



Future Doc

Document and Process Management



Electronic Documents Management and Workflow

THE FUTURE OF DOCUMENT MANAGEMENT

FutureDoc is an innovative and integrated document and process management solution that allows information management, promoting the dematerialization and automation of business and decision processes.

Taking into account the volume of information that needs to be dealt with today (External and Internal), it is essential to display agile, practical and innovative solutions that guarantee its efficient management, allowing quick access to information but control of flows

The FutureDoc document management solution is suitable for different types of organizations (public or private) and sectors of economic activity, due to its characteristics of flexibility and adaptation according to the needs of customers.

FutureDoc allows to model and implement structured methods of information management, transversal to all departments, becoming a differentiating factor in the management of business processes.

The management of business processes and the quality of information are crucial for differentiation. FutureDoc offers it just a click away!



SECURITY



TRANSVERSAL SEARCH



MANAGEMENT REPORTS
AND INDICATORS



RESPONSIVE INTERFACE



Certified company
ISO 9001 | ISO 27001 | ISO 20000-1



TAKE CONTROL OF YOUR ORGANIZATION WITH FUTUREDOC, USING THE FOLLOWING FEATURES

DEMATERIALIZATION

The dematerialization of processes is ensured by the digitization of paper documents, ensuring that all information is treated electronically and classified according to the defined criteria. In this way, the information is stored in a single place with easy access, reducing costs and effort in the search for information.

WORKFLOW

FutureDoc provides a workflow engine (structured and ad-hoc) for the management of business processes and can be easily configured and adapted to any business.

FutureDoc allows the design and definition of specific rules associated with the metadata of business processes and the modeling and optimization of information flows.

The "characterization" of the different types of processes is managed by an "engine" that controls the phases, documents, actions, participants and deadlines.

The processing of processes is completely electronic: FutureDoc knows the processes, identifies the stage they are in and automatically forwards them to the following actions.

DOCUMENT CLASSIFICATION PLAN AND INFORMATION RETENTION

Definition of information classification taxonomy that allows the structuring of the Classification Plan for documents in a hierarchical way and with different levels of analysis, making it possible to assign primary and secondary classifications to documents, as well as to classify them provisionally or definitively.

TRANSVERSAL SEARCH

Through the powerful transversal search engine, using free text or advanced search criteria, FutureDoc allows you to locate and make information available in an easy and intuitive way through a word, or set of words, that are in the information, in its attributes or in its content.

DEADLINE CONTROL

FutureDoc allows the monitoring and control of documents, by associating rules and deadlines, both internal and external, through the term and alert management engine that assists the user in controlling the elapsed time, based on counting working days or calendar and issuing alerts and notifications for the approach of the expiration of the deadline or exceeded limits.

In addition to the alerts associated with the control of deadlines, FutureDoc issues another type of automatic alerts (such as the confirmation of digital signature of documents awaiting signature) and allows defining alerts in the document circuits within the organization, by circuit and by step.

VERSION CONTROL

FutureDoc saves the different versions of a document, always showing users the most recent one, except when the user explicitly requested a previous version.

DIGITAL SIGNATURE

FutureDoc allows you to digitally sign and place a seal guaranteeing the authenticity and inviolability of the information. You can sign with the Citizen Card or digital certificate. Upon completing an action, you can associate one or more electronic signatures, guaranteeing that a digital document has the same legal value as a signed physical one.

This feature allows all documents to be sent by email, guaranteeing all formal and legal needs.

To increase the speed of the electronic signature process, the user can sign the documents in batch.



BATCH TREATMENT

Volume treatment is a powerful tool that simplifies the user's work in the following tasks:

- **Dispatch** of documents in **batch**;
- **Sending** for **batch** knowledge;
- **Batch routing**;
- **Multi batch forwarding**;
- **Batch filing** of processes.

DOCUMENT INDEX + OCR

FutureDoc has a robust indexing engine that allows you to catalog the documentation it receives and produces.

Thus, on the digitized document, there is the possibility of performing optical character recognition (OCR) for capturing metadata based on the image, automatically inserting the corresponding metadata into the registration fields.

This way, the indexing of information is allowed and research is guaranteed across the board, including research on the content of documents.

RESPONSIVE INTERFACE

FutureDoc is accessible through the browser of any device (PC, Tablet or Smartphone).

The interfaces follow the methods of "Responsive Web Design" and are adaptable for different screen sizes, without the need for additional configurations or applications, in order to guarantee greater accessibility and usability of the entire system.

ROADMAP

The Roadmap is the memory of the entire life cycle of a process / document / subject registered in FutureDoc, from its entry into the organization until the moment of archiving, thus ensuring that all interventions are recorded in the system with the date / time , the responsible user and the information entered.

Thus, the attribution of responsibilities for any action on the information is clear and unambiguous.

SECURITY

FutureDoc guarantees the integrity of document information, through a multi-level and configurable user authorization engine.

AUDIT

It allows traceability through audit systems (logs) based on industry standards, measurable and monitorable, which allow tracking of accesses and interventions in the system.

CONFIDENTIALITY

The consultation and alteration of the processes and documents are based on the user's profile, ensuring their confidentiality.

Access profiles are configured in the workflow construction process, which ensures that information is only forwarded to authorized users.

INTEGRATION WITH ACTIVE DIRECTORY OR LDAP

Integration with LDAP (Lightweight Directory Access Protocol) directory management systems such as AD - Active Directory and with Single Sign On systems, for easy management of users and permissions.

DYNAMIC SCREENS

FutureDoc offers dynamic screens that are easy to read and interpret and that can be adjusted according to the user's profile, according to their needs, preferences and confidentiality of information.

MULTIPLE FORWARDING

Possibility of simultaneously forwarding a process to different users, allowing the process to be followed up with several actions in parallel.

ATTACHMENT

The attachment functionality allows you to attach documents from scanning to a process, attach documents associated with other processes, and attach other related processes.

WEB SERVICES

FutureDoc's integration capacity is guaranteed by the technology in which it is developed and its architecture.

The application modules that integrate the solution have web services (documented) for integration with other applications.



ELECTRONIC MAIL MANAGEMENT

FutureDoc integrates natively with several email servers, allowing its management, definition of rules and classification of information automatically, saving the information in its original format, including attachments.

When the email address is recognized by FutureDoc, the entity sending the email is automatically assigned without the need for manual intervention.

TEMPLATING

The templates are integrated in FutureDoc, in order to assist in the preparation of new documents and to standardize the organization's image.

The production of internal documents or to be sent abroad is simple, fast and it is supported by Templates (minutes) that facilitate document production. Each type of document can have one or several minutes / templates.

Once produced, the desired document is sent internally in electronic format or sent abroad (by post, fax or email). The shipping features allow you to number the output, assign the date and time of the output and print all the documentation associated with the shipment/ mail (records, envelopes, protocols and other formalities).

MANAGEMENT REPORTS AND INDICATORS

FutureDoc includes a management module that has management reports, control and monitoring of activities, namely reports of productivity, pending, performance, status of processes, documents and workflows.

The information in the reports is presented in real time, thus ensuring a correct view of the information, allowing sustained decision making.

A extração da informação poderá adotar um dos seguintes formatos, ficando ao critério do utilizador a sua seleção:

extração de informação para o formato PDF, Excel ou através de dashboards.

The extraction of information may adopt one of the following formats, leaving the user's choice: extraction of information to PDF, Excel or through dashboards.

FAVORITE PROCESSES

FutureDoc allows you to define a process as a "Favorite" Process using an icon defined for that purpose.

When making a favorite process, it will later be displayed in the widget provided on the FutureDoc homepage, allowing you to follow the process and know its status.

This functionality allows an agile and easy way to follow the processes considered to be of special interest to the user.

PROCESS FOLDERS

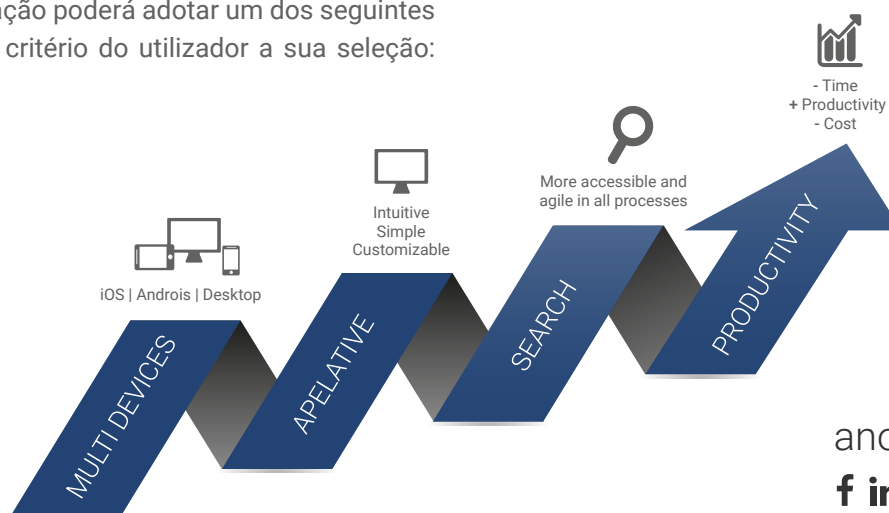
Process folders are virtual directories of information files and implement the concept of the physical folder.

This feature has a perspective of "storage" per user that, when creating the process folder, defines who wants to give visibility to that information. Process folders can be referenced and numbered sequentially per year.

All documents and processes that compose them are consulted by authorized users.

ONLINE FORMS MANAGEMENT

FutureDoc allows the definition of online forms, allowing their association with certain actions, and for each action it is possible to define the fields that make up the different forms, taking into account the context in which they are inserted. These forms are available through the Online Portal.





ADVANTAGES

- Increases efficiency due to the dematerialization of business processes and optimizes available human resources;
- Dematerializes the document archive in hierarchical structures in the central repository;
- Digitizes documents in paper format, producing electronic documents that are classified and made available according to pre-defined criteria;
- Catalogs and classifies electronic documents;
- Defines and controls document circulation flows, whether structured or unstructured;
- Defines the different states through which a document goes, including publication, approval, distribution and circulation or archive;
- Performs searches of documents, through the search engine, for their content and attributes, allowing to locate and immediately make it available, when necessary and anywhere;
- Ensures the adequacy of FutureDoc to each dematerialized process, through the parameterization and definition of workflows that translate the intended process optimization;
- Improves communication and information availability;
- Reduces time and errors in "processing" and handling documents;
- Reduces the time to search and consult a document or process;
- Reduces the number of documents lost in the defined circuit;
- Reduces the consumption of paper in circulation;
- Increases the productivity of human resources;
- Promotes the improvement of the working conditions of the employees of the organizations.

TECHNICAL FEATURES



FutureDoc's architecture is based on standards of the open source market, in accordance with the principles of interoperability and market security.

FutureDoc works on the Linux operating system, opensource database and application servers allows flexibility and cost reduction in acquisition and maintenance.

FutureDoc uses the most common user interface on the market: Mac OS, Windows and Linux, the main browsers (Web Browsers) on the market: Internet Explorer, Edge, Mozilla Firefox, Google Chrome, Safari, Opera and others.

FutureDoc considers interfaces for the most current mobile devices on the market (Android, Mac iOS).