DOCUMENT LOGISTIX
by whitevision

THE RIGHT DOCUMENT MANAGEMENT SOFTWARE FOR YOUR BUSINESS



EFFICIENCY | PRODUCTIVITY | COMPLIANCE

DM DOCUMENT MANAGER AWARDS 2025 WINNER
Company of the Year

DM DOCUMENT MANAGER AWARDS 2025 WINNER
Records Management Product of the Year

DM AWARDS 2025 WINNER

COMPANY OF THE YEAR

RECORDS MANAGEMENT PRODUCT OF THE YEAR

DM DOCUMENT MANAGER AWARDS 2024 WINNER
Product of the Year

DM DOCUMENT MANAGER AWARDS 2024 WINNER
RPA Product of the Year

DM DOCUMENT MANAGER AWARDS 2023 WINNER
RPA Product of the Year

DM DOCUMENT MANAGER AWARDS 2022 WINNER
Product of the Year

DM DOCUMENT MANAGER AWARDS 2022 WINNER
Records Management Product of the Year

DOCUMENT LOGISTIX by whitevision

DOCUMENT MANAGEMENT THAT MAKES WORK FLOW

Document Logistix creates content management solutions that help to eliminate the use of paper, improve records management, assure compliance and automate business processes.

Established in 1996, **Document Logistix** have supplied the uniquely flexible and scalable **Document Manager** software to a varied range of SME and Enterprise clients around the globe.

Document Manager provides an integrated platform for the automated capture, secure storage and flexible indexing of all document types. **Document Manager** can be provided as a cloud or on-premise solution depending on your preferred deployment strategy.

Our software powers operations across all types of business landscapes. Big company or small, public organisation or private, our software meets the needs of each unique business across multiple business functions, including major logistics companies like DHL, CEVA, FedEX/ TNT. Document Logistix has an in-house scanning bureau for both bulk document categorisation and capture or business process outsourcing.

At **Document Logistix** we pride ourselves on a commitment to rapid deployment of the best DM software to meet the needs of our customers. Enjoy a demonstrable return on investment.

Seeing is believing – book a demonstration.

DOCUMENT MANAGER

Whether you are looking for a simple document image archive or a complex business process automation solution with workflow, **Document Manager** offers the total solution in a variety of configurations to meet your business requirements. Select the functionality you need with a simple to use but rich and intuitive user interface that users love, which ensures quick uptake by staff and a rapid return on your investment.

PURCHASE OR SUBSCRIBE

Install **Document Manager** within your organisation or subscribe to our Software as a Service (SaaS). **Document Manager** is the right answer whatever your preferred business model. Or choose a hybrid approach for peace of mind and disaster recovery.

EASILY CONFIGURABLE FOR ANY BUSINESS PROCESS

Think of a business function and **Document Manager** has been deployed there, including Insurance, Healthcare, Finance, Education, Law Enforcement, Human Resources, Logistics, Manufacturing, Property Management, Charity, Government and countless others.

SECURITY, ADMISSIBILITY AND COMPLIANCE

Compliance with requirements like GDPR, Sarbanes Oxley, Freedom of Information and other industry specific requirements like HIPAA. A complete legally admissible Audit Trail is maintained throughout. Documents can be encrypted and our automated, policy-based retention service ensures compliance with both legal and company-specific document storage policies.

SIMPLE SCAN AND STORE OPTIONS WITH ON DEMAND SEARCH AND RETRIEVAL



DM5 Capture provides intelligent batch scanning and indexing which can be combined with OCR technology to automate document capture and indexing. Documents can be saved directly from MS-Office applications and simply dragged over the relevant folder and indexed. Emails and attachments can be captured directly from MS-Outlook and the DM Printer allows easy capture from any applications directly into DM5. Thumbnails and document preview help view the right information when indexing.

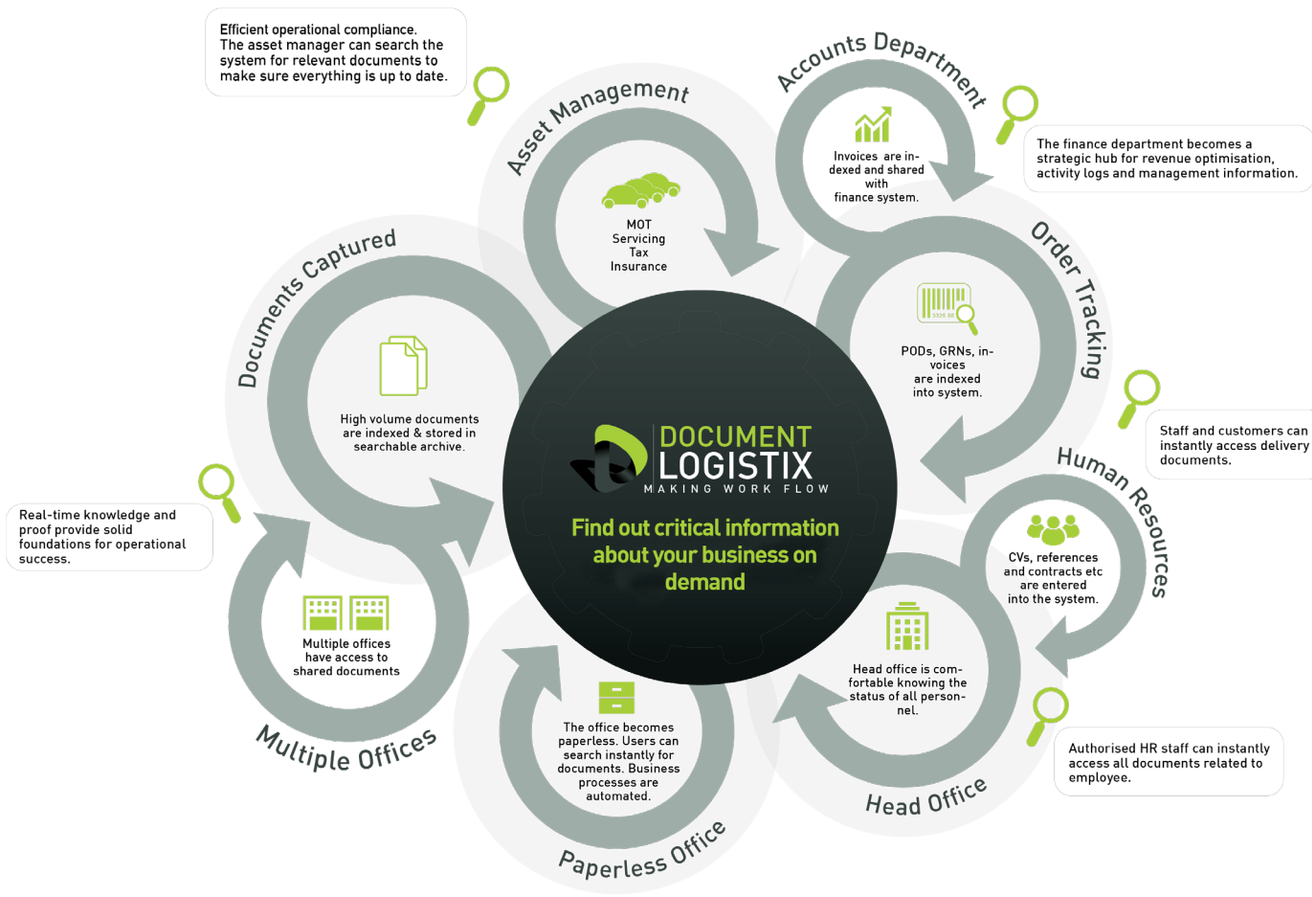
WORKFLOW PROCESS AUTOMATION

Use Document Manager's award-winning integrated Workflow to automate critical business processes in finance, operations and HR. Define your workflows graphically using the DM Workflow Designer. Use drag and drop to create simple rules that link process steps and provide visibility of progress, bottlenecks, and whether SLAs are being met.

DM LEGAL DM ACCOUNTS DM HR DM FLEET

DOCUMENT MANAGER

DOCUMENT LOGISTIX – INTEGRATED DOCUMENT MANAGEMENT STRATEGY



DOCUMENT MANAGER

DM LEGAL DM ACCOUNTS DM HR DM FLEET

Document Manager -

integrated work that flows. The right document management strategy delivers

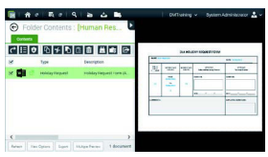
- operational excellence
- process efficiency
- staff effectiveness
- business intelligence
- competitive advantage
- customer satisfaction and loyalty
- enhanced brand reputation
- repeat business and growth
- assured compliance with audit trails

EXTENSIVE FUNCTIONALITY – VALUE FOR MONEY

Document Manager has an extensive set of features that add significant value when compared to competing products.

MODERN ARCHITECTURE – TECHNOLOGY SHOWCASE

A multi-tier application built using the latest, industry standard technology to ensure a future proof solution that integrates fully with other leading business applications.

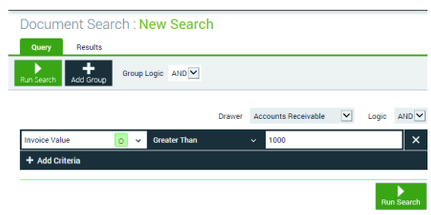


USER INTERFACE – HAPPY USERS

Document Manager DM5 provides a flexible dashboard interface which provides a rich, intuitive user experience for optimised performance. The software can operate consistently across all major platforms including mobile Apps. Document Preview allows the user to view multiple documents simultaneously; the viewer also includes comprehensive annotations.

POWERFUL SEARCH – RIGHT EVERY TIME

Locate any stored documents by free text content search as well as metadata. Locate all related documents such as orders and invoices via structured indexes. More importantly, never waste time looking for documents. Frequently used searches can be saved, automated and shared.



INTEGRATION – NO MORE SILOS

The benefits of document management increase with integration into current business systems. Document Logistix client and partner feedback is excellent on our proven track record of integration with business systems, including: Oracle, SAGE, JD Edwards, Exchequer and SAP. Whatever your application in Operations, Finance, HR or CRM, the documents you want are only a click away.

FILE TYPES AND APPLICATIONS – NO FORMAT BARRIERS

Whatever document types your organisation works with **Document Manager** can work with them. Any file can be managed by Document Manager, including documents, pictures, videos, sound recordings, CAD drawings, etc. Can even reference a web site URL as a document. We offer video compression and format conversion to MP4 for easy viewing.

EMAIL – SIMPLE INTEGRATION

Document Manager integrates with Microsoft Outlook and Mimecast and allows messages and/or their attachments to be saved directly to **Document Manager**.

- Active Directory Integration
- Powerful document capture
  - Built-in Optical Character Recognition
  - Batch Scan and OCR
  - Document Scanning
- Intuitive Drawer Folder Hierarchy Safe
- Document Encryption
- View, annotate, approve, reject, highlight, print, email and export documents
- Redaction hides sensitive information

FEATURES AND BENEFITS

FULL TEXT SEARCH ACROSS ALL STORED CONTENT

Useful for locating documents based on their content. Can be combined with meta search terms. Dynamic filtering of search results. Hit highlighting to navigate quickly through large documents.

VERSION CONTROL FOR DOCUMENT AUTHORING

Create new documents based on templates, show only the latest version and assign read only status to legacy documents. Use workflow to review, approve and release.

CHECK IN / CHECK OUT

Take a document out of the system but inform others, allow read only access, and check in as a new version.

AUDIT TRAIL

Document Manager keeps a record of every action and records the identity, date, time, network address or workstation and what was done. Vital for legal admissibility and compliance. Even when documents are deleted the audit records remain.

SECURITY – ACTIVE DIRECTORY, MULTI-FACTOR AUTHENTICATION (MFD)

Apply restricted access and operational rights to Drawers, Folders, Documents and Annotations or use Redaction to hide specific data within documents. Encrypt selected documents for increased security.

SCAN SEARCH WORK SECURE COMPLY

WHY WAIT – BOOK A DEMO GET IN TOUCH SO WE CAN SHOW YOU HOW

CALL NOW 01908 366 388

SLOW WORKFLOW AFFECTS CUSTOMER SATISFACTION AND REDUCES PROFITS

Businesses need smart operational processes and a comprehensive knowledge base with the ability to capture information, track, analyse, understand and report on key performance indicators (KPIs).

A company's real-time document knowledge base should comprise information on multiple daily tasks and transactions, asset management, revenue performance, contractual agreements and staff records, among other critical information.

Two major barriers that often prevent easy access to important information are that documents are not held in accessible, interpretable, actionable formats or information is housed in silos, where data is stored in separate repositories.

The key to putting information at the fingertips of appropriate staff, partners and customers is to remove the silo approach by bringing information together in accessible formats that make work flow.

Document Manager is a scalable solution that enables companies to deliver a departmental or company-wide document management strategy for capture, processing, storage and retrieval of critical information.

DOCUMENT LOGISTIX
MAKING WORK FLOW

Workflow management system



Lifecycle management

SCAN > SEARCH > WORK > SECURE > COMPLY

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WHY WAIT – BOOK A DEMO AND SEE FOR YOURSELF HOW WORKFLOW CAN BE TRANSFORMED

Even though a system may be getting clunky or even costly, businesses sometimes put off change because it feels difficult or potentially disruptive.

Document Logistix would like to demonstrate to you that adopting document management is straightforward, dramatically improves workflow, results in better customer and staff satisfaction – and delivers a fast return on investment.

GET IN TOUCH SO WE CAN SHOW YOU HOW, CALL NOW 01908 366 388.

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