

Dynamic Dox

DOCUMENT MANAGEMENT SOFTWARE



THE SECURE DOCUMENT
MANAGEMENT SYSTEM

kinetix
SOFTWARE SERVICES

INTRODUCTION TO DYNAMIC DOX

Dynamic Dox is a tailor-made, secure, hosted Document Management System (DMS). This solution handles electronic documents in a way that it can be created, shared, organized, stored, and retrieved efficiently and effectively. Dynamic Dox addresses all workflow requirements, without considerable investment into a server, hardware and width or other requirements associated with a DMS and is a ready to deploy cloud-based solution.

SUMMARY

Dynamic Dox saves costs and space by eliminating the traditional filing cabinets, storage boxes and paper folders.

This DMS improves security and control in a digital environment. Authorized users gain instant access to files and documents, thereby streamlining record management - and ensuring regulatory compliance.

A major benefit to business is that true document sharing with colleagues and clients will be a reality because of digital access to assets which can be retrieved from any location. End-user productivity is enhanced with custom functionality which means that an experience can be personalised to address individual requirements. Both remote and onsite support builds a strong foundation from which to expand and evolve a solution as the business grows and changes.



BENEFITS OF DYNAMIC DOX

- ▲ Documents are automatically uploaded into the repository after scanning and classification by the user is completed.
- ▲ Information is stored in a dedicated database, which is instantly accessible by authorized personnel only.
- ▲ The Dynamic Dox interface offers user-friendly navigation, with documents readily available at your fingertips through an online portal, to further ensure control of the environment, user-functionality is configured to user access, with security level functionality.
- ▲ The collaboration with scanning bureaus is possible by uploading physical documents into a web-based portal where it is immediately available for indexing and retrieval. Document export is available directly from the system, using universal web services.
- ▲ Because the DMS offers detailed reporting, it enables management reports that identify flagged areas related to document scanning, allowing the quick solution of document related errors, on the go.



OUTSTANDING FEATURES OF DYNAMIC DOX

Document Scanning

Image enhancements, barcode processing, patch code recognition, batch scanning, blank page removal, punch hole removal, de-shade, and de-skew, black- border removal and basic zonal OCR.

Document Classification

Manual indexing, automated indexing using barcode & OCR, line of business data validation, indexing queues and exception reporting.

Storage

Secure protected storage, multiple access levels, automated archival, automated retention schedules, facility to store any file formats (PDF, images, office files, mail, audio & video) and COLD/EDI.

Search & Retrieve

Wildcard searching, cross document class searching, range searching and B2B integration.

Destruction (Retention)

Automated destruction policies.

Web Retrieval

Intranet & intranet access, cross-browser compatibility, and common document format conversion (PDF).

Distribution (Export)

Bulk export facilities, data delivery on removable media.

Archival

Rule-based archival.

Integrated & Custom Components

API and SDK for integration and web services for cross-platform integration.

Email & Document Drop

Seamless drag and drop options to drag documents as email attachments directly into the system as well as straight from folder or desktop.

LOOK AND FEEL OF DYNAMIC DOX

Manage Orders



Order View

The screenshot displays the DynamicDox Order View interface. On the left, there is a sidebar with a "main menu" containing "Document management" (with sub-items: Contracts, Legal Documents, Templates) and "Control panel". The main area is divided into three sections: a "Control" panel with document icons, a "Document search" window with fields for "Document Title", "Customer Name", "Destination", and "Document index date", and a table of document entries. The table has columns for "Document index date", "Pages", "Size", "Type", and "Index date".

Document index date	Pages	Size	Type	Index date
2021.04.21		116184	pdf	2021.04.21
2021.04.21		115715	pdf	2021.04.21
2021.04.07		35869	pdf	2021.04.07
2021.04.07		29975	pdf	2021.04.07
2021.02.25		62909	pdf	2021.02.25
2021.02.25		71292	pdf	2021.02.25
2021.02.25		66343	pdf	2021.02.25
2021.02.25		2051529	pdf	2021.02.25
2021.02.24		35724	pdf	2021.02.24
2021.02.19		108722	pdf	2021.02.19
2021.02.19		225407	pdf	2021.02.19
2021.02.17		35493	pdf	2021.02.17