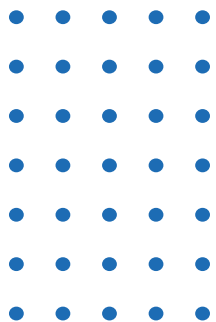




DocumanLink

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Your secure, centralised and searchable
Document Management Solution



FlexWorkflow

Introduction 簡介

Starting from the past, paper documents are a huge part of our lives. Take a walk around your business and is your staff still knee-deep in piles of paper? Or is your storage room still overflowing with the smell of staples, clips, paper and ink?

If so, our easy to use and cost-effective document management solution is the way you go. Say goodbye to time consuming searching, information lost, excessive storage cost and from now on, let your valuable assets benefit your business!

在現今社會，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？公司的文檔室又是否瀰漫著書釘、文件夾、紙張和油墨的味道？

如果這正是您的寫照，那麼簡易實惠的文件管理系統 **DocumanLink** 將會是您的不二之選。從現在開始，告別費時失事的搜尋、遺失資料的風險和高昂的存儲成本，讓您寶貴的資產為您的業務帶來額外收益！

How DocumanLink can help?

DocumanLink 如何為您的業務增值？



As we know, there are many document management systems offering similar functionality on the marketplace. If so, what is the reason of choosing **DocumanLink**? In fact, that is the **user-friendliness** makes DocumanLink stand out from the crowd.

DocumanLink offers a comprehensive yet simple to use document management system, enabling you to effectively manage your documents from hardcopy to email and seamlessly share your documents in and out of organization through a single common platform. Starting from today, ditch the piles of paper and master your documents from start to end at your fingertip!

眾所周知，市面上有林林總總的文件管理系統，那麼**DocumanLink** 比其他文件管理系統有何優勝之處？毫無疑問，直觀的用戶界面和簡易的用戶操作正是 **DocumanLink** 脫穎而出的原因。

DocumanLink 為企業提供了一個全面而簡易的文件管理系統，讓企業有效地管理紙本文件甚至電子郵件，並提供一個共同平台讓用戶無縫地傳遞及分享文件，打破企業內外的隔閡。從今天起，擺脫以往管理資料的煩惱，讓文件管理變得再輕鬆不過！



Capturing

擷取

Document Scanning

文件掃描

Easily convert all of your documents and images into the desired document format.
用戶可靈活地轉換掃描文件和圖像至所需文件格式。

Electronic Filing & Importing

電子文件匯入

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。

Email Filing via Workflow

與工作流程系統整合後，進行電郵歸檔

When integrate with workflow solution, email messages and attachments can be imported together or separately to capture a record of email communications.

與工作流程系統整合後，電子郵件及附件可一併或分開歸檔以保存完整電郵紀錄。



Server
伺服器



Electronic Document
電子文件



Email
電郵



Scanner
掃描器



Fax
傳真機

Document Recognition

文件辨識



Full
Text

Full Text Optical Character Recognition (OCR)

全文光學字元辨識

All scanned documents can be converted to text with over 50 diverse languages supported for character recognition, such as English, Chinese, Japanese and Spanish.

所有掃描文件可轉換成文字。光學字元辨識支援超過50種語言，例如英文、中文、日文和西班牙文。



Barcode Recognition

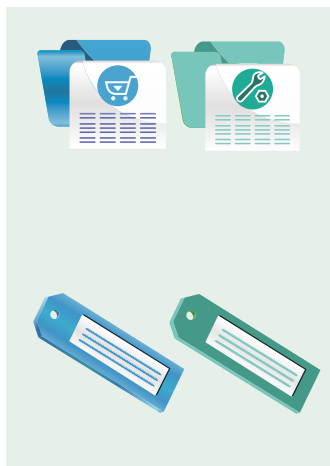
條碼辨識

Apply barcode to split batch scanned documents into different folders with corresponding index value. Multiple barcodes can also be generated on the same page populating multiple data fields.

當掃描大量文件時，可利用條碼把文件分類至文件夾及加入索引。同一頁面更支援多個條碼及多項索引。

Indexing

索引



Document Type

文件類型

Documents sharing the same attributes are located under the same document type with self-defined indexing field.

可根據不同的文件類型自設索引及歸納相同屬性的文件在自訂的文件類型內。

Document Indexing

文件索引

Document index can be flexibly designed for each document type, serving as the unique document identifier for searching. System can retrieve and validate the corresponding index values and locate documents from database.

不同類型的文件可自訂文件索引，以便日後進行文件搜索。系統可於資料庫中檢索和確認索引及文件位置。

How exactly Document Type and Index can help you?

在實際運作上，文件類型和索引如何幫助您？



In DocumanLink, you just need **ONE** index to find the document you want.

在 DocumanLink 內，您只需要一個索引就可以迅速找到您想要的文件。

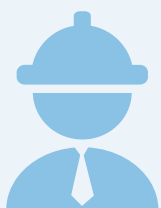


I am looking for the document which I need to handle.

我要找出自己需要處理的文件。

User ID

使用者編號



I am looking for all of the documents related to a specific contractor.

我要找出所有與指定承辦商有關的文件。

Contractor Name

承辦商名稱



Storage

➤ 儲存



Document Relation

關聯文件

Link related documents across folders, allowing users to quickly view a list of all related documents with minimal clicks.

可釐定不同文件夾內的文件關係，方便用戶迅速瀏覽任何檔案的相關文件清單。

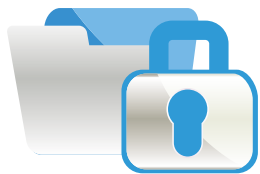


Versioning Control

版本管理

Modifications on identical document are saved version by version for later retrieval and review. Documents can be rolled 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。

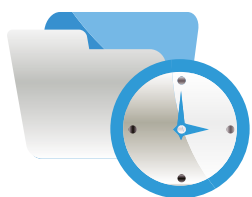


Document Encryption

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。



Document Retention

文件保留

Define the retention period and archive schedules for selected documents and folders.

可針對個別文件或文件夾設定保留期限及備份排程。



Data Housekeeping

數據庫維護

Regularly archive the aging documents or inactive database record to secondary storage for performance optimization.

定期進行數據庫維護，把過時或待用的檔案備份到後備數據庫，減輕系統負載以提升整體效能。

Searching

➤ 搜尋



Quick Search

快速搜尋

Perform a quick word search across all documents with the easy access search box. Bookmarks can be added to save commonly used searching criterion.

可輸入關鍵字，在所有文件內迅速找尋相應文件。另外，可建立書籤存取常用搜尋條件。



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文件類型、日期和大小，增加文件準確性。

View

➤ 瀏覽

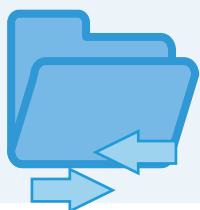


Document List

文件列表

Flexibly switch between normal, thumbnail, detail and Cover Flow views to browse documents as needed.

可根據需要以標準、縮圖、詳細列表及 Cover Flow 模式瀏覽文件列表。



Universal Viewer

通用檢視器

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

可利用通用檢視器存取、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。



Split View

分屏顯示

Split the document window horizontally into two panes, facilitating the navigation and comparison between multiple documents at a time.

分割文件視窗顯示，方便同一時間並排瀏覽及比較不同文件。

Sharing



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. The expiry date and amendment right can be customized as required.

透過超連結分享功能讓其他人閱讀指定的文件，並根據需要設定超連結的有效期限及修改權限。



Integration with workflow system

與工作流程系統整合

Process control on document can be enhanced with workflow system for document approval and status monitoring.

透過與工作流程系統整合，可進一步加強文件的審核與監控。

Security



Access Right Control

存取權限控制

Based on various levels of authorization, permission right can be set individually, at a group level or even on a document level. Access right can be defined as Read, Download, Modify, Delete, Index, Print and Annotate.

用戶、群組或個別文件的使用權限可根據職權來釐定，例如文件開啟、下載、更新、刪除、設定索引、列印及加入註釋等。



Access Log

存取記錄

All document histories 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記錄在系統內。數據可被擷取作行業規範及分析報告之用。



Audit Trail

審計軌跡

All document history and user activities are automatically logged in the audit trail. Document log details can be exported for reporting or compliance purposes.

所有文件及用戶活動將會自動紀錄在系統的行蹤審查內。審計數據亦可被擷取作行業規範及分析報告之用。



Print & Save Control

列印及存取控制

Disable print or save function to protect sensitive information from being disclosed.

可限制系統內的列印及存取功能以防機密文件外洩。

DocumanLink System Requirements

Server

Processor:	Intel Xeon E5 series 3.5 GHz (6 core or above)
RAM:	32GB RAM or above
Operating System:	Microsoft Windows Server 2014, 2016 or 2019
Database*:	Microsoft SQL Server 2014, 2016 or 2019
Prerequisite Components:	+ Microsoft .NET Framework 3.5 with Service Pack 1 + Microsoft Message Queuing Service + Internet Information Services (IIS) 7.5 Oor above (Included in Windows Server Already)

Client (Web Access User) Platform: Windows

Processor:	Intel i3 or above
RAM:	4.0 GB Free RAM or above
Operating System:	Microsoft Windows 8 / 10
Web Browser:	Google Chrome Microsoft Edge

Client (Web Access User) Platform: Mac OS

Processor:	Intel i3 or above
RAM:	4.0 GB Free RAM or above
Operating System:	Apple Mac OS 10.12 or above
Web Browser:	Google Chrome Safari

“Our experience
supports our quality”

*Organize your files and
folders with
DocumanLink*

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