Records.Trak

Electronic Documents and Records Management System

Data Concept S.A. (www.dataconcept.eu)

-The European Leader in Knowledge Management Software-

20 years of market experience throughout Europe, 80+ ICT professionals

More than 300 reference Projects in private and public sector

2 years of Sub-Saharan Market experience with an extensive network of local partners

Exclusive Partnerships with worldwide ICT vendors

Establishment of a local subsidiary as an IT Solutions Provider for the region

The Challenge!

e-DMS Application's Components

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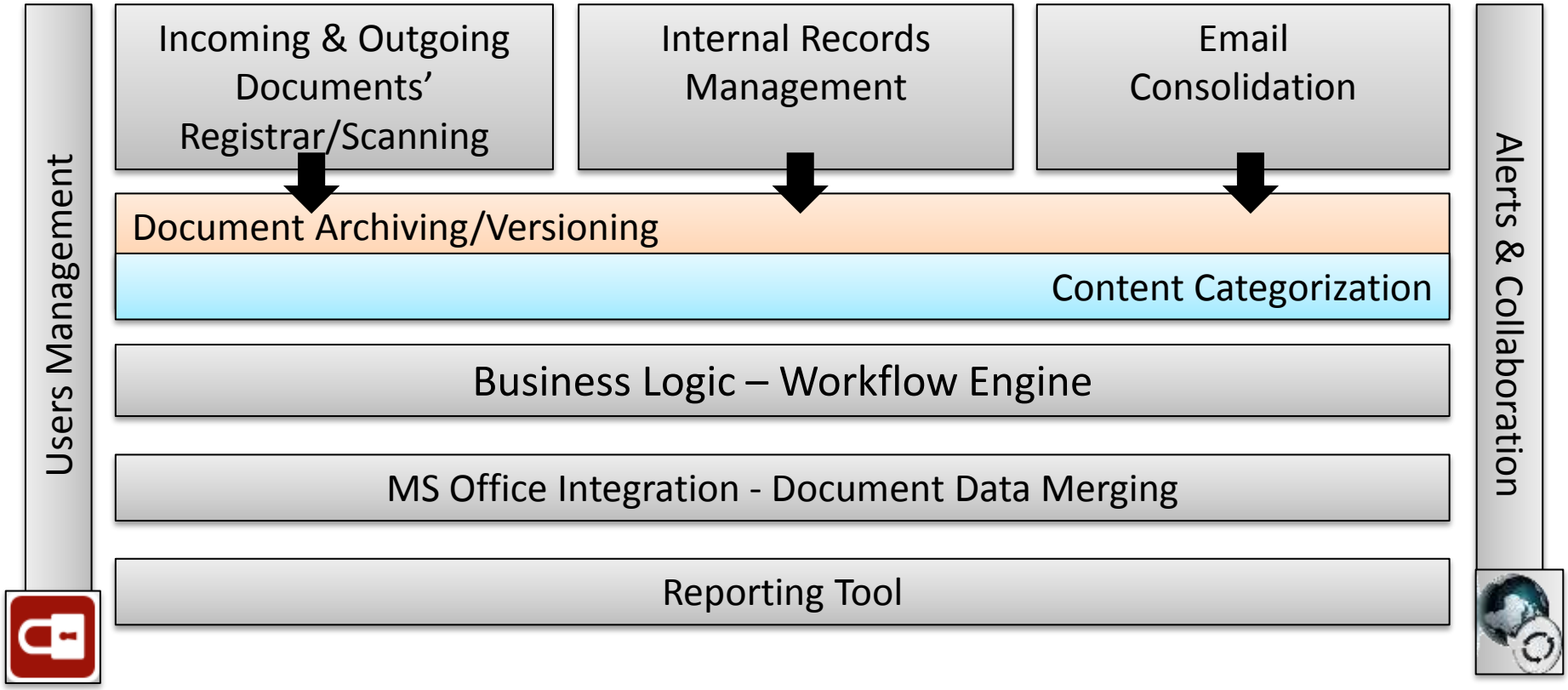

e-DMS Rich Functionality at a Glance!

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1. Fat Client for enhanced functionality
2. Web interface for remote access (available)
3. Implementation of any departmental registration policy
4. User's Calendar Control with system's notifications
5. Internal scanning process
6. Machine and human-driven workflows scenarios (tasks, assignments) with deadlines
7. Multiple insertion (drag & drop) of records
8. Automatic queuing for records processing
9. Smart data entry (autocomplete lists, date pikers, field validation)
10. Centralized repository for all documents and emails
11. Versioning options for documents with advanced security mechanisms
12. Support of e-signature via personal codes (passwords)
13. Search (simple text, advanced search)

e-DMS Rich Functionality (1/2)

- Major, Minor & Revision
- Automatic download New Version

Versioning

- Log History Book

Check In/Out

- Automatic generation
- Unique number sequence per Registrar

Registrars Number

- Built In scanning functionality

Scanning

- Upload several document at once
- Group Metadata Assignement

Drag & Drop

- Για χρεώσεις και μηνύματα

Email Notifications

e-DMS Rich Functionality (2/2)

- Numbers
- Dates
- Text
- Lists

Dynamic Metadata Set

- Recently used Documents

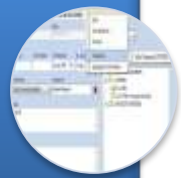
Favorites Lists

- For future folder upload

Folder Monitoring

- Dates
- Versions

Documents Comparison



Multilanguage /Multiuser Environment

- Announcements
- Messages

User Collaboration

"Records.Trak™ is more than a document management application. Records.Trak™ is a holistic approach to paperless office."

Records.Trak

Capture and Consolidate Information from multiple sources and multiple users

Organize, Categorize and archive corporate data securely

Retrieve ALL types of internal and external documentation!

Consolidate Information

Files and Folders

Print outs and handouts

Emails with attachments

Consolidate & Aggregate all business data

In a secure <u>associative</u> Database schema

Relationships among different business ontologies generate data

Multimedia

BUSINESS ECOSYSTEM

Categorize – Archive - Retrieve

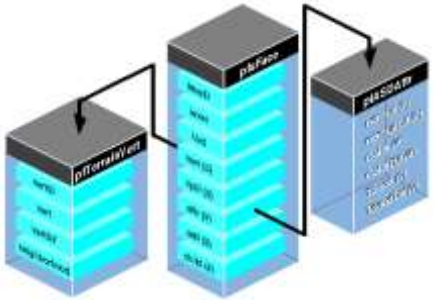
Create groups of people according to your corporate structure

Administrators

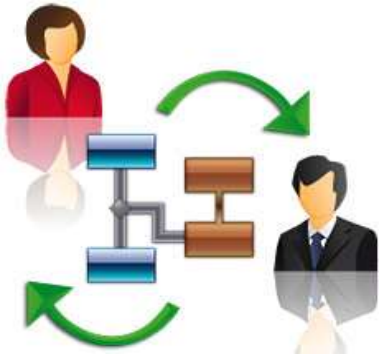
Public

Internal

Management



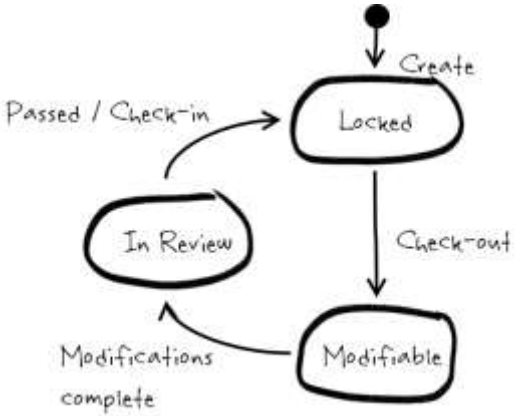
Organize, Categorize and associate your data



Set Workflow Scenarios

Organize and Archive

Retrieve your folders



Monitor Lifecycle

Quality Process Based Document Flow

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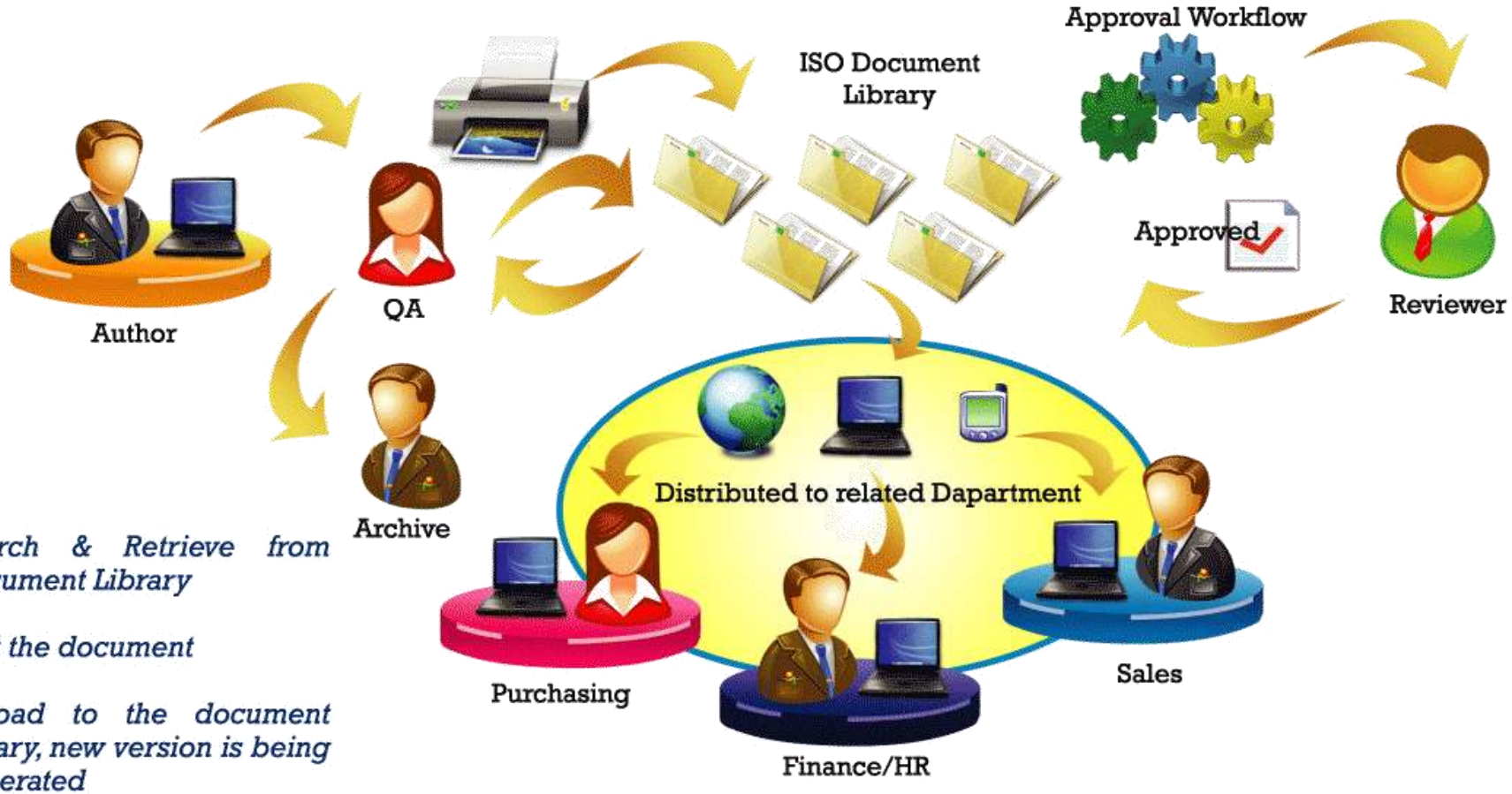

- *Search & Retrieve from Document Library*
- *Edit the document*
- *Upload to the document library, new version is being generated*

Records.Trak™ : Architecture Requirements

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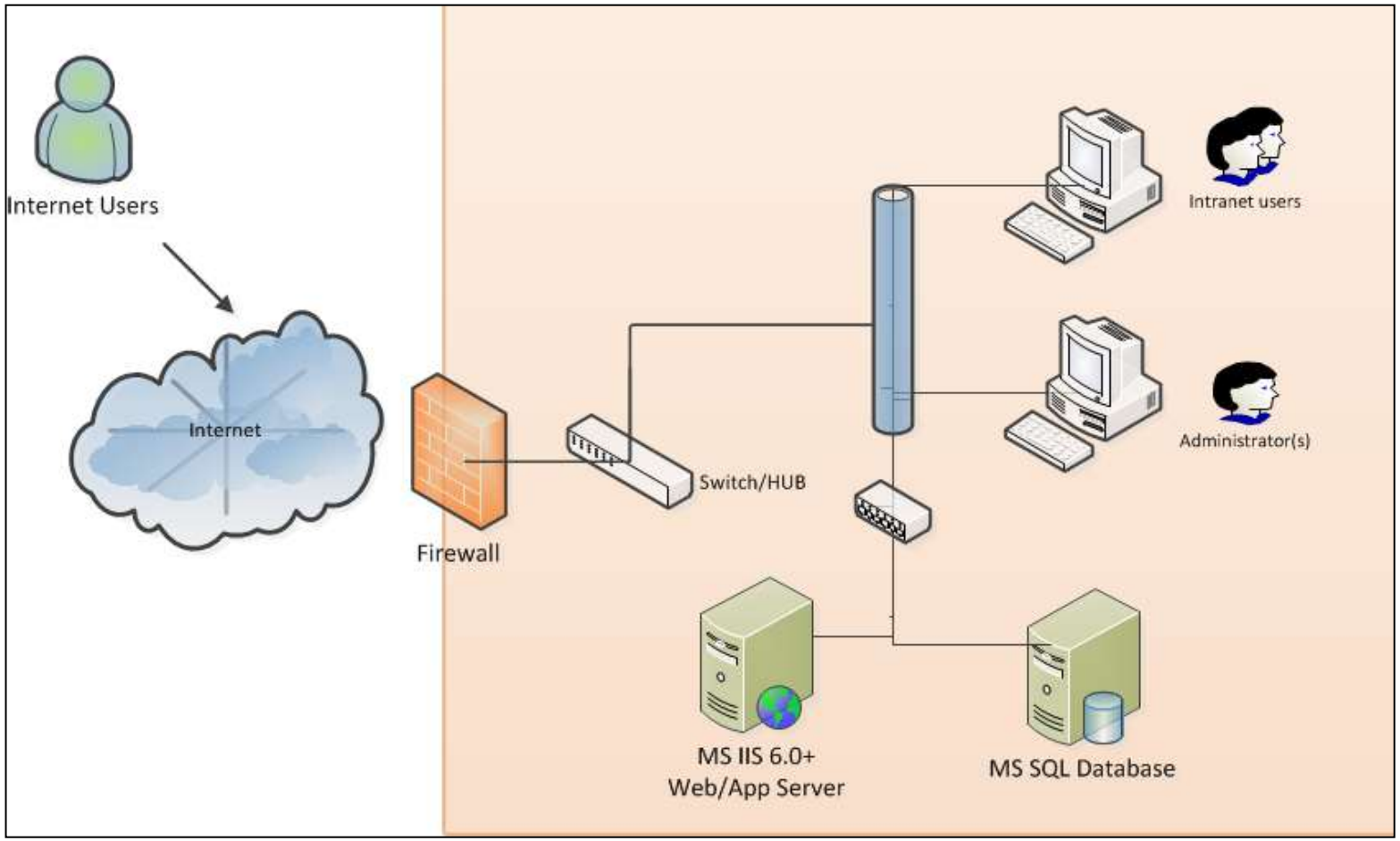

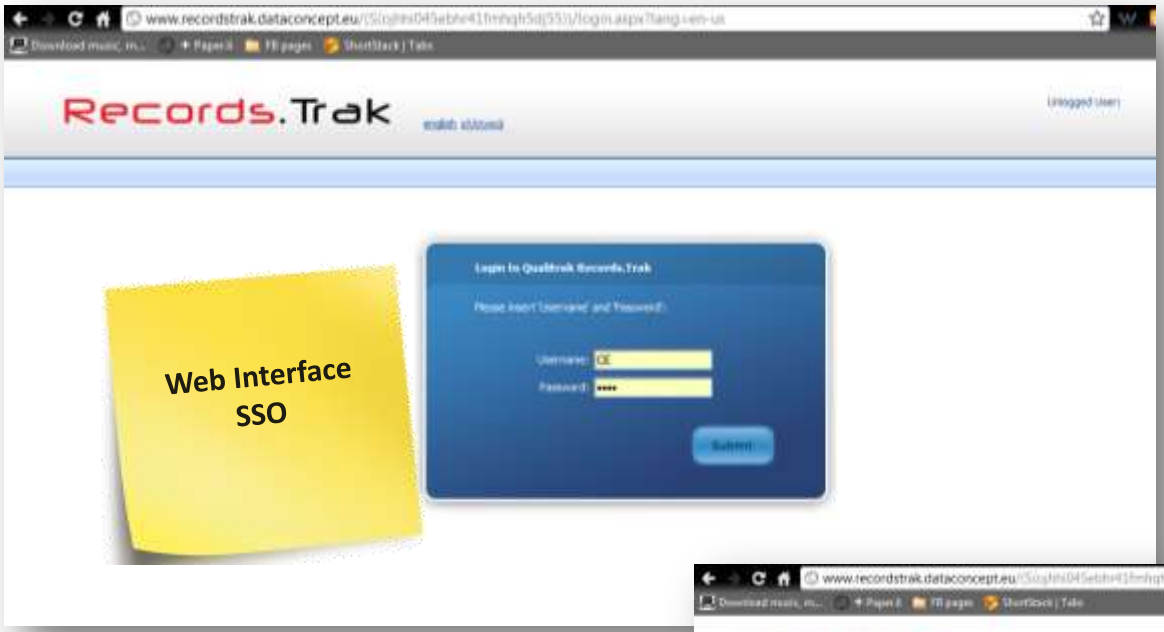
Records.Trak
Web Interface
SSO

Web Edition

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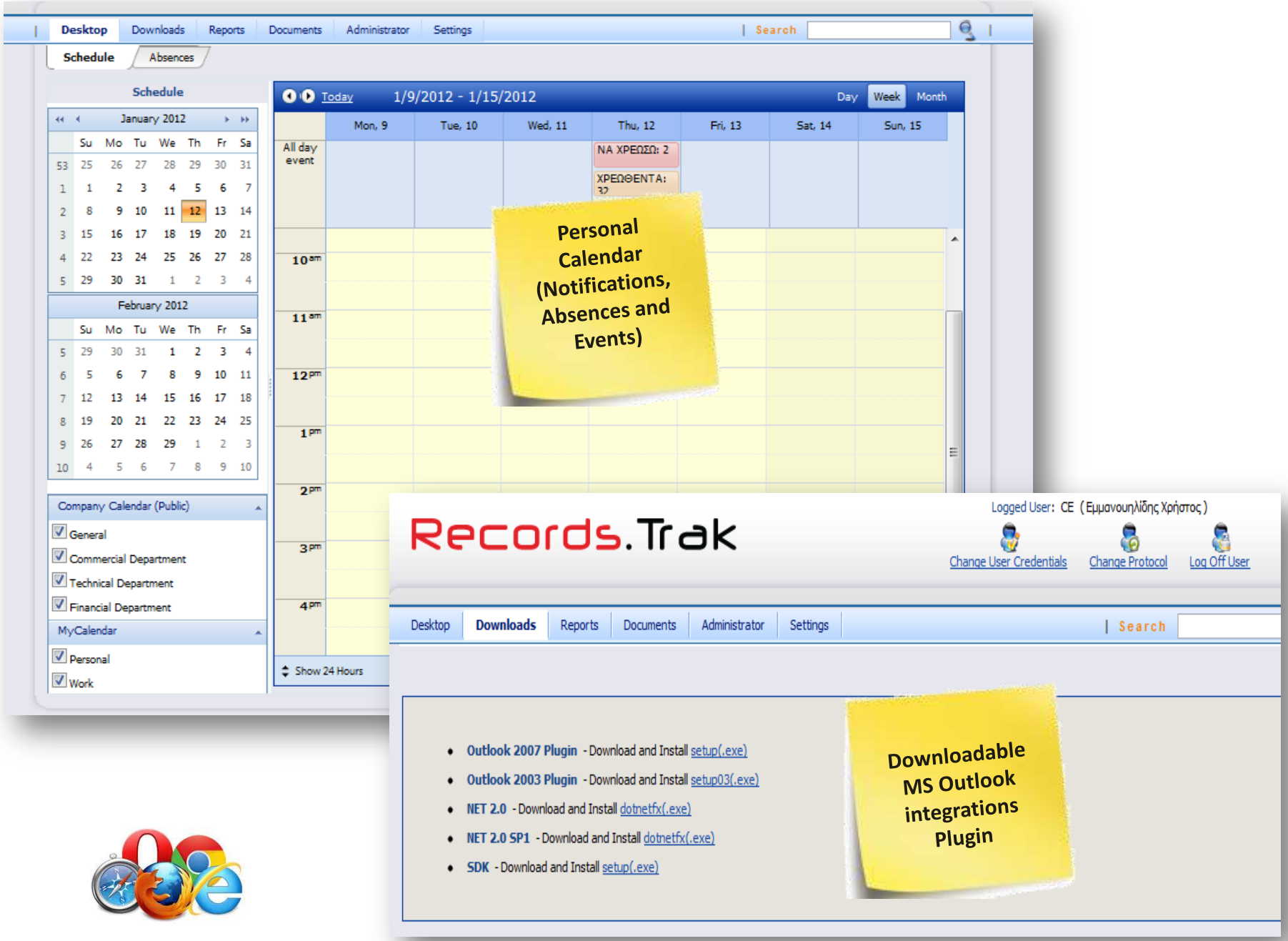
Multiple
Registrars
Departments



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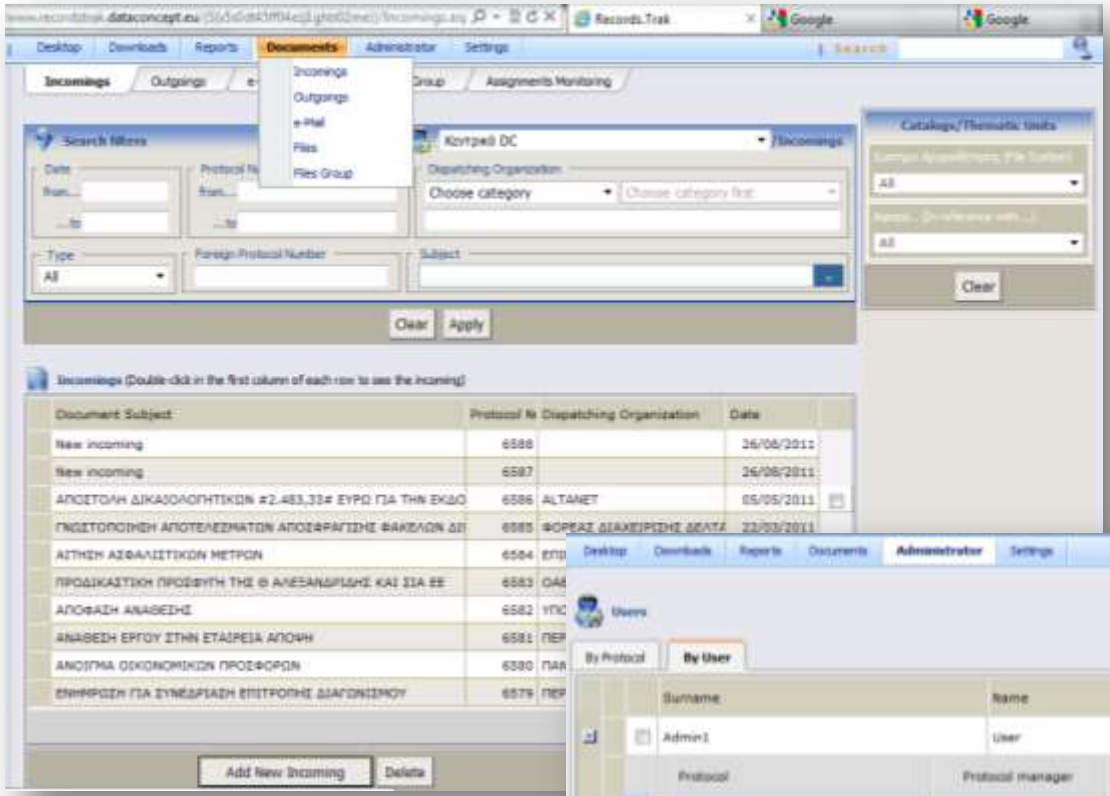
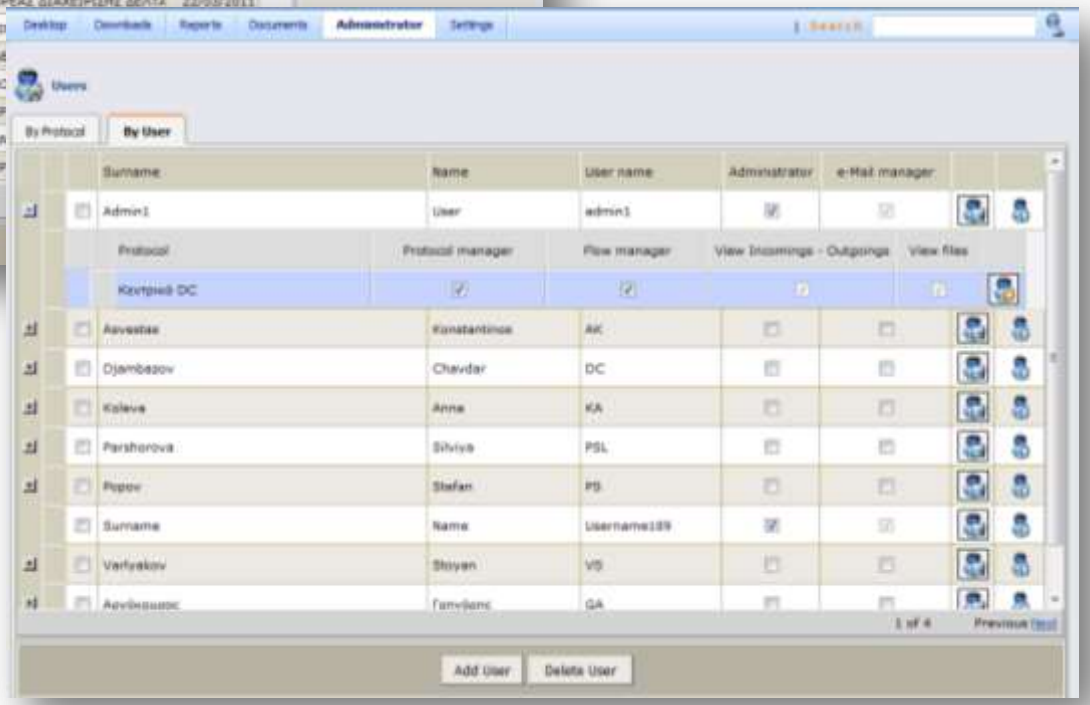


Files Central Archiving



Roles and Users Management System

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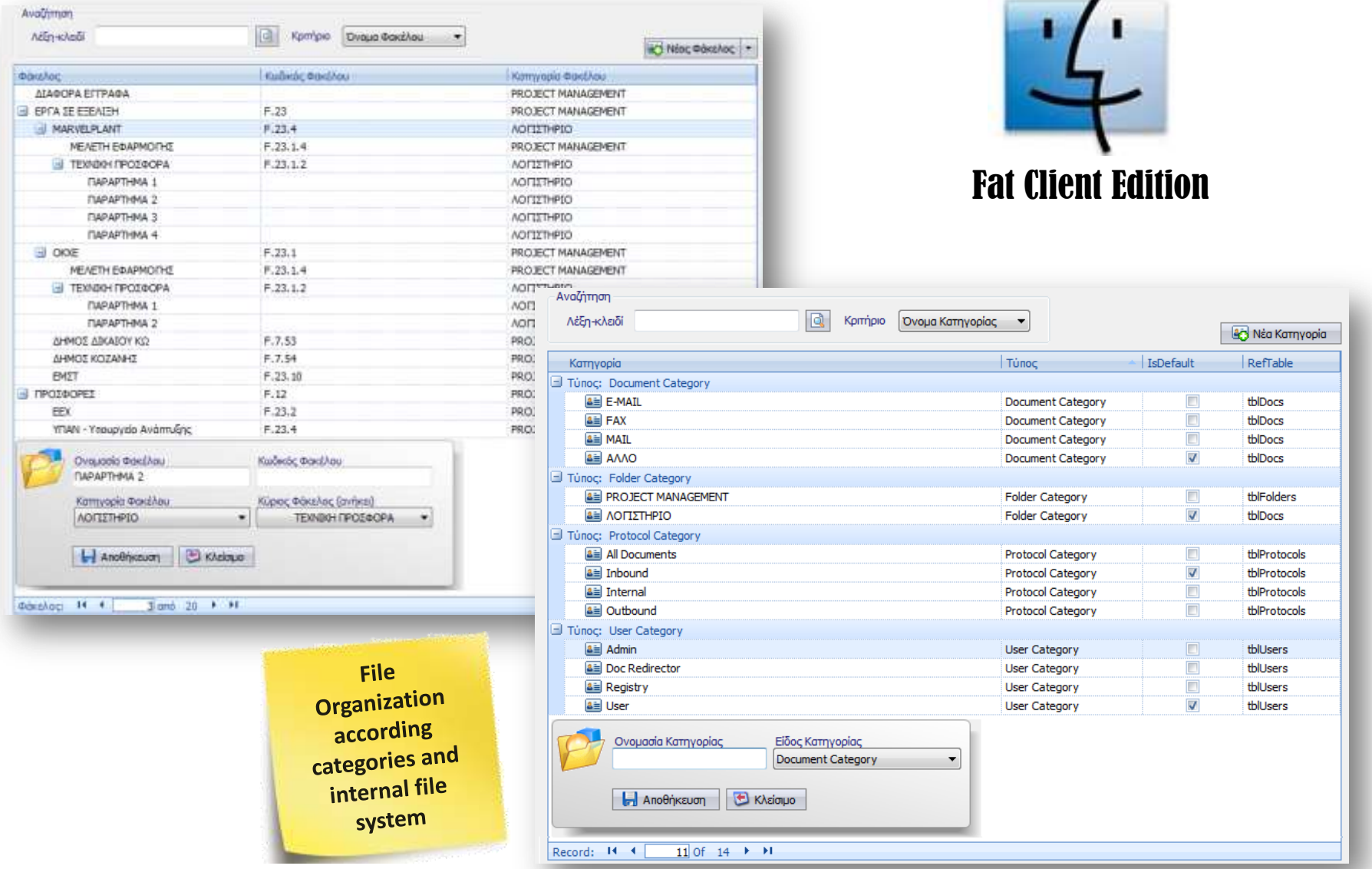

Fat Client Edition

File Organization according categories and internal file system

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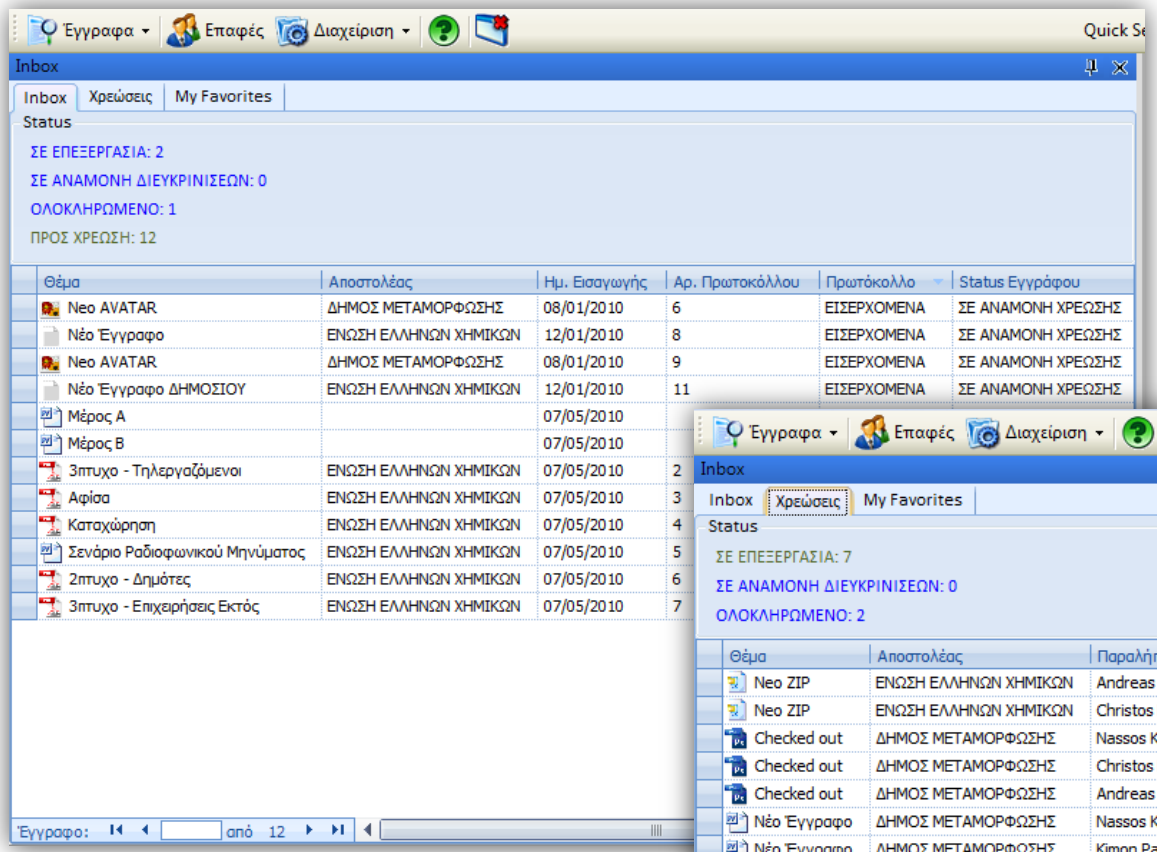
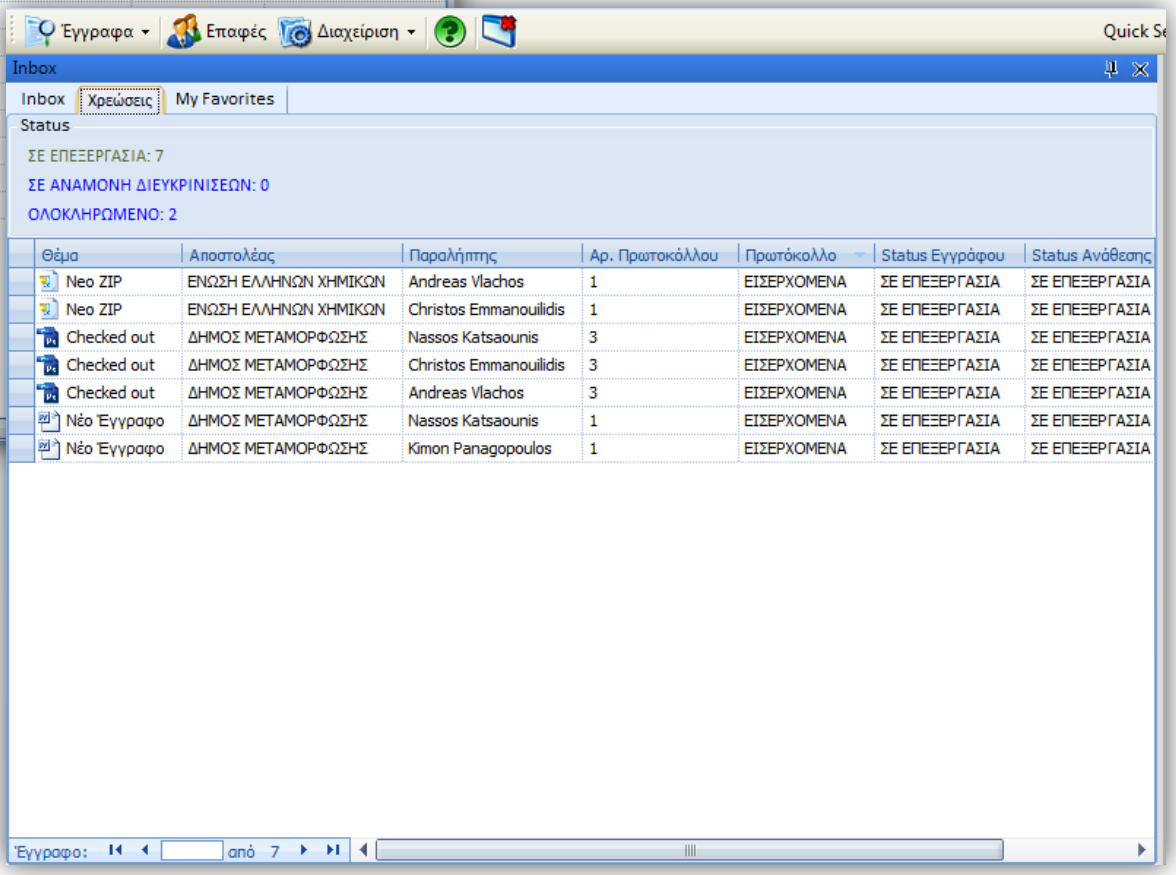


Incoming Documents'' Inbox



Task Allocation List

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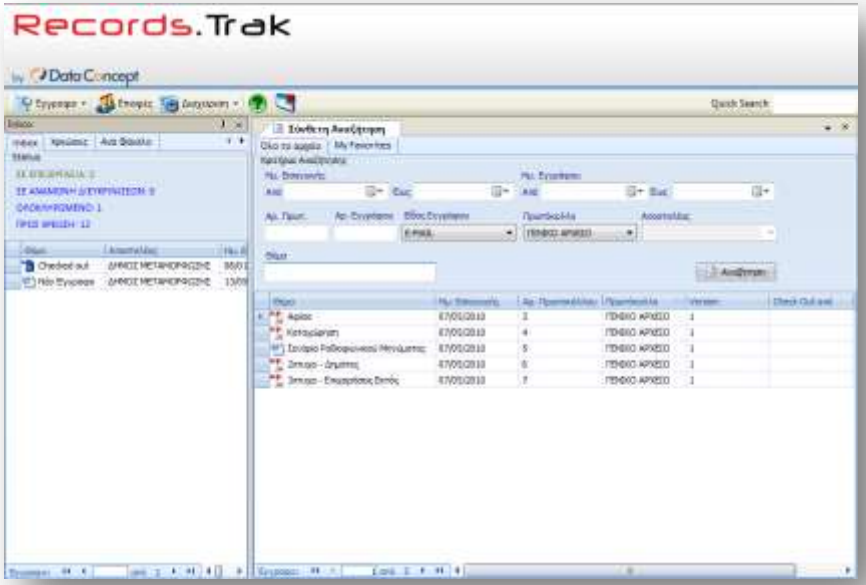
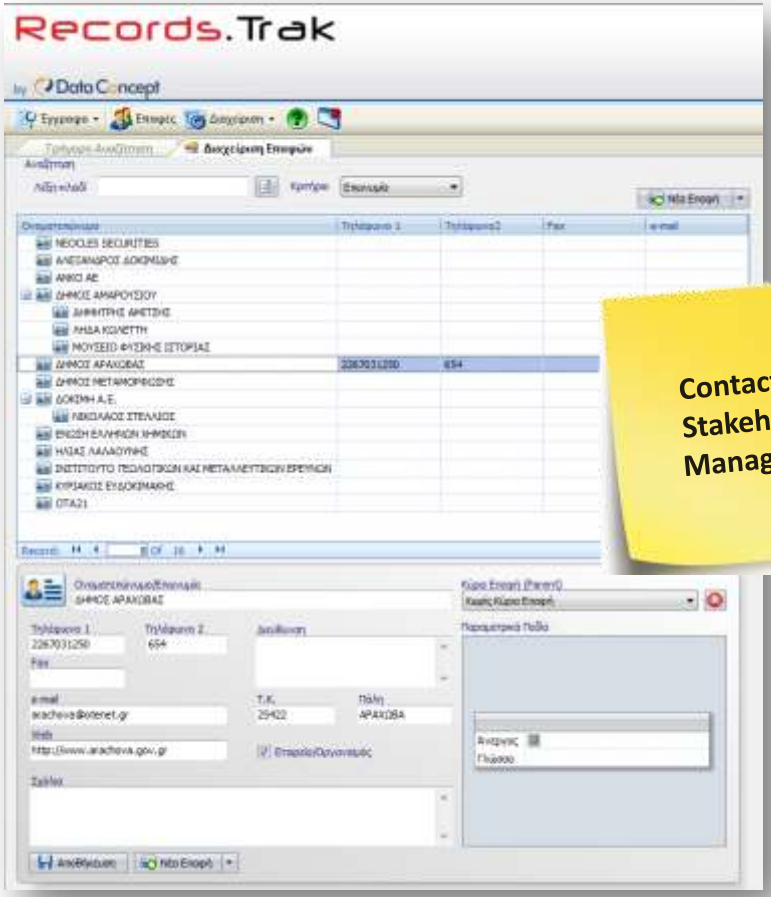
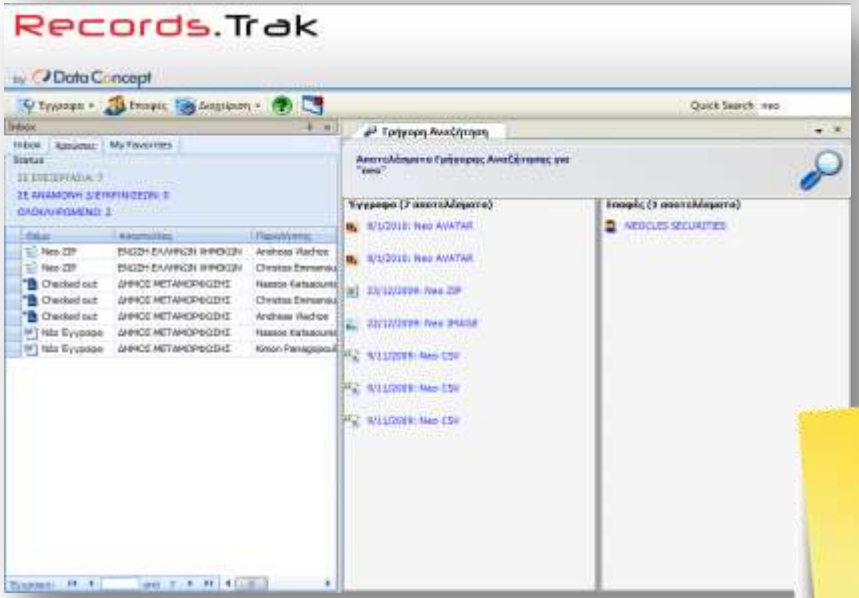




Contacts and Stakeholders Management



Quick and Advanced Search

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