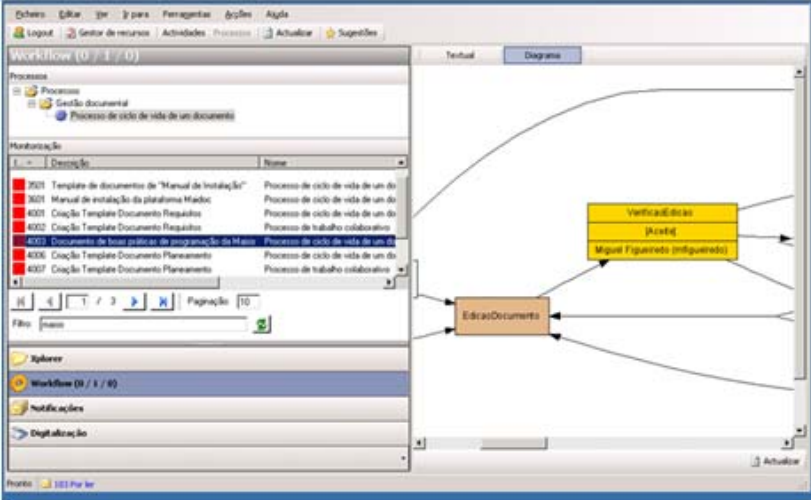
Notifications Module



WORKFLOW module:

- ++ User activities list and task status
- ++ Activity monitoring
- ++ List of accepted and assigned activities
- ++ Activities implementation interface

Workflow Module



The screenshot displays the Workflow Module interface. On the left, a sidebar contains a 'Processos' tree with 'Gestão documental' and 'Processo de ciclo de vida de um documento'. Below this is a 'Monitoração' table listing various document templates and their lifecycle processes. The main area shows a 'Diagrama' view with a flowchart featuring a central 'EdiçãoDocumento' node and a 'Verificação' node, with arrows indicating the flow between them. The bottom of the interface includes a 'Filtros' section and a 'Paginação' control.

ID	Nome	Descrição
1001	Template de documento de "Manual de Instalação"	Processo de ciclo de vida de um do
1002	Manual de instalação da plataforma Madox	Processo de ciclo de vida de um do
1003	Criação Template Documento Requisitos	Processo de ciclo de vida de um do
1004	Criação Template Documento Requisitos	Processo de trabalho colaborativo
1005	Documento de base política de programação da Madox	Processo de ciclo de vida de um do
1006	Criação Template Documento Planejamento	Processo de ciclo de vida de um do
1007	Criação Template Documento Planejamento	Processo de trabalho colaborativo

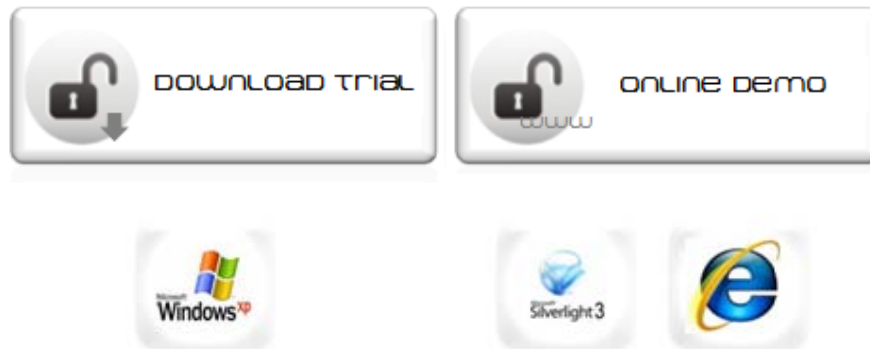
WORKFLOW monitoring:

- ++ Installed and approved processes
- ++ Monitoring processes
- ++ control paging and process list filtering
- ++ Processes graphic monitoring

Workflow Module

DEMO & TRIAL

There are two clients to access the document repository: the Windows Smart Client that is installed on the user's computer and the Web access via browser that only allows document query and upload. MAISIS is not responsible for the contents available in demo versions, and will clean them periodically. The demo version are not limited in time but in features.



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