

Docnetic™ is a Document Management System / Filing System developed specifically to address the challenges faced by organization in handling their documents.

Docnetic™ integrates and uses SharePoint® document library which provides powerful document management features.

Docnetic™ is a part of Knowatik™ suite of Products which incorporates rich collaboration features and easy integration.

Docnetic™ can assist document based processes in:

- Human Resource.
- Projects.
- Legal.
- Financial.
- Procurements.
- Standards ( ISO, FDA, etc ).
- Regulations.
- and all other document based processes.



**NOW  
ON CLOUD  
SUBSCRIPTION**

Docnetic™ enables your organization to:

- Greatly increase business productivity and efficiency.
- Significantly reduce time on document-based processes.
- Enable employees to more effectively organize, distribute and share information.
- Enhance information security.
- Document Storage with no limits.
- Free-up valuable office space.
- Protect against potential loss and damage caused by natural disasters.

Offering

- License Purchase.
- On Cloud Subscription (Full Server).
- On Cloud Subscription (Per Site).

**Security   Stability   Reliability   Affordability**

## salient features

### Document Template & Report Generator

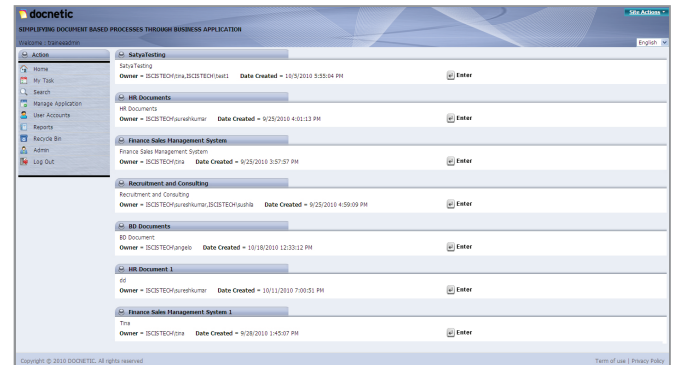
- Upload unlimited number of templates (Word®, Excel®, PowerPoint®) and use it across your application.
- Docnetic™ allows creation of automation reports using templates whereby predefined information is automatically captured in the document.
- Use Running Number inside the templates and generate quotation, invoices and other reports based on this running numbers.

### Security

- 5 level of security and access control.
- User level application's functional control.

### Email

- Directly emailing the document from Docnetic™.



### Version Control

- Keep track of all changes using major or major/minor version.
- Compare the changes using Microsoft Word®.

### Workflows

- Configure 2 State ( Approval ) and 3 State Workflows.
- My Task dashboard to manage document workflow. My Pending Task, My In Progress Task, My Approved Task and My Rejected Task.

### Metadata

- Create custom metadata fields for documents.

### Document Viewer

- A feature which allows quick view on documents without downloading or opening it.
- Docnetic™ allows viewing of Word® (doc, docx), Excel® (xls,xlsx), PowerPoint® (ppt, pptx) , html, pdf, bmp, gif, jpeg, png, and tiff.

### Download as Zip / Pdf

- Able to convert and download single documents as zipped or PDF file to a local drive.
- Able to convert and download multiple documents in a single zipped file to a local drive.

### Publishing

- Publish your document to other SharePoint® sites or to other websites which uses MS SQL database.
- Able to convert and publish single documents as original / zipped / pdf file.

### Links

- Create links to other sites.

### Recycle Bin

- Allows Application Owners to restore the deleted documents.

### Record Center

- Move your document to a secure record center.
- Option to send individual document or multiple documents.
- Set Expiry notification for 90, 60, 30, 7 and same day.
- Option to delete document once expired.
- Option to auto delete document once expired.

## Application Creation Wizard

Docnetic™ supports 3 levels of taxonomy which can be defined by the customer.

Application is the top level which defines the main process name and the document holder.

Form is the secondary level of the process and document holder which entries can be defined using form template.

Folder is the third level of the process and document holder which entries can be defined using folder template.

Example:

Application	Project Management	Tender Management	Invoice Management	Procurement Management
Form	Projects	Tenders	Projects	Category
Folder	Customer	Department	Customer	Department

## Copy / Move Documents

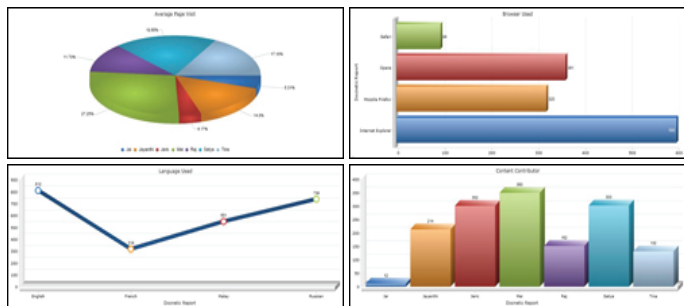
- Allows easy and seamless Copy Files, Copy Folder, Move Files and Move Folder function across the application.

## Audit Trail

- A detail sequence of audit records of all activities in Docnetic™ system of which contain evidence directly pertaining to and resulting from the execution of a document application process.
- Docnetic™ captures Who ( user ), What ( action ) and When ( timestamp ) to retain full visibility, mitigate risk and ensure compliance.

## Application / Analytical Reports

- Able to produce graphical reports using Microsoft Silverlight®.
- Application reports such as Listings, Details, Document List, Document Size and Document Count.
- Analytical reports such as Language Usage, Content Contributors.
- Other reports such as Audit Log, Publishing Log, Running Number Report and Audit Report.



## Simple Search / Advance Search

- Powerful Search engine which searches document using file name, metadata and contents and puts any document at your fingertips in seconds.
- Advance Search option that is able to narrow down search to Form and Folder level. This provides user with custom application search experience.

## Microsoft Office Integration

- Allow integration with Microsoft Office® application. ( Word®, Excel®, PowerPoint® and Microsoft Outlook® )
- Allows control of saving features to ensure that all document are automatically saved directly to Docnetic™.
- Allows saving of email in Microsoft Outlook® directly to Docnetic™.

## Print Center

- Allow user to send document to print center.
- Designated Print Center users will be able to manage centralized print queue and generate printing reports.

## Roles Permission

- Customize the usage permission of the Application Owner and Users to suit organization policies.

## Multi Lingual

- Docnetic™ supports different languages to cater for system users from various language backgrounds.
- The languages available now are Malay, English, French and Russian.

## Themes

- Choose four available themes. ( silver, blue, red and green )
- Custom themes can be designed and applied.

## Backup

- Docnetic™ comes with backup application which can be scheduled to run automatically.

## support

Phone	Office: +603 8996 6224	Executive: +6012 230 4560
	Monday to Friday 9am to 6pm	7 Days 24 Hours

Email	support@iscistech.com
Chat	http://chat.iscistech.com
Support Ticketing System	http://support.iscistech.com
Onsite Support	By appointment

## contact

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