



Smooth Sailing
on the waters of information...

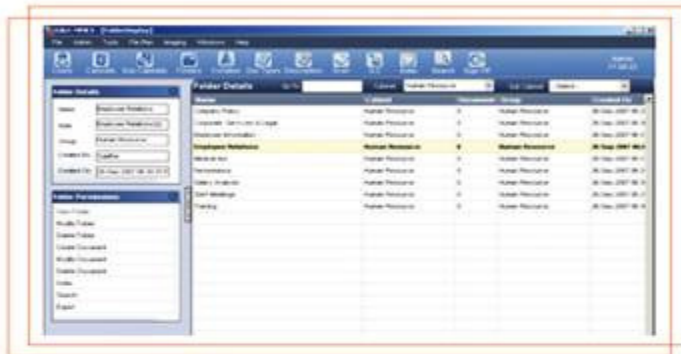
DOCUMENT MANAGEMENT SYSTEM

INFOLINE-EDICT is an intuitive and user-friendly document management system, designed for small and medium-sized business.

Infoline-Edict allows users to store information based on content rather than the media on which information exists. Makes information available when it is needed rather than when it is found.

INFORMATION CAPTURE AND ARCHIVAL

Users can create the traditional three-level filing structures – where pages are in folders and folders are stored in cabinets.



Infoline-Edict allows any number of cabinets to be created and each cabinet can have any number of folders and each folder can have any number of pages.

Documents in Infoline-Edict can be:

- Scanned (paper based, X-rays, films)
- Computer generated
- Web pages
- Audio, video and images

Easy Indexing

Information stored with Infoline-edict can be indexed based on numerous parameters such as document owner, date of creation, keywords and other user defined criteria.

Documents can be scanned into infoline-edict from any scanner as single pages or multiple pages. Users working on 3rd party productivity software such as Microsoft Office can file documents into infoline-edict with a click of the mouse.

The process by which information is stored in infoline-edict can be manual or automated. In an automated system Infoline -Edict can monitor share storage areas and emails to pick up, index and archive information as it comes in.

DOCUMENT RETRIEVAL

Infoline-Edict retrieves documents in seconds based on user specified search criteria.

Documents stored in Infoline-Edict can be retrieved using criteria such as:

- Cabinet / Folder / Page name
- Created by / Created on
- Associated keywords

Infoline-Edict allows advanced users to build their own query using standard SQL database commands.

No more lost and misplaced documents that take a long time to locate.

Minimum Requirements:

Hardware

PC with at least 256 MB RAM and 10 MB hard disk space

Software:

Microsoft Windows 9x

Microsoft Windows Server 2000 or higher for Edict Web

Microsoft IIS 5.0 or higher for Web Module

Microsoft SQL Server 2000 or Oracle 9i or MS Access

Users can add notes to documents using the web module as well as search through the entire Infoline-Edict database, using simple and advanced search modules.



INFOLINE-EDICT – DISTINCT EDGE

- Get THE document when needed.
- Documents can be viewed by multiple people at the same time
- No lost or misplaced documents
- Original document condition maintained as only document images are viewed
- Expensive real estate not used to store roomfuls of documents
- Reduced photocopying costs as the same document can be viewed by many people at the same time
- Ability to share documents and information instantly

ADD-ON MODULES

Microsoft office
Infoline-edict web
Infoline-edict Toolkit

ABOUT INFOLINE

Infoline LLC, a Joint Venture of Bahwan CyberTek, Omantel and PEIE (Public Establishment for Industrial Estate) is a Business Outsourcing Service Provider offering turnkey solutions to diverse business verticals. Being one of the prominent ITES (IT Enabled Services) organisation across the Middle east, its portfolio of services include Contact Centre Services, BPO, Electronic Document Management Services, IT Support and Help Desk services, Contact Centre Services, Turnkey Training solutions and IT Managed Services.

Our proficiency in Document Management along with its robust infrastructure facility, strategic partnerships and alliances, and competent team assures the best of the breed solution in Electronic Document Management across a variety of industries and market verticals.



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