



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!

THE PROBLEM
Disorganised and isolated groups of documents, lost or missing paperwork and manual workflows causing confusion, bottle-necks and ineffective processes



EMAILS

SCANNED DOCUMENTS

ELECTRONIC DOCUMENTS

REPORTS

FAXES

SYSTEM PRINTOUTS

1. TAKE CONTROL
Central control and management of all company documents and processes



- > Structured sharing and processing of all documents using **Records.Trak**
- > Index the contents of all documents using **Records.Trak**
- > Secure publishing of selected documents and folders using **Records.Trak**

2. EASY ACCESS
Find documents and folders immediately from anywhere in the business



FROM YOUR DESKTOP



FROM ANY WEB BROWSER



FROM OTHER SYSTEMS

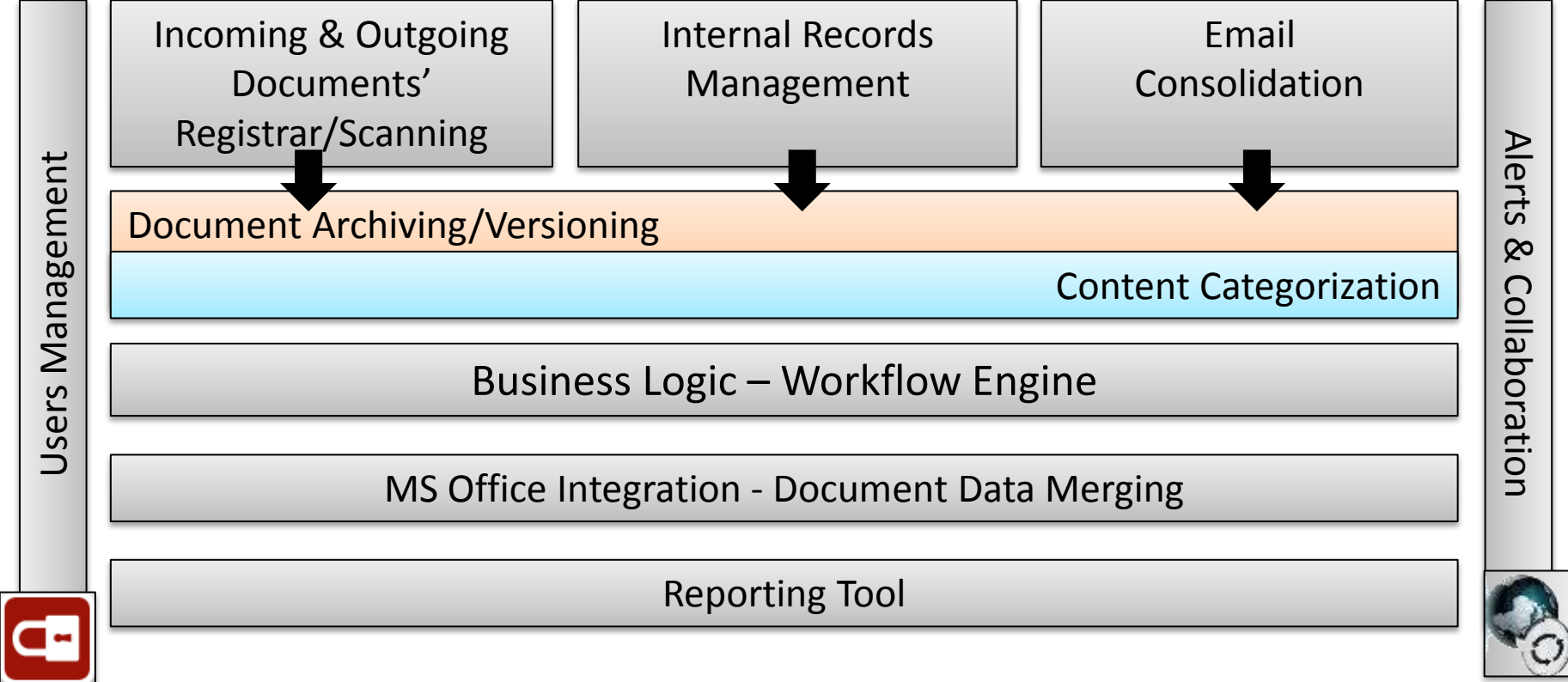
3. BETTER PROCESSES
Link isolated tasks into time and resource efficient workflow processes



Automated alerts to users of process events via email and To Do lists



e-DMS Application's Components



Users Management



Incoming & Outgoing Documents' Registrar/Scanning

Internal Records Management

Email Consolidation

Document Archiving/Versioning

Content Categorization

Business Logic – Workflow Engine

MS Office Integration - Document Data Merging

Reporting Tool

Alerts & Collaboration



e-DMS Rich Functionality at a Glance!

Records.Trak

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 pickers, 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 Assignment

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



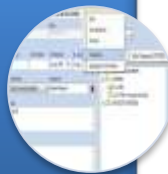
- For future folder upload

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 associative Database schema



Relationships among different business ontologies generate data



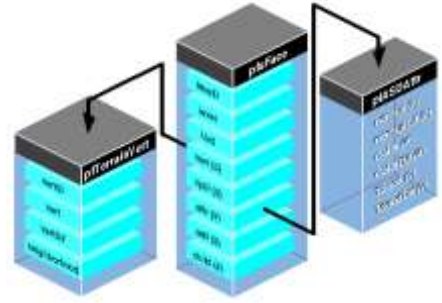
Multimedia

BUSINESS ECOSYSTEM

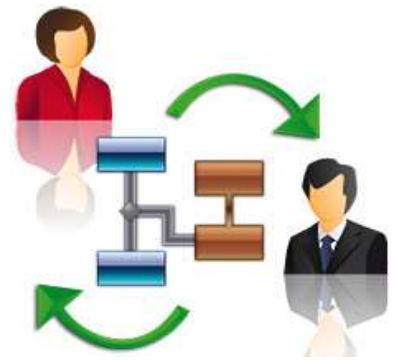
Categorize – Archive - Retrieve



Create groups of people according to your corporate structure



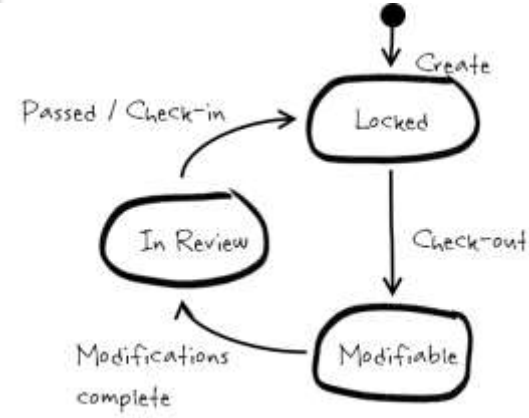
Organize, Categorize and associate your data



Set Workflow Scenarios



Retrieve your folders



Monitor Lifecycle



Administrators



Public



Internal



Management

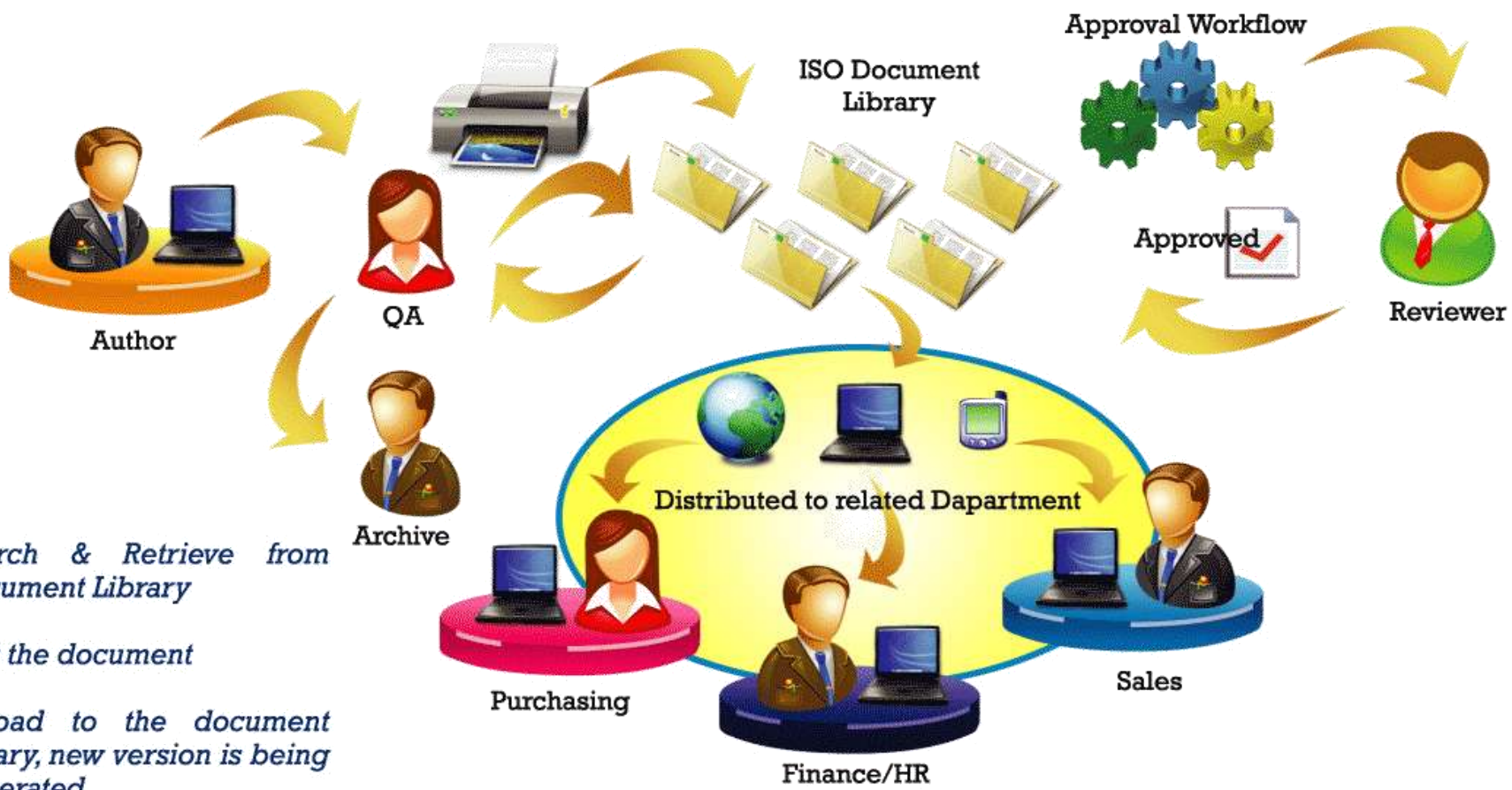


Organize and Archive



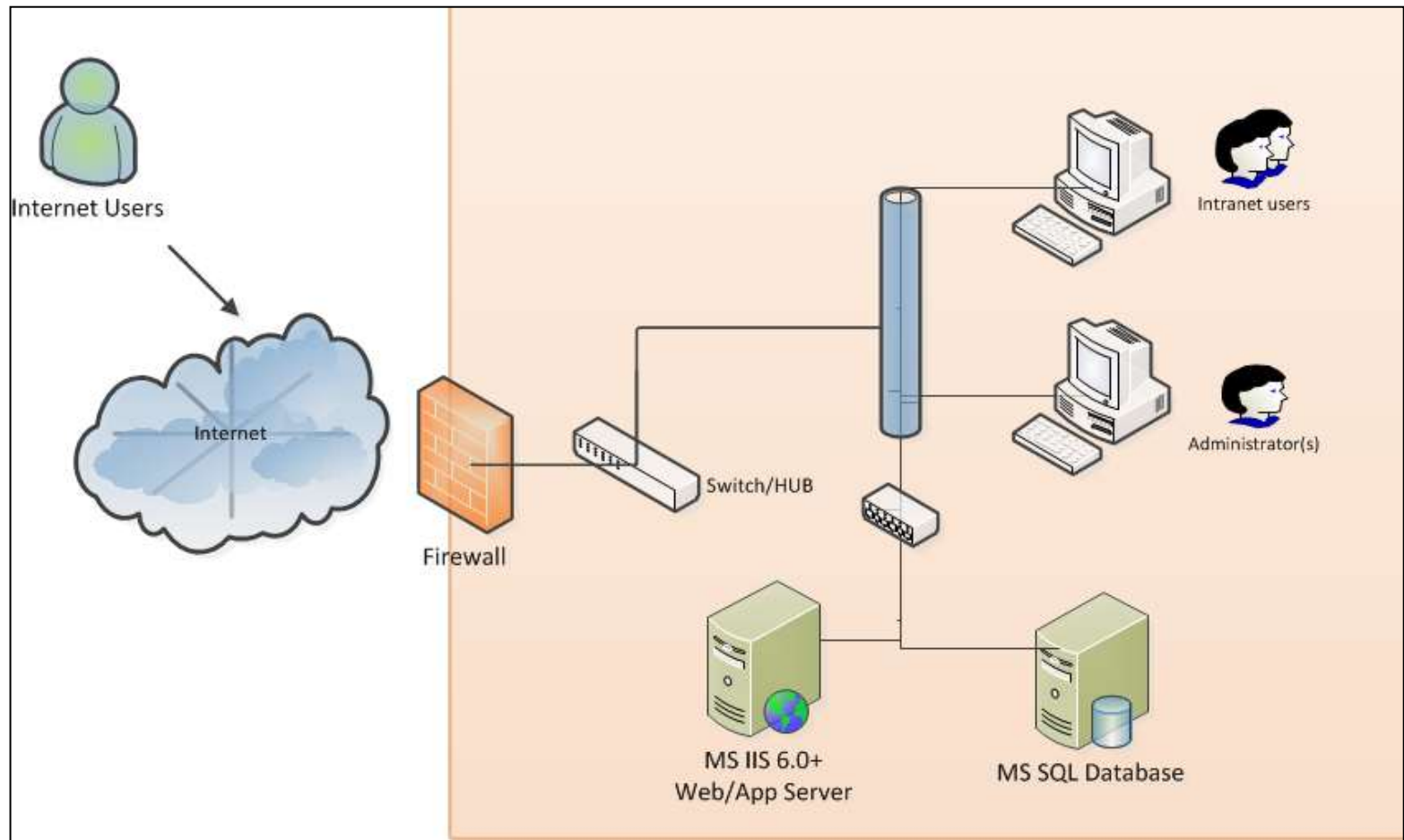
Quality Process Based Document Flow

Records.Trak



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

Records.Trak™ : Architecture Requirements



www.recordstrak.dataconcept.eu/.../login.aspx?lang=en-us

Records.Trak enrich solutions Unlogged User

Web Interface SSO

Login to Qualtrak Records Trak

Please Input Username and Password:

Username:

Password:



Web Edition

www.recordstrak.dataconcept.eu/.../login.aspx

Records.Trak enrich solutions Logged User: OK (Administrator System)

[Change User Credentials](#) [Log Off User](#)

Multiple Registrars Departments

Select Preferral

©2008 - 2010 DATA CONCEPT S.A. All rights reserved.

Desktop Downloads Reports Documents Administrator Settings | Search

Schedule Absences

Schedule

January 2012

| | | | | | | | | | |
|----|----|----|----|----|----|----|----|----|----|
| << | < | Su | Mo | Tu | We | Th | Fr | Sa | >> |
| 53 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |
| 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | |
| 2 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | |
| 3 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | |
| 4 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | |
| 5 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | | |

February 2012

| | | | | | | | | | |
|----|----|----|----|----|----|----|----|----|----|
| << | < | Su | Mo | Tu | We | Th | Fr | Sa | >> |
| 5 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | | |
| 6 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | |
| 7 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | |
| 8 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | |
| 9 | 26 | 27 | 28 | 29 | 1 | 2 | 3 | | |
| 10 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | |

Company Calendar (Public)

- General
- Commercial Department
- Technical Department
- Financial Department

MyCalendar

- Personal
- Work

Today 1/9/2012 - 1/15/2012 Day Week Month

| | Mon, 9 | Tue, 10 | Wed, 11 | Thu, 12 | Fri, 13 | Sat, 14 | Sun, 15 |
|---------------|--------|---------|---------|-------------------------------|---------|---------|---------|
| All day event | | | | NA ΧΡΕΩΣΗ: 2 ΧΡΕΩΘΕΝΤΑ: 37 | | | |
| 10 am | | | | | | | |
| 11 am | | | | | | | |
| 12 pm | | | | | | | |
| 1 pm | | | | | | | |
| 2 pm | | | | | | | |
| 3 pm | | | | | | | |
| 4 pm | | | | | | | |

Show 24 Hours

Personal Calendar (Notifications, Absences and Events)

Records.Trak

Logged User: CE (Εμμανουηλίδης Χρήστος)

[Change User Credentials](#) [Change Protocol](#) [Log Off User](#)

Desktop Downloads Reports Documents Administrator Settings | Search

- **Outlook 2007 Plugin** - Download and Install [setup\(.exe\)](#)
- **Outlook 2003 Plugin** - Download and Install [setup03\(.exe\)](#)
- **NET 2.0** - Download and Install [dotnetfx\(.exe\)](#)
- **NET 2.0 SP1** - Download and Install [dotnetfx\(.exe\)](#)
- **SDK** - Download and Install [setup\(.exe\)](#)

Downloadable MS Outlook integrations Plugin



www.records.trak.dataconcept.eu (31.6.64.174) (http://www.records.trak.eu) Incomings.eu

Records.Trak

Desktop Downloads Reports Documents Administrator Settings

Incomings Outgoing e-Mail Files Files Group

Search filters

Date: From: To: Protocol No: From: To: Type: All Foreign Protocol Number: Subject: Clear Apply

Dispatching Organization: Choose category: Choose category list: Clear

Incomings (Double-click in the first column of each row to see the incoming)

| Document Subject | Protocol No | Dispatching Organization | Date |
|--|-------------|--------------------------|------------|
| New incoming | 6586 | | 26/06/2011 |
| New incoming | 6587 | | 26/06/2011 |
| ΑΠΟΣΤΟΛΗ ΔΙΚΑΙΟΛΟΓΗΤΙΚΩΝ #2.483.334 ΕΥΡΩ ΓΙΑ ΤΗΝ ΕΚΔΟΣ | 6586 | ALTANET | 05/05/2011 |
| ΓΝΩΣΤΟΠΟΙΗΣΗ ΑΠΟΤΕΛΕΣΜΑΤΩΝ ΑΠΟΣΦΡΑΓΙΣΗΣ ΦΑΚΕΛΩΝ ΔΙ | 6585 | ΦΟΡΕΑΣ ΔΙΑΧΕΙΡΙΣΗΣ ΔΕΛΤΑ | 22/03/2011 |
| ΑΓΤΙΣΗ ΑΣΦΑΛΕΤΙΚΩΝ ΜΕΤΡΩΝ | 6584 | ΕΠΩ | |
| ΠΡΟΔΙΚΑΣΤΙΚΗ ΠΡΟΦΥΤΗ ΤΗΣ Θ ΑΛΕΞΑΝΔΡΙΑΣ ΚΑΙ ΣΙΑ ΕΕ | 6583 | ΟΑΕ | |
| ΑΠΟΦΑΣΗ ΑΝΑΒΕΣΗΣ | 6582 | ΥΠΣ | |
| ΑΝΑΒΕΣΗ ΕΡΓΟΥ ΣΤΗΝ ΕΤΑΙΡΕΙΑ ΑΙΟΛΗ | 6581 | ΠΕΡ | |
| ΑΝΟΙΓΜΑ ΟΙΚΟΝΟΜΙΚΩΝ ΠΡΟΣΦΟΡΩΝ | 6580 | ΠΑΑ | |
| ΕΜΠΡΟΣΗ ΓΙΑ ΣΥΝΕΔΡΙΑΣΗ ΕΠΙΤΡΟΠΗΣ ΔΙΑΓΩΝΙΣΤΟΥ | 6579 | ΠΕΡ | |

Add New Incoming Delete

Files Central Archiving

Roles and Users Management System

Records.Trak

Desktop Downloads Reports Documents Administrator Settings

Users

By Protocol By User

| Surname | Name | User name | Administrator | e-Mail manager | Protocol manager | Flow manager | View Incomings - Outgoing | View files |
|------------|--------------|-------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---------------------------|--------------------------|
| Admin1 | User | admin1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| KoytpeB DC | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Avvestas | Konstantinos | AK | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Djambazov | Chavdar | DC | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kaleva | Anna | KA | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parshorova | Silviya | PSL | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pepov | Stefan | PS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Surname | Name | Username189 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Varfyakov | Stoyan | VS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Avrilkov | Fanylenc | GA | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

1 of 4 Previous

Add User Delete User





Fat Client Edition

Αναζήτηση

Λέξη-κλειδί Κριτήριο Όνομα Φακέλου

Νέος Φακέλος

| Φακέλος | Κωδικός Φακέλου | Κατηγορία Φακέλου |
|----------------------------|-----------------|--------------------|
| ΔΙΑΦΟΡΑ ΕΓΓΡΑΦΑ | | PROJECT MANAGEMENT |
| ΕΡΓΑ ΣΕ ΕΞΕΛΙΞΗ | F.23 | PROJECT MANAGEMENT |
| MARVELPLANT | F.23.4 | ΛΟΓΙΣΤΗΡΙΟ |
| ΜΕΛΕΤΗ ΕΦΑΡΜΟΓΗΣ | F.23.1.4 | PROJECT MANAGEMENT |
| ΤΕΧΝΙΚΗ ΠΡΟΣΦΟΡΑ | F.23.1.2 | ΛΟΓΙΣΤΗΡΙΟ |
| ΠΑΡΑΡΤΗΜΑ 1 | | ΛΟΓΙΣΤΗΡΙΟ |
| ΠΑΡΑΡΤΗΜΑ 2 | | ΛΟΓΙΣΤΗΡΙΟ |
| ΠΑΡΑΡΤΗΜΑ 3 | | ΛΟΓΙΣΤΗΡΙΟ |
| ΠΑΡΑΡΤΗΜΑ 4 | | ΛΟΓΙΣΤΗΡΙΟ |
| ΟΙΚΟΣ | F.23.1 | PROJECT MANAGEMENT |
| ΜΕΛΕΤΗ ΕΦΑΡΜΟΓΗΣ | F.23.1.4 | PROJECT MANAGEMENT |
| ΤΕΧΝΙΚΗ ΠΡΟΣΦΟΡΑ | F.23.1.2 | ΛΟΓΙΣΤΗΡΙΟ |
| ΠΑΡΑΡΤΗΜΑ 1 | | ΛΟΓΙΣΤΗΡΙΟ |
| ΠΑΡΑΡΤΗΜΑ 2 | | ΛΟΓΙΣΤΗΡΙΟ |
| ΔΗΜΟΣ ΔΙΚΑΙΟΥ ΚΩ | F.7.53 | PROJECT MANAGEMENT |
| ΔΗΜΟΣ ΚΟΖΑΝΗΣ | F.7.54 | PROJECT MANAGEMENT |
| ΕΜΣΤ | F.23.10 | PROJECT MANAGEMENT |
| ΠΡΟΣΦΟΡΕΣ | F.12 | PROJECT MANAGEMENT |
| ΕΕΧ | F.23.2 | PROJECT MANAGEMENT |
| ΥΠΑΝ - Υδατογεία Ανάπτυξης | F.23.4 | PROJECT MANAGEMENT |

Όνομασία Φακέλου: ΠΑΡΑΡΤΗΜΑ 2
Κωδικός Φακέλου:
Κατηγορία Φακέλου: ΛΟΓΙΣΤΗΡΙΟ
Κύριος Φακέλος (αφήσι): ΤΕΧΝΙΚΗ ΠΡΟΣΦΟΡΑ

Αποθήκευση Κλείσιμο

Φακέλοι: 14 από 20

Αναζήτηση

Λέξη-κλειδί Κριτήριο Όνομα Κατηγορίας

Νέα Κατηγορία

| Κατηγορία | Τύπος | IsDefault | RefTable |
|--------------------------|-------------------|-------------------------------------|--------------|
| Τύπος: Document Category | | | |
| E-MAIL | Document Category | <input type="checkbox"/> | tblDocs |
| FAX | Document Category | <input type="checkbox"/> | tblDocs |
| MAIL | Document Category | <input type="checkbox"/> | tblDocs |
| ΑΛΛΟ | Document Category | <input checked="" type="checkbox"/> | tblDocs |
| Τύπος: Folder Category | | | |
| PROJECT MANAGEMENT | Folder Category | <input type="checkbox"/> | tblFolders |
| ΛΟΓΙΣΤΗΡΙΟ | Folder Category | <input checked="" type="checkbox"/> | tblDocs |
| Τύπος: Protocol Category | | | |
| All Documents | Protocol Category | <input type="checkbox"/> | tblProtocols |
| Inbound | Protocol Category | <input checked="" type="checkbox"/> | tblProtocols |
| Internal | Protocol Category | <input type="checkbox"/> | tblProtocols |
| Outbound | Protocol Category | <input type="checkbox"/> | tblProtocols |
| Τύπος: User Category | | | |
| Admin | User Category | <input type="checkbox"/> | tblUsers |
| Doc Redirector | User Category | <input type="checkbox"/> | tblUsers |
| Registry | User Category | <input type="checkbox"/> | tblUsers |
| User | User Category | <input checked="" type="checkbox"/> | tblUsers |

Όνομασία Κατηγορίας: Είδος Κατηγορίας: Document Category

Αποθήκευση Κλείσιμο

Record: 11 Of 14

File
Organization
according
categories and
internal file
system

Εγγράφα Επαφές Διαχείριση Quick Se

Inbox

Inbox Χρεώσεις My Favorites

Status

ΣΕ ΕΠΕΞΕΡΓΑΣΙΑ: 2
 ΣΕ ΑΝΑΜΟΝΗ ΔΙΕΥΚΡΙΝΙΣΕΩΝ: 0
 ΟΛΟΚΛΗΡΩΜΕΝΟ: 1
 ΠΡΟΣ ΧΡΕΩΣΗ: 12

| Θέμα | Αποστολέας | Ημ. Εισαγωγής | Αρ. Πρωτοκόλλου | Πρωτόκολλο | Status Εγγράφου |
|--------------------------------|-----------------------|---------------|-----------------|-------------|--------------------|
| Neo AVATAR | ΔΗΜΟΣ ΜΕΤΑΜΟΡΦΩΣΗΣ | 08/01/2010 | 6 | ΕΙΣΕΡΧΟΜΕΝΑ | ΣΕ ΑΝΑΜΟΝΗ ΧΡΕΩΣΗΣ |
| Νέο Έγγραφο | ΕΝΩΣΗ ΕΛΛΗΝΩΝ ΧΗΜΙΚΩΝ | 12/01/2010 | 8 | ΕΙΣΕΡΧΟΜΕΝΑ | ΣΕ ΑΝΑΜΟΝΗ ΧΡΕΩΣΗΣ |
| Neo AVATAR | ΔΗΜΟΣ ΜΕΤΑΜΟΡΦΩΣΗΣ | 08/01/2010 | 9 | ΕΙΣΕΡΧΟΜΕΝΑ | ΣΕ ΑΝΑΜΟΝΗ ΧΡΕΩΣΗΣ |
| Νέο Έγγραφο ΔΗΜΟΣΙΟΥ | ΕΝΩΣΗ ΕΛΛΗΝΩΝ ΧΗΜΙΚΩΝ | 12/01/2010 | 11 | ΕΙΣΕΡΧΟΜΕΝΑ | ΣΕ ΑΝΑΜΟΝΗ ΧΡΕΩΣΗΣ |
| Μέρος Α | | 07/05/2010 | | | |
| Μέρος Β | | 07/05/2010 | | | |
| 3πτυχο - Τηλεργαζόμενοι | ΕΝΩΣΗ ΕΛΛΗΝΩΝ ΧΗΜΙΚΩΝ | 07/05/2010 | 2 | | |
| Αφίσα | ΕΝΩΣΗ ΕΛΛΗΝΩΝ ΧΗΜΙΚΩΝ | 07/05/2010 | 3 | | |
| Καταχώρηση | ΕΝΩΣΗ ΕΛΛΗΝΩΝ ΧΗΜΙΚΩΝ | 07/05/2010 | 4 | | |
| Σενάριο Ραδιοφωνικού Μηνύματος | ΕΝΩΣΗ ΕΛΛΗΝΩΝ ΧΗΜΙΚΩΝ | 07/05/2010 | 5 | | |
| 2πτυχο - Δημότες | ΕΝΩΣΗ ΕΛΛΗΝΩΝ ΧΗΜΙΚΩΝ | 07/05/2010 | 6 | | |
| 3πτυχο - Επιχειρήσεις Εκτός | ΕΝΩΣΗ ΕΛΛΗΝΩΝ ΧΗΜΙΚΩΝ | 07/05/2010 | 7 | | |

Εγγράφο: 14 από 12



Εγγράφα Επαφές Διαχείριση Quick Se

Inbox

Inbox Χρεώσεις My Favorites

Status

ΣΕ ΕΠΕΞΕΡΓΑΣΙΑ: 7
 ΣΕ ΑΝΑΜΟΝΗ ΔΙΕΥΚΡΙΝΙΣΕΩΝ: 0
 ΟΛΟΚΛΗΡΩΜΕΝΟ: 2

| Θέμα | Αποστολέας | Παραλήπτης | Αρ. Πρωτοκόλλου | Πρωτόκολλο | Status Εγγράφου | Status Ανάθεσης |
|-------------|-----------------------|------------------------|-----------------|-------------|-----------------|-----------------|
| Neo ZIP | ΕΝΩΣΗ ΕΛΛΗΝΩΝ ΧΗΜΙΚΩΝ | Andreas Vlachos | 1 | ΕΙΣΕΡΧΟΜΕΝΑ | ΣΕ ΕΠΕΞΕΡΓΑΣΙΑ | ΣΕ ΕΠΕΞΕΡΓΑΣΙΑ |
| Neo ZIP | ΕΝΩΣΗ ΕΛΛΗΝΩΝ ΧΗΜΙΚΩΝ | Christos Emmanouilidis | 1 | ΕΙΣΕΡΧΟΜΕΝΑ | ΣΕ ΕΠΕΞΕΡΓΑΣΙΑ | ΣΕ ΕΠΕΞΕΡΓΑΣΙΑ |
| Checked out | ΔΗΜΟΣ ΜΕΤΑΜΟΡΦΩΣΗΣ | Nassos Katsaounis | 3 | ΕΙΣΕΡΧΟΜΕΝΑ | ΣΕ ΕΠΕΞΕΡΓΑΣΙΑ | ΣΕ ΕΠΕΞΕΡΓΑΣΙΑ |
| Checked out | ΔΗΜΟΣ ΜΕΤΑΜΟΡΦΩΣΗΣ | Christos Emmanouilidis | 3 | ΕΙΣΕΡΧΟΜΕΝΑ | ΣΕ ΕΠΕΞΕΡΓΑΣΙΑ | ΣΕ ΕΠΕΞΕΡΓΑΣΙΑ |
| Checked out | ΔΗΜΟΣ ΜΕΤΑΜΟΡΦΩΣΗΣ | Andreas Vlachos | 3 | ΕΙΣΕΡΧΟΜΕΝΑ | ΣΕ ΕΠΕΞΕΡΓΑΣΙΑ | ΣΕ ΕΠΕΞΕΡΓΑΣΙΑ |
| Νέο Έγγραφο | ΔΗΜΟΣ ΜΕΤΑΜΟΡΦΩΣΗΣ | Nassos Katsaounis | 1 | ΕΙΣΕΡΧΟΜΕΝΑ | ΣΕ ΕΠΕΞΕΡΓΑΣΙΑ | ΣΕ ΕΠΕΞΕΡΓΑΣΙΑ |
| Νέο Έγγραφο | ΔΗΜΟΣ ΜΕΤΑΜΟΡΦΩΣΗΣ | Kimon Panagopoulos | 1 | ΕΙΣΕΡΧΟΜΕΝΑ | ΣΕ ΕΠΕΞΕΡΓΑΣΙΑ | ΣΕ ΕΠΕΞΕΡΓΑΣΙΑ |

Εγγράφο: 14 από 7



