

ESKA® Docs

Document Management

ESKA® Docs is a powerful document management system that allows organisations to manage documents and streamline the process of document creation, storage, version control, tracking, sharing, and distribution.

A high level of security is maintained throughout **ESKA® Docs**; the system administrator can flexibly manage access levels and grant user privileges to prevent tampering or loss of documents and ensure content privacy.

Benefits

- Reduction of document loss
- Electronic availability of documents
- Saving of storage space
- Easy management and efficient searching of documents
- Security over the folders and cabinets

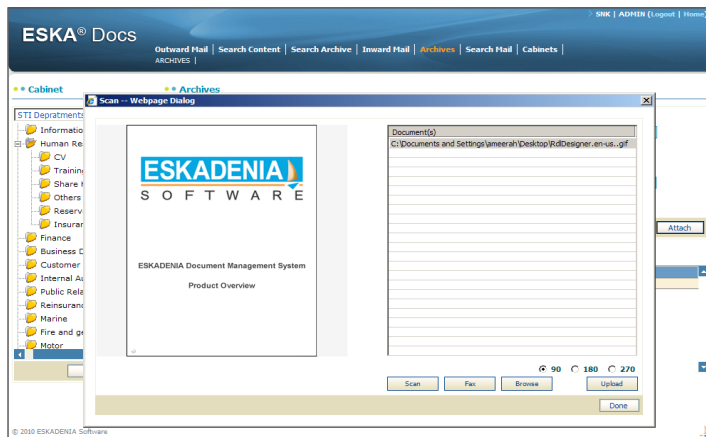
Strengths

- Web-based system with a modular design
- Multilingual support
- Document routing between users
- Support of inward and outward mail procedures
- Printing capabilities of scanned and faxed documents
- Strong integration with **ESKA® Workflow**

Main Functionalities

Hierarchal Storage

ESKA® Docs provides flexible filing features that enable administrators and authorised users to create cabinets, folders,



and subfolders in a hierarchal manner for ease of management. Administrators can also rename and delete folders and subfolders.

Archiving

With **ESKA® Docs**, users can scan documents of any size and store them in the system.

Retrieval of documents is made easy by various searching methods, such as searching by document name, subject, keywords, phrase, reference number, and creation date.

Inward Mail Processes

Inward mail received through various media, such as post mail, hand-delivered mail, fax, and e-mail, is smoothly tracked by the system. Recipients of the mail can provide their stamps and digital signatures on the documents to ensure authenticity. Furthermore, **ESKA® Docs** serves as an archiving tool allowing for the storing of mail into the database for easy retrieval.

Outward Mail Processes

Similar to the handling of inward mail, **ESKA® Docs** tracks outward mail sent through various media. This functionality allows for maintaining outgoing mail documents and gives quick reference for the documents when needed.

Indexing

ESKA® Docs provides powerful indexing features built using Microsoft Indexing Services, and all attributes are available from within the document management system.