



# biznez DM

## DOCUMENT MANAGEMENT

### Business Process Management Solution for the Document Life Cycle



#### biznez aware BPM SUITE

PROVIDES A POWERFUL,  
COMPLETE AND GRAPHICAL  
INTEGRATED DEVELOPMENT  
ENVIRONMENT FOR PROCESS  
DESIGN, AUTOMATION AND  
OPTIMIZATION



#### biznez web top

THE PLATFORM'S WEB  
PORTAL OFFERING. BUILT ON  
TOP OF ADVANCED  
TECHNOLOGY ENABLES THE  
DELIVERY OF A NEW BREED  
OF WEB APPLICATIONS WITH  
RICH HIGH-PERFORMANCE  
USER EXPERIENCE.

**biznez DM** is a web enabled Document Management base solution designed and powered by biznez aware BPM SUITE.

Includes variants that are subject to different functionality and specific requirements requested by customers or integral parts of other biznez solutions. Commonly provides process automation for all the activities that govern the entire Document Life Cycle.

**Provides the technology and methods** needed to capture, manage, share, and secure information within an organization. This includes electronic documents, images, email messages, and other computer files, as well as scanned paper documents. Virtually any electronic file, or converted paper document can be managed within the document management system.

### BENEFITS

- ✔ **Efficiency and productivity in business processes.**
- ✔ **Compliance with regulatory, legal, and quality requirements.**
- ✔ **Consistency and repeatability of business operations.**
- ✔ **Faster process cycle times.**
- ✔ **Elimination of paper-based costs, storage fees, and shipping.**
- ✔ **Improved business continuity planning.**

Basic features and characteristics include:

#### CAPTURE & METADATA

Involves accepting and processing images of paper documents from scanners. Optical character recognition (OCR) converts digital images into machine readable text. Metadata may be extracted from the document automatically or added by the user manually. Text assists users in locating documents by identifying probable keywords and full text searching.

#### INDEXING, SEARCH & RETRIEVAL

Indexing allows for efficient tracking and classification and exists mainly to support retrieval; from simple retrievals where users specify a document identifier to complex searches that involve Boolean expressions on various attributes and document content.



#### VERSION CONTROL

Document versions are easily identifiable, all prior versions are readily retrievable, and document activities are recorded in document audit-trail log for review and regulatory compliance.



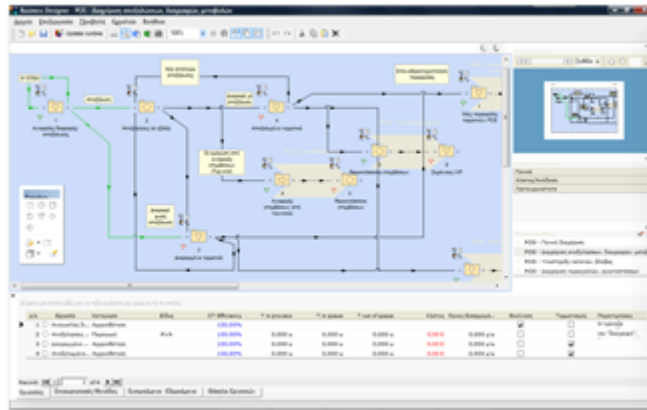
## ADAPTATION

FACILITATES BUSINESS  
PROCESS CHANGE AND ASSIST  
IN THE AUTOMATION OF  
ACTIVITIES, COLLABORATION,  
INTEGRATION WITH OTHER  
SYSTEMS AND PARTNERS  
THROUGH THE VALUE CHAIN.

## PUBLISHING & DISTRIBUTION

Involves the procedures of proofreading, reviewing, authorizing, printing and approving. In law regulated industries, some of the procedures have to be completed as evidenced by their corresponding signatures and the date(s) on which the document was signed. As a common practice an original master copy of the document is usually never used for distribution other than archiving. If a document is to be distributed electronically in a regulatory environment, then the equipment tasking the job has to be quality endorsed AND validated.

## WORKFLOW & COLLABORATION



Inherent to biznez aware BPM SUITE various workflows may be applied depending to the environment the DMS is applied to; manual workflow requires a user to view the document and decide who to send it to. Rules-based workflow allows creating rules that dictate the flow of the document through an organization. Advanced workflow mechanisms can manipulate content or signal external processes while these rules are in effect.

## DOCUMENT ACTIVITY MONITORING & REPORTING

Depending on role and access permissions users can:

- ✔ Manage, monitor and process documents & tasks assigned to them.
- ✔ View what is happening in the business via customized dashboards.
- ✔ Query and report on key data by leveraging out-of-the-box reports or create custom via the biznez report generator.
- ✔ Get visibility into every change which every user makes to the document through business and system auditing.
- ✔ Take advantage of real time alerts which are generated based upon process and document instance conditions