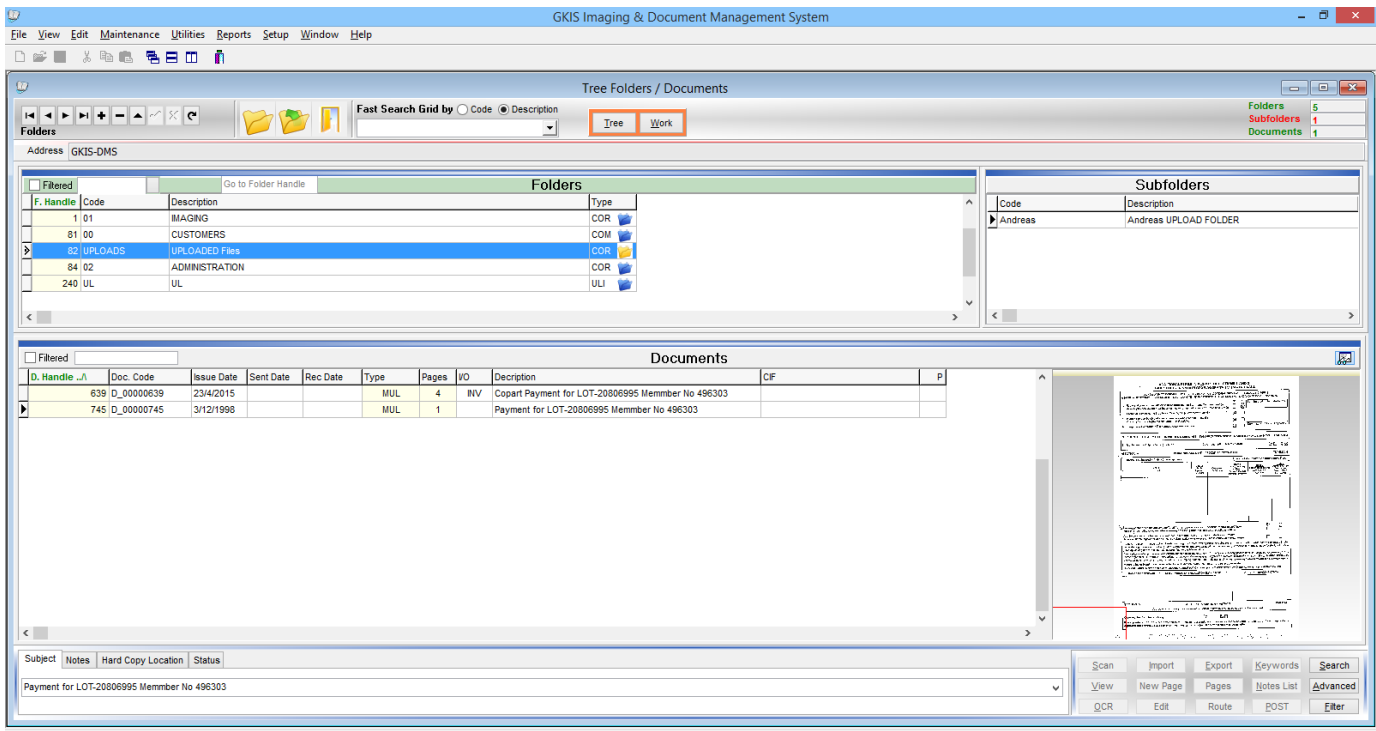


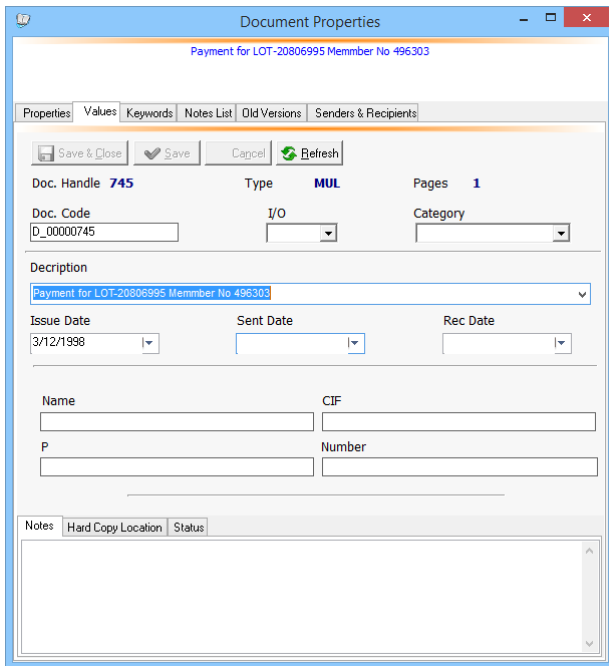
## GKIS Document Management & Workflow System (GKIS DMWS)

The **GKIS DMWS** is a data storage and workflow management system that deals with the storage of documents (either scanned or already created) and folders and follows a tree type structure allowing the users to create an unlimited amount of folders, sub-folders and documents. Users can **Scan**, **Import** and **Create** documents with great ease and store them in the system.

Documents can be sent to other users by a click of a button attached with notes/instructions that ensures a smooth workflow structure. Users can even **Export** documents from the system or send any document by **e-mail** or faxes to people that are not connected to the system.

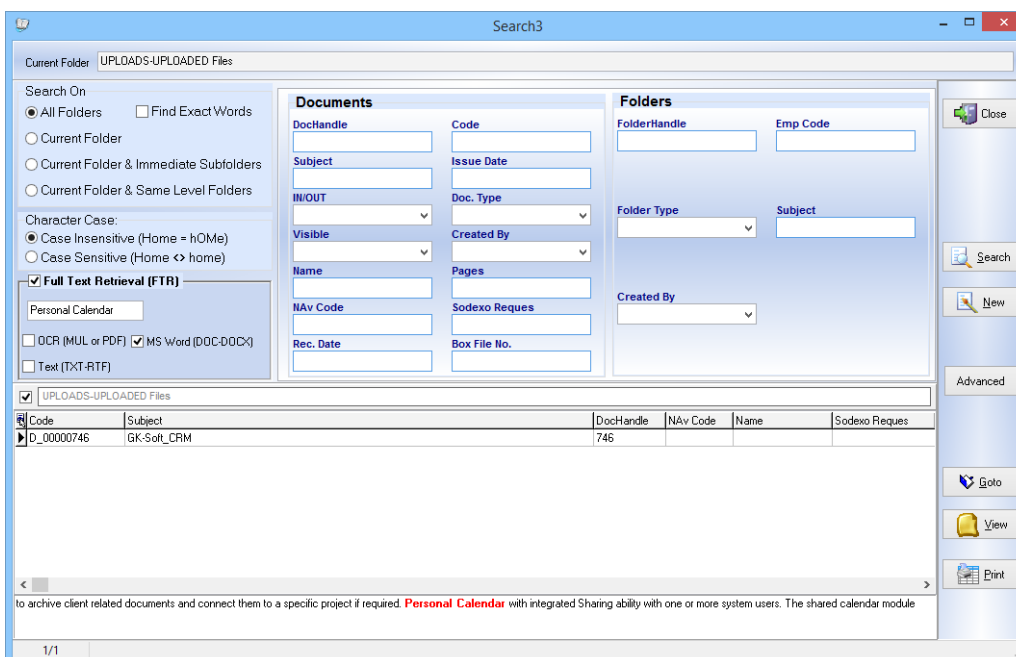


A lot of fields are used to store Meta Data for documents like Code, Subject, Issue Date, Sent Date..... etc.

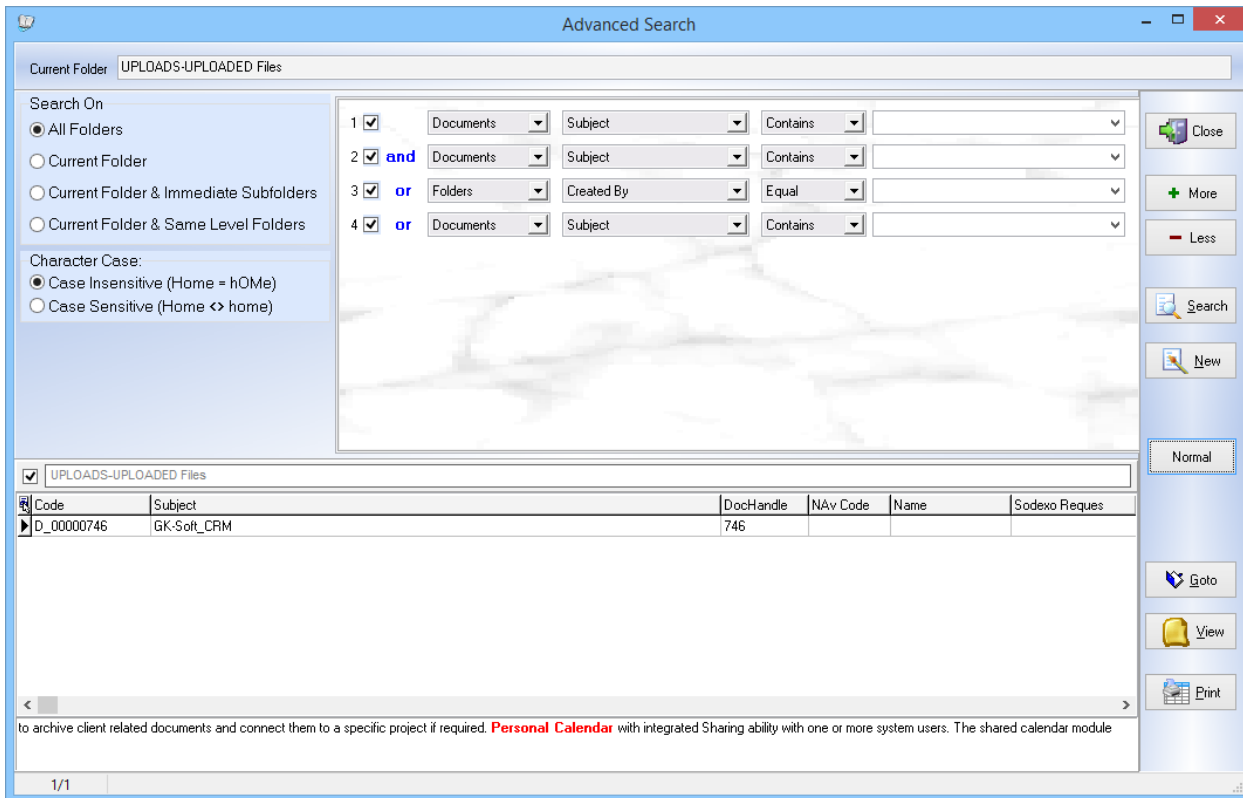


An integrated powerful search tool provides the users the ability to easily find any folder or document they wish in very little time and to print whatever documents they might need.

The supports Full Text Retrieval to enable the user of searching in a MS Word Document, OCRed Scanned pages or PDF files, a short paragraph is shown where the searched sentence is found.



A more advanced way of search is available in where the user will add search conditions on the fly:



MySQL DBMS is used to store all the system data (the system can be easily changed if needed to use any of the most commonly SQL based Database servers), the files related to documents are stored in volumes created in a Server or NAS to keep the DBMS smaller and faster, administrators can create, edit or move volumes to a different location with ease, the system will keep track of a defined volume size and use the following available volume (if defined) when needed.

Administrator can define a mirrored volumes where the system can automatically save another copy of the file as soon as the user imports it to the system

The system has the ability to perform **Optical Character Recognition (OCR)** meaning that a fully automated document storage system for scanned documents is possible. Searching for text or a phrase within a document is possible using the process known as **Full Text Retrieval (FTR)**.

The **GKIS DMWS** provides the ability to distribute jobs amongst users in a Document Based **Workflow** type environment whereby a General Manager can send documents and attach comments/instructions to specific employees to perform tasks. The system also provides a monitoring mechanism so that pending issues or completed task can be seen. Each document has a history report (that is printable) associated with it so that anyone can see all the different actions done by the various users on that document. A report for pending/completed tasks can also be printed.

The **GKIS DMWS** can run on Windows 2000/XP/VISTA/7/8/10.

The system is completely designed, programmed and tested by the programming team at G. Kallenos Infosystems Ltd meaning that the system can be customized to facilitate all specific and individual company needs quickly and easily.

## Summary of the Basic Features:

- Unlimited storage capacity (only limited to the server's disk size).
- Complete Users Rights control on every aspect of the system.
- Stores any kind/type of file.
- The system can internally view all type of images/scanned documents other types of files must have a viewer installed at the client's PC
- Add as many keywords as required to the document for easy searching and grouping.
- Document based Workflow system with full history of jobs.
- Personal and shared calendar.
- Drag & Drop your files or emails directly to store in the system.
- Powerful search engine.
- Import, Export or email any document through the system.
- Files Version History,
- Optional Automated scanning with documents separator.
- Optional OCR module for auto recognition and Full Text Retrieval.
- Optional FAX Server module witch integrate into Microsoft FAX Service for Auto Archiving of Sent & Received Faxes.
- Optional mobile friendly Web Module for users to follow their work flow, search, download/upload files to the system.
- A large variety of reports.
- A full LOG of users activities.
- Very simple and user friendly interface.
- Hard Copy Records and Location Management to easily locate the original paper
- document at the warehouse, (Store Name, Code, Section, Shelf, Person, Telephone No.....).
- Create MS word, excel, power point.....etc. files from within the system.
- Fill up and save ready templates.
- The system can be easily customized to suit any Company, Organization, or Institute needs, and to comply with its existing work flow.
- New upcoming feature during the first quarter of 2016: export all or part of the system for offline use and/or backup, a read only light version of the system will be used to search and view the exported structure.

## **General Benefits:**

- Secure storing of documents.
- Prompt document retrieval.
- Save space & empty the shelves by sending your documents to a store house, you'll not need your papers any more unless the hard copy is really needed.
- Better customer relations & service.
- Improve productivity and work quality of staff.
- Save the environment and cut paper consumption by circling eDocuments.

## **Some scenarios of using our DMWS:**

### **Scenario 1:**

A company with a huge customer list & huge amount of Offers, Orders, Invoices, Receipts...etc.

Searching and finding a Hard copy of any of the above mentioned documents is a very difficult and time consuming job.

By scanning and processing such documents while they arrive our system can automatically recognize, Index and separate these documents (by date, client No., amount...) and save it in the correspondent client folder allowing for a very easy and fast retrieval of the document.

Results:

- Never lose a copy of Invoice, receipt...etc.
- Never lose money because of forgotten unprocessed Invoices the system will check the sequence number of all scanned invoices and receipts and report any missing once.
- Increase productivity of your employees, by saving the time of locating a document.
- Keep all your clients documents in one place rather than storing them in separate folders, cabinets and storage rooms.
- Have a close look at your clients orders and purchases during a specific period of time.

## **Scenario2:**

Insurance company deals with hundreds or maybe thousands of daily applications and claims,

Front desk receives a new application form, the application is scanned and indexed and sent through the work flow system to the responsible team for study and evaluation, notes will be added, extra documents will be appended, status will be changed while the application is forwarded from one person to another, and then application with the evaluation results will be forwarded to manager for acceptance or rejection.

Same process is taken during claim processing. All this is done without circling a fat folders of documents across the offices.

Results:

- Evaluation and processing staff productivity is increased by at least 30-50% by saving the time needed for finding, copying, exchanging and returning files and documents to and from the store. Each employee will be able to process more applications or claims
- Track applications and claims through out their processing route.
- Improve decision making by having a wider look at each case, all clients documents are grouped and organized in a very efficient structure.
- Improved team management and productivity assessment.
- Improve client relations by immediate supply of any information requested by the client.