



*Remote Document Management System*



**FlexWorkflow**

## FlexWorkflow

FlexWorkflow, a member of FlexSystem Group, is a leading enterprise solution provider engaged in software development, project implementation and consultation of workflow solution, Business Process Management solution and Document Management solution in Hong Kong, PRC and the Asian countries.

FlexWorkflow是領導業界的企業軟件開發商，專門研發工作流程、文件管理及業務管理系統。公司在2001年成立，是FlexSystem集團的一員，現今公司據點遍佈亞太區，當中包括主要中國城市如上海、廣州、台灣及馬來西亞等。

## Why Document Management System?

### 文件管理系統如何協助業務升值？

Paper documents have long been the huge part of our daily business. Take a walk around your office and is your staff still knee-deep in piles of paper? Or is the storage room overflowing with the smell of staples, clips, paper and ink?

If so, our easy to use and cost-effective document management solution, **FESADoc**, is the way you go. Say goodbye to time consuming searching, information lost, excessive storage cost and from now on, let's **green** your business by minimizing the consumption of paper!

紙本文件與企業營運息息相關。環視公司四周，是否仍然有堆積如山的文件？文檔室是否瀰漫著書釘、文件夾和油墨的味道？

如這正是您的寫照，那簡易實惠的文件管理系統**FESADoc**就是您的好幫手。告別過往費時的搜尋、遺失資料的風險和高昂的存儲成本，為**綠化**企業而減少用紙量。

## Why FESADoc?

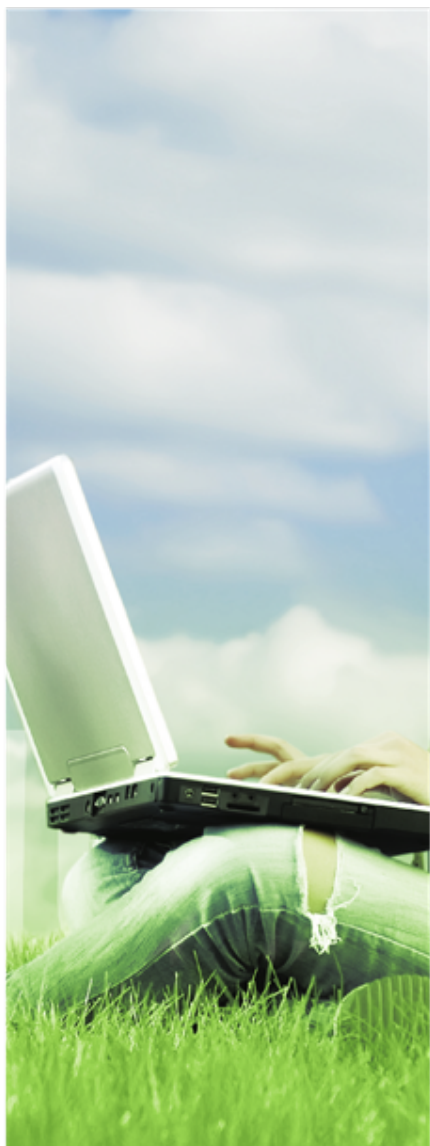
### 為何選用 FESADoc?

**FESADoc** offers a **comprehensive yet user-friendly** document management system that helps effectively manage internal and external documents through our **online collaborative platform**. Based on a **user-defined topic**, the specified parties can discuss about related documents through **online chat** to facilitate timely communication and exchange of information.

Starting from today, keep your employees engaged!

**FESADoc**為企業提供了一個**全面而簡單易用**的文件管理系統，利用**網上協作平台**提高公司內外的文件管理效率。基於**自定議題**，用戶可與指定人士分享相關文件及進行**線上討論**，促進即時溝通及信息交流。

就從今天起使用**FESADoc**，讓公司員工更積極投入工作！



## Filing ▶ 導入



### Filing 導入

Files in the specified folders and emails with attachments can be imported.

指定文件夾的文件或有附件的電子郵件均可導入。

### Scheduler 定時監控器

File import scheduler allows you to specify that certain import operations should occur automatically at some regular interval.

利用定時監控器自動化文件導入過程，用戶可自定監控及導入的時間間隔。

### Electronic Document 電子文件

Electronic documents can be flexibly imported under the import menu or being dragged and dropped into the document cabinets to ease the filing process.

當匯入電子文件時，可輕鬆地利用選單載入，或以拖曳形式把指定文件歸檔至系統。

## Collaborating ▶ 協作



### Collaboration and Consolidation 協作與整合

Users can create a **topic** and add the related persons to discuss about the documents. System will create a **chat room** for **real-time collaboration** and **notifications** will be sent to the corresponding users whenever new messages are received.



### Tags and Comments 文件標籤及註釋

Documents can be flexibly **tagged and commented**. Users can search through document name and paths, as well as tags and comments.

根據不同類型的文件自訂文件標籤或註釋，以便日後用戶可根據文件名稱、位置，標籤及註釋進行搜索。

## Storage ▶ 儲存

### ▶ Versioning Control 版本管理 ◀

Modifications on identical document are saved version by version for later retrieval and review. Documents can be **reverted back to previous versions** or a specific point of time as needed.

自動把文件修訂儲存至不同版本，方便檢索及瀏覽。文件亦可根據需要回復到指定時間或早前版本。



### ▶ Document Encryption 文件加密 ◀

All documents are **encrypted** to protect sensitive information and avoid unauthorized access. 所有文件均受到嚴格的加密保護，杜絕非法存取及文件外洩。

## Searching ▶ 搜尋



#### **Quick Search** 快速搜尋

Perform a **quick word search** across all documents with the easy access search box.

可輸入關鍵字，在所有文件內迅速找尋相應文件。



#### **Advanced Search** 進階搜尋

Limit your **search to specific** document type, date range and document size to retrieve documents precisely.

縮窄文件搜索的範圍至指定的應用類型、日期和文件大小，增加文件準確性。

## View 瀏覽

### **Document Viewer** 文件檢視器

A **wide range of document and image formats** are supported in our document viewer, allowing users to access, view, manipulate and print documents without switching between applications.

可利用文件檢視器存取、瀏覽、修改及列印不同的文件和圖片格式，避免不同應用程式之間的轉換。



# Sharing ▶ 分享



## Shared Link 分享連結

By creating a shared link, you can give your coworkers and friends view-only access to files in your repository.

透過超連結分享功能讓其他人閱讀指定的文件。



## Integration with other systems 與其它系統整合

Process control on document can be enhanced with other systems for document management and collaboration.

透過與其它系統整合，可進一步加強文件的管理與溝通。。

# Security 系統安全



## Access Right Control

### 存取權限控制

Based on various levels of authorization, permission right can be set at a security group level with certain permission scope. Access right can be defined as Read, Download, Modify and Delete etc.

文件的使用權限可根據安全組別來釐定，例如文件開啟、下載、更新及刪除等。



## Access Log

### 存取記錄

All document history and user activities are automatically logged in the access log for reporting or compliance purposes.

文件及用戶活動將會自動紀錄在系統內。數據可被擷取作行業規範及分析報告之用。



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