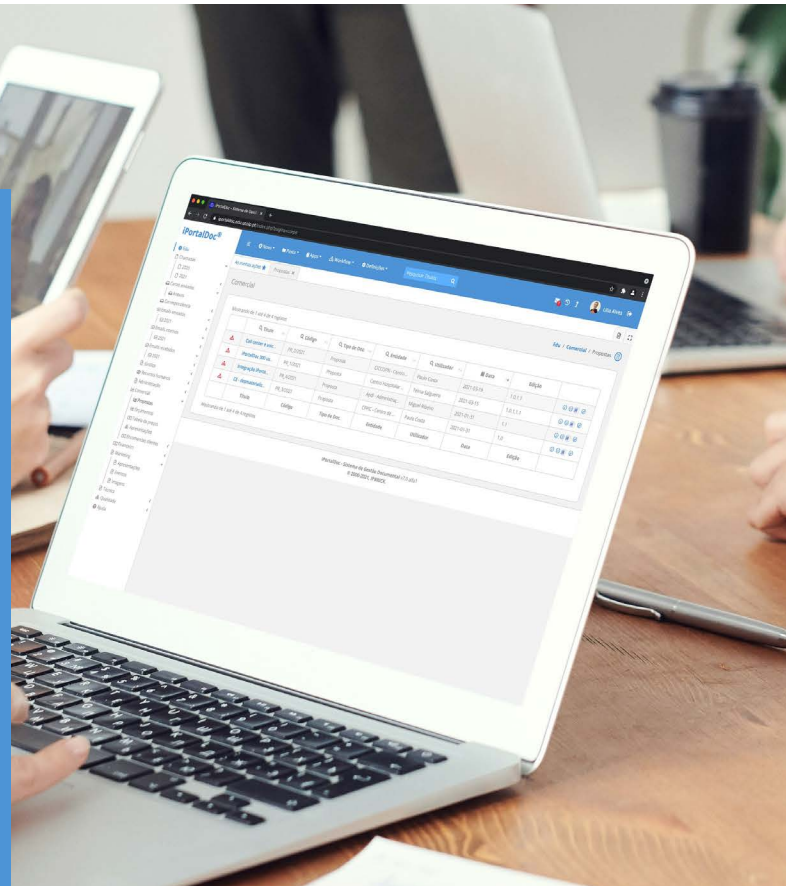# iPortalDoc

Document and Process Management

Connecting people to their Documents, Processes and Communications

Inserting documents, associating them with each other or with emails, forwarding one or several documents simultaneously, with and without pending action, linking them in different folders or consulting associated documents, are just some of iPortalDoc's functionalities.
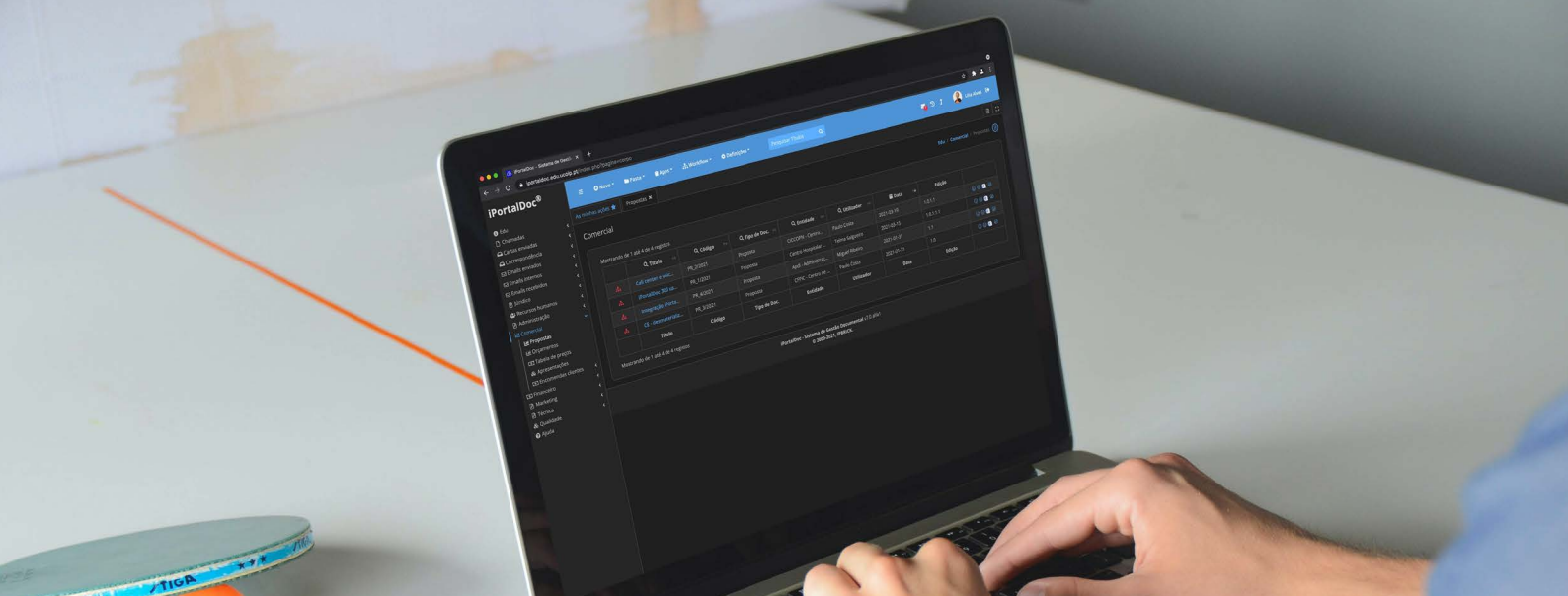
With iPortalDoc, you ensure the efficiency of your company's processes while making your stakeholders accountable. The system notifies users of the actions they have pending and allows them to consult, at any time, the status of a certain process.

Processes and sub-processes

Processes available based on iPortalDoc, for managing business processes.

QUALITY
Manual Processes
Audits
Customer and Employee
Satisfaction Assessment
Formation
Standards
Occurrences
Claims

LEGAL
Contracts
Legislation

MY DOCS
Presentations

MARKETING
Presentations
Events
Images

HUMAN RESOURCES
Absence
Communications
Contracts
Expenditure
Vacation

COMMERCIAL
Proposals
Budgets
Price Lists
Customer orders

EMAILS
Internal Emails
Received Emails
Sent Emails

MANAGEMENT
Minutes
Announcements

TECHNICIAN
Reports

ADMINISTRATIVE
Outgoing Letters
Incoming mail
Purchases

Modules

Add add-on modules to iPortalDoc that respond to your company's needs.

Newsletters	**Contracts**	**iPortalDoc Light**
Online Services Portal	**Meetings**	**OCR**

Advantages of Implementing iPortalDoc

- Single and centralized repository – all information is concentrated in a single repository and accessible to everyone at the same time.
- Reduce paper circulation, document circulation time, manage email, facilitating access to all information.
- Monetization of physical and digital space.
- Improved communication, information management and processes, quickly, easily and efficiently.
- Research facilities and greater efficiency of existing human resources, increasing productivity in different business areas.
- Handling and articulation between various processes of all information existing in the organization.
- Greater security and confidentiality in accessing information. Avoid loss and loss of time.
- Standardization of processes.

iPortalDoc features digital archiving, document lifecycle management and workflows, enabling the dematerialization and automation of business processes, facilitating the decision-making process.

iPortalDoc ensures the efficiency of your company's processes, at the same time as making the interveners responsible. The system notifies users of the actions they have pending and allows them to consult, at any time, the status of a certain process. In addition, it allows you to keep and consult previous versions of documents, facilitating the search for information.

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