

iPortalDoc

IportalDoc STARTER EDITION

DOCUMENT MANAGEMENT FOR EVERYONE

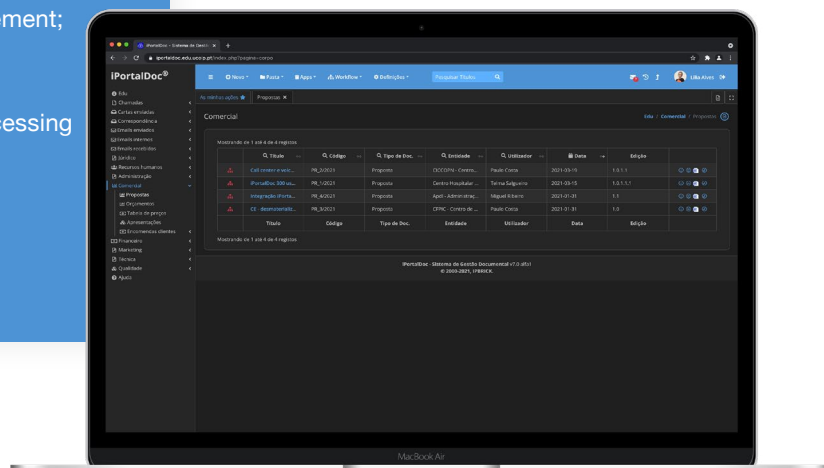
Document Management makes it possible to standardize the processes of work, filing, classification and approval of information in a structured and centralized manner, avoiding wasting time and information.

The process of circulation of external or internal documents and information, consume time and is subject to procedural errors that most often result in the loss of the documents themselves and, therefore, in the inefficiency of the processes. However, these mistakes can be avoided if companies use solutions that allow them to manage their documents in a structured way.

iPortalDoc Starter Edition will allow companies/organizations to standardize work processes. Regardless of whether a task is performed by one or several people, it is performed via iPortalDoc, where the entire activity history, through which the document has passed, is available for consultation, with no margin for errors or deviations. This contributes not only to the quality of the services provided, as well as to the increase in the companies' own productivity.

Advantages of using iPortalDoc Starter Edition

- Single and centralized repository;
- Reduces the circulation of paper documents;
- Monetization of physical and digital space;
- Optimizes information and process management;
- Normalizes processes;
- Facilitates document search;
- Increases security and confidentiality in accessing information;
- Prevents misplacement and loss of time;



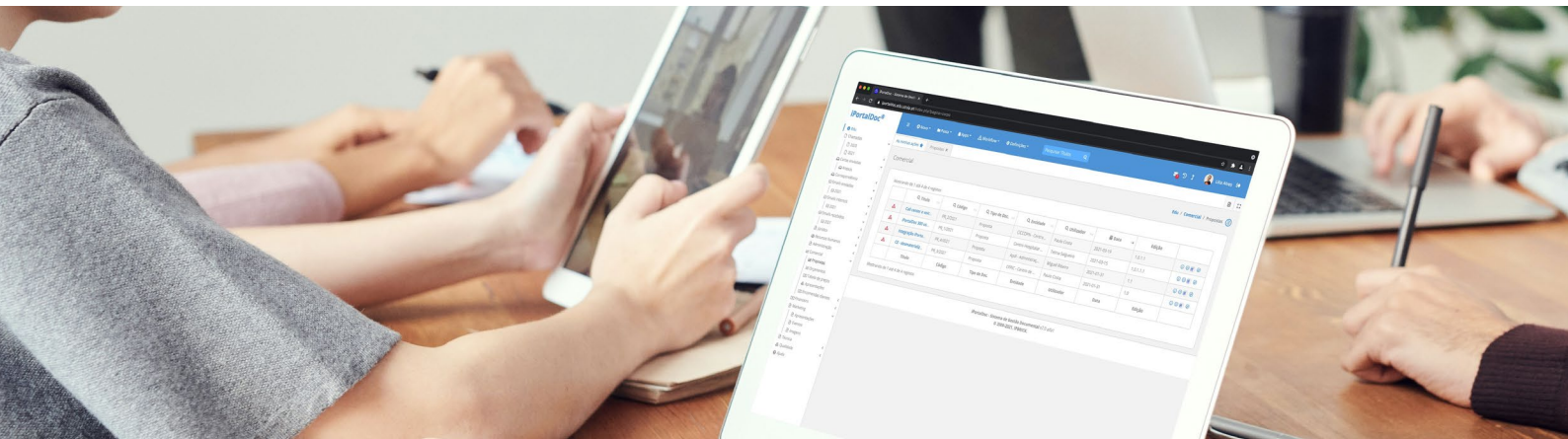
Base Processes iPortalDoc Starter Edition

A set of Processes that can be made available as a whole based on the Document and Process Management Solution iPortalDoc Starter Edition, or only those that the company/organization deems necessary for its activity.

Workflow* Type of Base Processes: File

* Except for the Quality Process

For documents with Archive Workflow, there is the possibility for the user to define a type of action for Ad-Hoc routing (approve document, read document, sign document, etc).



Address

IPBRICK Distribution Avenida da França, 821
4250-214 - Porto, Portugal

Contacts

(+351) 220 126 900
geral@ipbrickdi.com

Web

www.ipbrick.com
www.iportaldoc.pt