

Knowledge and Sharing in the right place, at the right time

We believe that organization leads to a company
with extra smiles and a prosperous future



iPortalDoc®

Document and Workflow Management System

iPortalDoc is a Document and Workflow Management System for all types of companies and institutions. This affordable product consumes low computer resources and needs almost no training - it is the right solution even for very small enterprises

The contemporary business environment demands a growing operational agility. This includes the ability to have the information you need in the shortest time.

Scanned mail, faxes, email messages, ERP and Intranet produced documents, with multiple electronic formats (Word, Excel, PowerPoint, JPG, etc), are organized in context to enable fast queries for any requests. iPortalDoc supports all document source systems: Scanner, Fax, ERP, Workstations and Servers.

iPortalDoc's integration with the communications network provides you an easy access to your documents from anywhere. All your staff will be able to work with iPortalDoc's intuitive interface.

iPortalDoc features an workflow system to make your processes effective and your staff accountable - it enables you to know the status of all your processes from virtually anywhere. You can say goodbye to your piles of paper..

Fits your company

The document archive provides a hierarchy that fits any company that uses common software tools. With a browser, email client or file manager the data is easily and quickly accessible.

Fits your staff

Each individual worker has a profile to reflect his organizational requirements. Access is also governed by the user, group and permission management. This means that personnel may only access the information that is relevant to his company function, eliminating unnecessary data and the risk of leaking confidential data.

Templates that fasten your activity

iPortalDoc enables you to create document templates to speed up your processes - faxes, letters, proposals, orders, requests, shipping/transportation memos, etc.

Gives a context to your documents

The association between documents, revisions and links to several folders gives the user a full knowledge about a subject and an understanding of the steps that originated the document.

Emails your notifications

iPortalDoc sends a wide range of important notifications as email and alerts to the relevant user about pending actions. With a simple tag, the messages can be filed in the document management system - a single code is assigned to each document. But you may also treat the message file as an ordinary file for this purpose.

Guide your documents

Your workflows are implemented in an intuitive and simple way. iPortalDoc provides the "drag and drop feature" to enable a simple workflow design with easily recognizable symbols. It enables a full calendaring of activity, notifying all the people involved in a project of relevant events and deadlines.

Protects your data flow

The digital signature on your documents provides a complete assurance of who created them. Beyond individual signatures, documents such as invoices can be created, with the company's certificate. This enables the company to focus all the commercial correspondence based on electronic transfer. You may also implement an approval and confirmation policy for every kind of action. With biometric authentication you can safely control the access to your information.

Advanced Search Features

Documents may be searched based on any field that classifies the document. The results are far better than those obtained by a simple search by words within the document (which is also available).

Measures your activity

iPortalDoc provides full reports and statistics about the business activity sorted by actions, workers, and many other items. For instance, you can check your business activity by fields, departments or workers and, if necessary, reconfigure your processes' design.

The collage displays several key features of iPortalDoc:

- Document Management:** A screenshot of the main interface showing a document list for 'Invitation for CEBIT 2009' with search and navigation options.
- Workflow Design:** A 'Template Provider_Order' screen showing a visual flowchart with nodes and connecting lines for document processing.
- Reporting and Analytics:** A 'Actions not accomplished by users' table and a corresponding pie chart. The table lists users like Anne Goldman, Dennis Elwell, Helen Dunn, and Jeffrey Bernard with their respective percentages.
- Search and Filtering:** A 'Pending actions' window with filters for date (Monday, 23rd of February 2009) and listing by directory.
- Calendar:** A monthly calendar for February 2009, highlighting the week of February 15-21, 2009.
- Entity Management:** A detailed view of an 'Invitation for CEBIT 2009' document, showing fields like Entity Type, Location, Contact, and Workflow.
- IP Brick Integration:** A screenshot of the IP Brick Contacts interface, showing a list of contacts and a search filter.



Compatible and Lasting Technology

All iPortalDoc components are built on open source technologies and only support Internet Engineering Task Force standard protocols. It ensures the maximum compatibility with every existing and future equipments.