



DOCUMENT AND PROCESS
MANAGEMENT SYSTEM



35,000
Users



300
Clients

www.doclogix.com



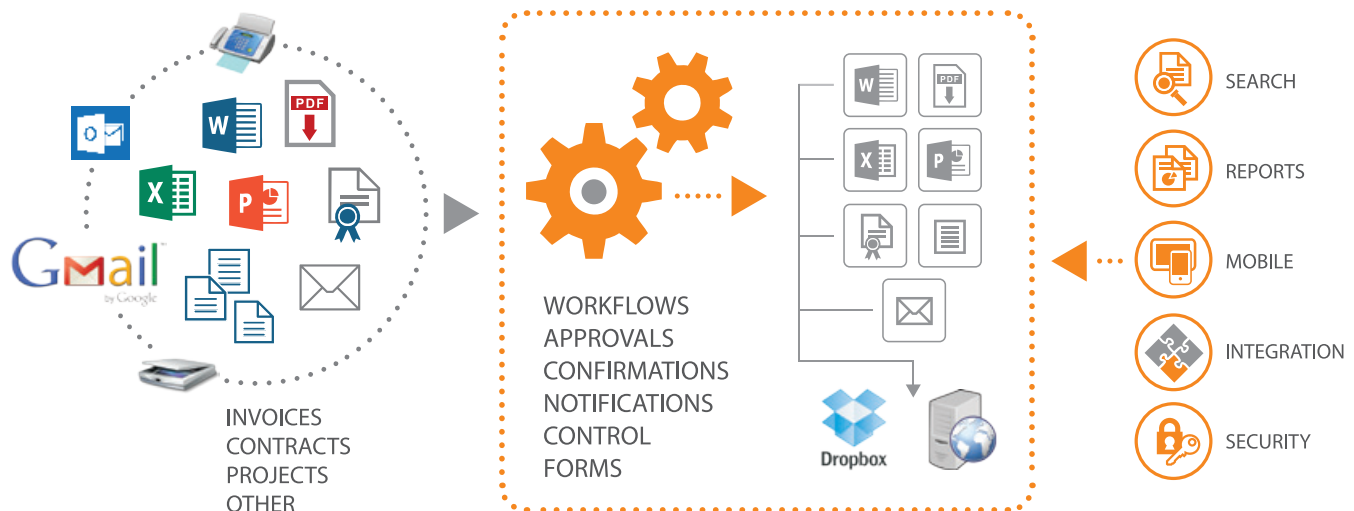
11
Countries

Only managed information creates value

Every day, DocLogix is used by **35,000** users. Our client base includes **300** organizations from the public, banking, insurance, energy, services, manufacturing, and other sectors. DocLogix is available in **11** countries.

WHAT IS DOCLOGIX?

DocLogix™ - an adaptable, configurable, and easy-to-scale document and business process management solution. It is dedicated to processing, managing, storing, and accessing information using smart and simple methods. Being an exceptional document management solution DocLogix allows users to create, adjust, and monitor business workflows without specific IT knowledge. DocLogix is powered by dynamic features including OCR and business analytics, plus document importing, scanning, reporting, storing, searching, retrieving and many others. You can choose to use DocLogix on premises or in the cloud. DocLogix integrates with MS Office, SAP, NAV, etc. and allows users to gain control over unstructured content as well as reap tangible benefits while still using their favorite work environment (mobile, e-mail, web browser, MS Office).



ADVANTAGES OF DOCLOGIX

The DocLogix system is sure to improve document and process management in your organization. The system is constantly being **developed and updated** to further improve on the **innovative functionalities** that are unique to DocLogix and not offered by any other system on the market. **The product is intuitive** and allows any organization to work more efficiently. You can perform complex operations in a few clicks, easily automate processes, and quickly find the information you need. DocLogix presents a complete picture of an organization's processes so that managers can **make informed decisions** and **control business activities more effectively**. Through DocLogix, processes and documents become more standardized, which **reduces costs** and **risk of errors**. And, most DocLogix system actions can be performed from a **smart phone** or **PC tablet**, a crucial benefit for those who work out of the office.



Innovation



Efficiency



Control



Mobility



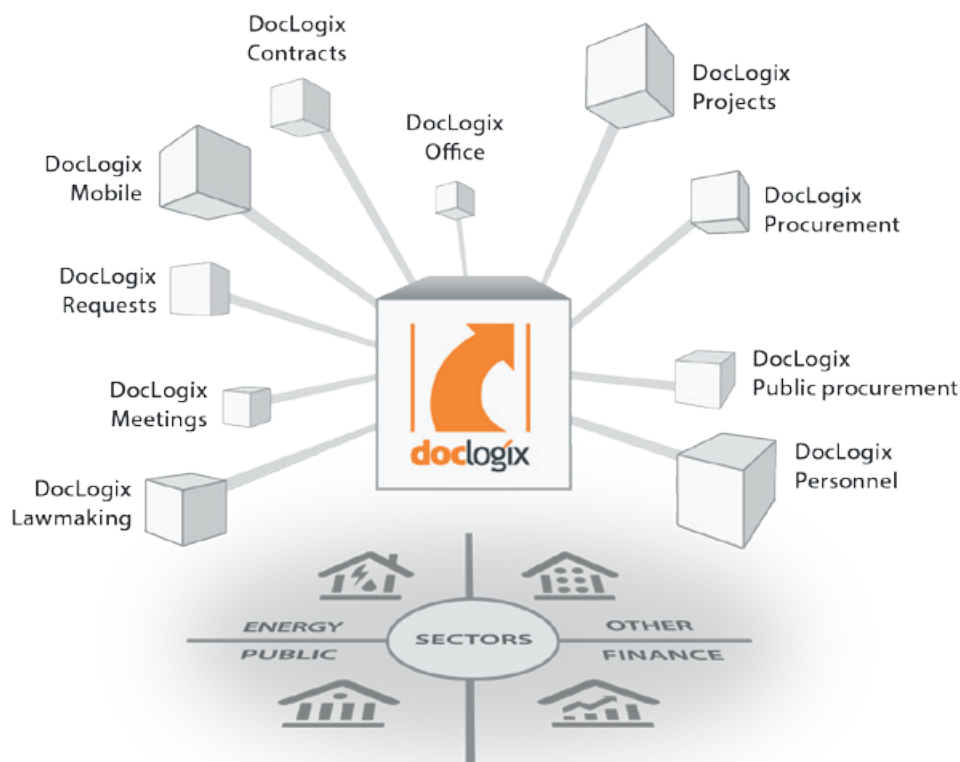
Standardization



Usability

DOCLOGIX SUITE OF PRODUCTS

All DocLogix products are developed on the proprietary DocLogix platform. Products are designed to manage specific areas such as contracts, projects, meetings, procurements, etc. Organizations choose DocLogix for smart and modern business management.



doclogix | Office

Electronic document management is many times more effective than the traditional, paper-based model. Therefore, more and more organizations begin using document management systems. It is advised to start with basic office documents and processes. And DocLogix Office can help you with that. The solution creates order and efficiency in the office while reducing costs and frustration.

DocLogix Office:

- Collects and stores all documents in a central location;
- Registers all incoming and outgoing documents;
- Archives documents;
- Assigns tasks / resolutions for documents and monitors their execution;
- Generates deadline reminders for documents needing a response;
- Creates new documents using approved document templates;
- Streamlines the process of agreeing on and approving documents within an organization; and
- Enables electronic or mobile signatures.



Contracts

Organizations that manage contracts using traditional means often face a number of problems: long approval processes, missed deadlines, bulky and inefficient filing systems; the list goes on. DocLogix Contracts is a modern solution for the smart and simple management of contracts.

DocLogix Contracts:

- Facilitates the preparation of new contracts through a template library;
- Standardizes contract templates used within the organization;
- Accelerates the process of agreeing upon and approving contracts;
- Creates customized processes (workflows) for contract approval which does not require programming knowledge – everything can be done with a graphical process designer;
- Lists a contract's current status (preparation, deliberation, signed and sent, signed by all parties, invalid, etc.) as well as the responsible parties involved;
- Tracks any changes made to the contract;
- Allows for an instant search to find relevant contracts;
- Extends a contract's duration to avoid expiry dates; and
- Sends reminders about contracts that need to be reviewed.

Personnel

Personnel-related information is particularly sensitive, and the management of personnel documents presents a number of concerns for the staff responsible. Organizations can experience significant information losses in case of an accident or other emergency situation. Also in these situations, many employees are not familiar with the latest procedures and do not know how to react properly. In order to protect your organization from these situations and manage personnel documentation properly, we recommend using DocLogix Personnel.

DocLogix Personnel:

- Manages personnel documents separately from other documents in the company;
- Creates a strict control on access to personnel documents;
- Sorts personnel documents (by employee, by document type, etc.);
- Sends reminders about the ending of fixed-term contracts;
- Easily introduces staff to new procedures by entering a new document to the system;
- Shows what procedures were reviewed by whom and when;
- Sends reminders about employees who have not yet been acquainted with the necessary documents; and
- Sends reminders about the termination or validity of certain procedures.



Klaipėdos Nafta is a strategically important company in Lithuania and the most effectively working oil loader terminal in the market of oil cargo transit services in the Baltic States.

"Our company manages one of the most modern oil terminals in Europe; therefore, we had to choose a reliable solution for document management. We believe that with the help of DocLogix document management, our company became faster, more effective, and more functional. I would recommend DocLogix to other organizations seeking the highest quality and the highest performance indicators."

Gerimantas Bakanas, Head of the General Division



The National Paying Agency under the Ministry of Agriculture is the only accredited institution in Lithuania managing the measures of support for agriculture, rural development and fisheries. More than 300,000 documents are processed each year.

"National Paying Agency was looking for an efficient, convenient, and modern tool to help manage large flows of documents and information. After installation of the system, our document management processes are improved, processes are standardized and automated, document search is simpler, and information security is fully ensured."

Saulius Azbainis, Director of the General Department

doclogix | Projects

In modern enterprises and institutions, all or part of the activities are organized into projects. This makes software solutions essential to successful project management. Project managers who don't use IT tools are often lost among a project's many documents, and have a hard time coordinating the execution of tasks. DocLogix Projects is a modern solution to effectively manage all project documentation.

DocLogix Projects:

- Initiates the project by letting you easily complete launch documentation, plan project tasks and activities, and assign tasks to members of the project team;
- Monitors how and when the project team carries out the assigned tasks;
- Creates processes customized to the need of the projects, such as agreeing on documents or executing of tasks;
- Prepares project status reports;
- Shows the current status of all project documents and tasks (reviewed / approved, in progress / accomplished) and the responsible persons for each task; and
- Stores and manages all project-related information (tasks, related documents, contacts) centrally, and shows the detailed history of amendments.

doclogix | Meetings

Organizations that don't use IT tools to manage meetings face a number of problems: the meeting agenda is sent too late and the participants cannot prepare properly; no reminder is sent so people forget about the meeting; the implementation of decisions made during a meeting is too slow; the list goes on. All of this reduces a company's efficacy while increasing costs. DocLogix Meetings is a modern and convenient way to manage meetings and reduce hassle.

DocLogix Meetings:

- Collects questions and facilitates participant agreement on and preparation of a meeting's agenda;
- Initiates meetings and invites participants directly from Microsoft Outlook;
- Distributes the agenda and all relevant information to participants in advance;

- Sends relevant follow-up to participants immediately after the meeting so that stakeholders can take the appropriate actions without delay; and
- Creates and assigns tasks to implement any decisions made.

doclogix | Procurement

The organization of procurements is a complex and often inordinate process within any given organization. Finance department staff often complains that procurement procedures are not formalized, so each department carries them out in their own way. Other problems in managing procurements include the long process of placing an order and the lack of centrally stored purchase information. DocLogix Procurements allows you to both organize and speed up your procurement processes.

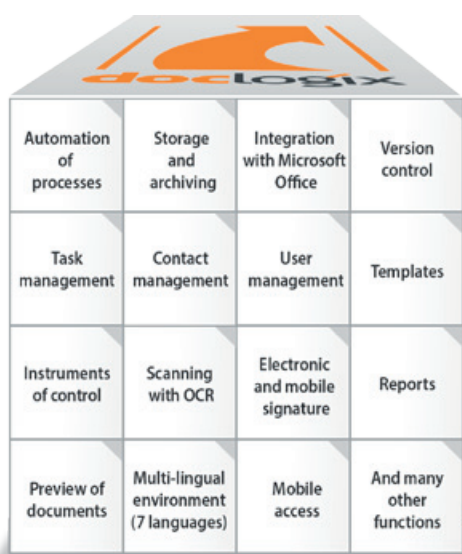
DocLogix Procurement:

- Prepares procurement orders using custom templates;
- Facilitates order agreement and acceptance orders within the organization quickly and easily;
- Creates customized processes (workflows) for agreeing on procurements which do not require programming knowledge – everything can be done with a graphical process designer;
- Shows all information related to ongoing and completed purchases, and helps control the expenses of the organization;
- Stores commercial proposals and supplier contact information in one central location.

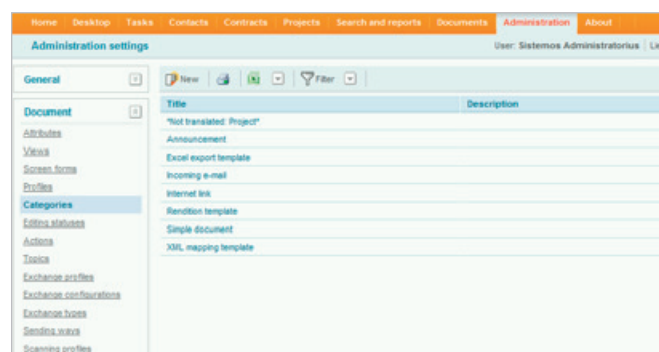


FUNCTIONAL CAPABILITIES OF DOCLOGIX PLATFORM

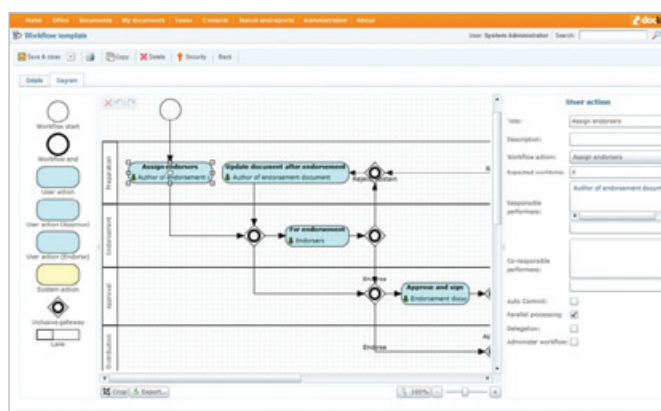
All DocLogix products have specific functionalities, but also share common functional capabilities. The DocLogix platform has been developed and constantly updated for more than 10 years, and the list of functionalities continues to be expanded. Contact our consultants to discover for yourself all that DocLogix has to offer!



► **System customization without programming** – System flexibility is one of the largest advantages of DocLogix. The system has a separate administration module which allows you to create processes, documents, cards, and views that meet the unique needs of your organization. What's more, you can do all of this using the configuration tools provided; no programming is required.



► **Process automation** – DocLogix has an exceptional business process automation tool. Its simplicity lets you configure both basic and complex organizational processes related to documents and tasks without any special technical knowledge. Save time by automating steps such as e-mail distribution and registration.



► **Flexible and easy integration** – DocLogix architecture ensures safe, functional, and easy to implement integrations. DocLogix has its own specialized software development tool (SDK - Software Development Kit) which allows you to develop new functions if needed, as well as integrate the product with other information systems in different operating environments. The client may do this without the assistance of the supplier.

► **Document version control** – The same document is often edited by several employees. With DocLogix, you can be sure that you are working with the most recent version. In addition, you can see who changed the document, what changes were made, and when.

Created	Version	Comment	Author	Attach
2014-05-12 13:40:14	1.2		Sistemas Administratorius	
2014-05-12 13:38:59	1.1		Sistemas Administratorius	
2014-05-12 13:38:07	1.0		Sistemas Administratorius	

► **Task management** – Effective task management leads to better operating results. With DocLogix you can assign, transfer, and track tasks and resolutions, as well as monitor the progress of their implementation. You can also use a convenient tool to automatically control a task's execution, as well as see the hierarchy of a task's execution history, which provides information to help with objective decision-making.

► **Document templates / blanks** – In order to save time and avoid mistakes, use document and resolution templates. Document templates can be automatically populated with content from the document card. This will eliminate the possibility of error, and also save enough time to have at least one extra cup of coffee per week.

► **Powerful search** – DocLogix has a powerful search engine function not only for the information describing the document (metadata), but also for content within the document itself. A simple search will instantly provide you the required document or its fragment. Searches can also be conducted in the archives.

The information provided is structured by types, making it easier to select the most relevant search result.

► **User Management** – DocLogix protects your information from unauthorized access. Each user, depending on his position and role in the organization, sees and has access only to his authorized documents. In addition, users are assigned to groups, so you can assign group tasks and distribute documents more effectively.

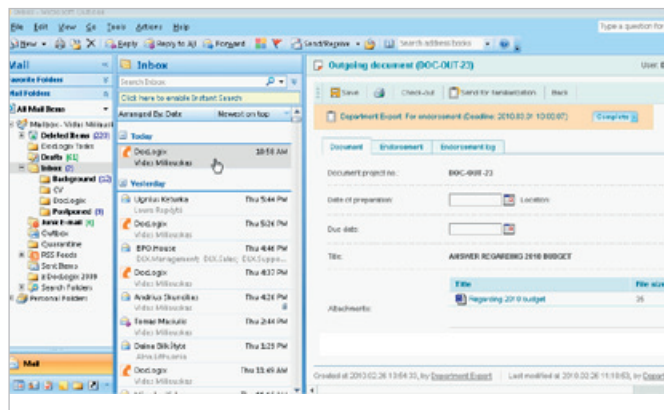


Avia solution group, JSC has more than 17 subsidiaries globally providing comprehensive aviation business solutions. The Group integrates MRO services & supply chain, pilot & crew training, aviation staff leasing, ground handling & aircraft fuelling, aircraft management, business charter, as well as airport management service providers.

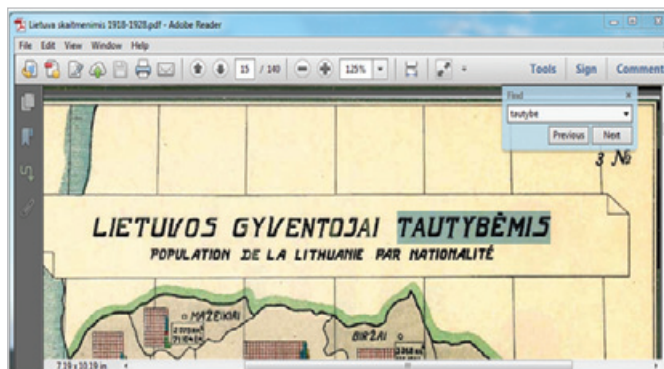
"We chose DocLogix because it is a complete product which was developed over many years and is still being constantly updated. For us, as a company group, it is important to have a single document management system, which we can use in all our companies and not overpay for it. Great attention was paid to the flexibility of the system and possibilities to create workflows, because it is important for a dynamic and growing group to customize the system and optimize its processes."

Edmundas Vasonskis, CIO

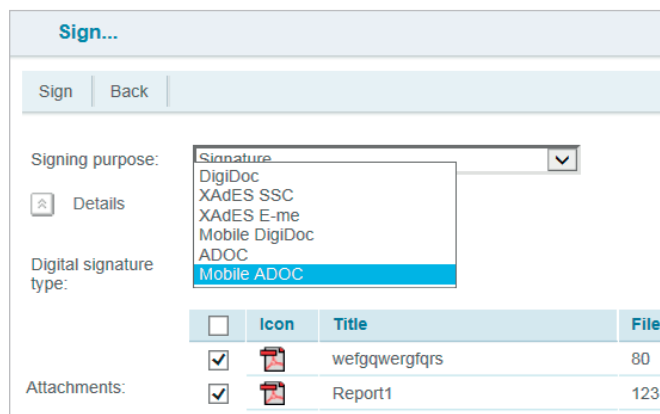
► **Control tools** – What can't our control tools do? You can get notifications about upcoming or overdue tasks, generate reports about employees and assignments which were not accomplished on time, be reminded about the imminent termination of contracts, receive updates about changes to particular documents, and prepare reports on performance, deadlines, and task execution. It is truly simple to control information and activities with DocLogix.



► **Scanning with optical character recognition (OCR)** – DocLogix lets you upload scanned documents with just one click. And, if you scan with OCR function (optical character recognition), those documents are fully searchable using our powerful search engine, and can be used to auto fill document cards. Talk about a time saver!

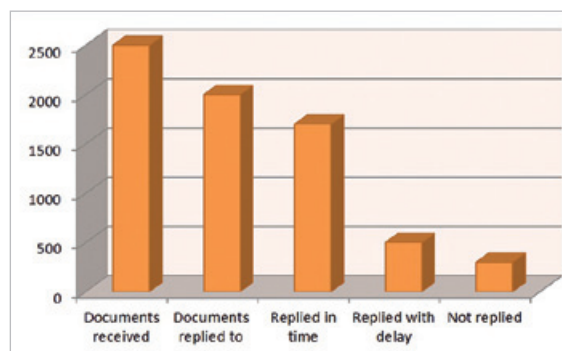


► **Electronic and mobile signature** – You may never pick up a pen again thanks to the DocLogix signature function. You can create electronic documents and sign them with a qualified electronic or mobile signature directly from DocLogix. Signature time stamps enable long-term archiving directly within the system, and the multiple (stream) documents signing function allows you to sign many documents with a single click of the mouse.



► **Support of different electronic document standards** – DocLogix supports all Lithuanian, Latvian, and Estonian electronic document standards. All you need to do is specify the format in which you want to prepare your electronic document; the system does the rest for you. Additionally, DocLogix verifies whether received documents are properly formatted, taking the guesswork out of it.

► **Reports** – It's easy to measure performance of activities through reports by using DocLogix templates or creating customized reports to meet your organization's specific needs.



Swedbank

Swedbank is one of the largest banks in Scandinavia. The bank operates in Sweden and the Baltics, serving 9,5 million private customers and more than 600,000 companies and organizations.

"When we implemented the system and started using its e-signature functionality, we discovered quite soon that document management processes in our bank became more efficient – the processes of collecting visas, document approval, and signing became shorter, and printing and archiving costs were reduced. In addition, it is very important for us that now with the help of the system we can sign documents even being in another country."

Gintaras Rakauskas, Head of Administrative Department



► **Convenient document storage and archiving** – In DocLogix all relevant information is stored, old information is archived centrally, and irrelevant information is destroyed.

► **Preview** – The DocLogix document preview functionality lets you glance into the document without opening it in a special program, so you can quickly see if you have found the relevant result. The preview tool works with all popular document formats so you can easily view office documents, images, scanned documents, and more.

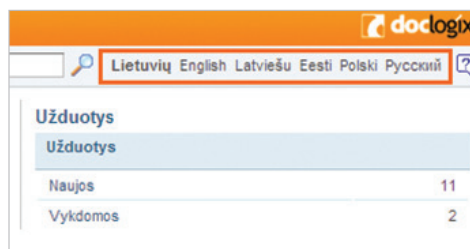
► **Integration with Microsoft Office** – Integration with Microsoft Office – Integration allows you to save documents from Microsoft Office applications directly to DocLogix, as well as edit documents from these applications by opening them with DocLogix. Many functions of the system are available through Microsoft Outlook. You can receive, assign, and even execute DocLogix tasks directly from the application.

► **Multilingual environment (7 languages)** – Does your team speak several languages? No problem. Each DocLogix user can choose his preferred interface language. At the moment, DocLogix is available in English, Lithuanian, Latvian, Estonian, Russian, Polish, and Azerbaijani.

► **Security** – DocLogix uses a number of tools to ensure security, and our platform is successfully used in institutions where information security is very important. The system is designed using the most modern standards of security in order to detect and remove dangerous situations before they result in system malfunctions or breaches.

► **Support of all types of documents** – DocLogix supports all popular text, image, audio, and video formats, so there's no need to limit yourself. Manage your information in whatever format works for you.

► **Compatibility with web browsers** – The product is accessible through all popular web browsers such as Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, and Apple Safari.



This is just part of DocLogix functionality. To learn more, visit www.doclogix.com, write to sales@doclogix.com, or call +370 5 2745853

DOCLOGIX ON MOBILE DEVICES

Download the free DocLogix mobile application and use the system wherever you are. This app is available to anyone with a smart phone or PC tablet with iOS or Android operating systems.

With the DocLogix mobile application, you can:

- Open, review, endorse, and approve documents;
- Execute, reject, or delegate tasks;
- View document and task logs;
- Preview document attachments; and
- Download document attachments.

Currently, this app is available in Lithuanian, English, and Russian.

If you are not yet a DocLogix user, you are welcome to connect to the demo system and see for yourself how easy and convenient DocLogix is (demo is only available for iOS devices).



Download links can be found on our website: www.doclogix.com

BENEFITS OF DOCLOGIX

- 50 %** Up to **50% reduction in costs** for paper document storage, transportation, and archiving
- 30 %** **30% time saving** for document search
- 0** **0 losses** due to missing documents
- 80 %** About **80% time saving** on agreement and approval of documents
- 50 %** Up to **50% reduction of overdue tasks**
- 100 %** Assurance that information-related processes are **100% consistent with legal requirements**
- **Significant increase in the level of control** in the organization
- **Strong acceleration of all documents and task-related processes**
- Possibility of **preventing and controlling unauthorized access** to documents
- **Mobile access** to your tasks and documents

OUR AWARDS

European IT Excellence Awards

IT Europe, the leading European IT publisher and market intelligence organization has recognized DocLogix to be the best information management solution in Europe.



Innovation Prize 2013 – DocLogix won the National Innovation Award in the Innovative Company category.



We have been partners with Microsoft since 2005. We currently have Silver Application Development competence.

Microsoft Partner
Silver Application Development



ABOUT US

MORE THAN
10 YEARS
IN THE MARKET

We are leaders of document and process management systems in the Baltic States. Our experience of more than 10 years in the market allows us to offer the best solutions around. In Lithuania we sell the product, implement it, and provide support services directly to the clients. In USA, Canada, Mexico, Latvia, Estonia, Poland, Ukraine, Kazakhstan, Azerbaijan and Turkmenistan we do this through a network of partners. Our clients include public institutions, major banks, energy companies, and companies from other sectors. DocLogix belongs to Alna group, one of the biggest IT Company groups in Lithuania.



WE ARE TRUSTED BY

PUBLIC SECTOR



Ministry of the Interior
of the Republic
of Lithuania



Ministry of Health of
the Republic of Latvia



Estonian Ministry
of Culture



Ministry of Economy and
Development
of Turkmenistan



Ministry of Economy
of the Republic
of Lithuania



Estonian Health
Insurance Fund

FINANCE SECTOR



Bank (Lithuania)



Bank (Lithuania)



Bank (Lithuania)



Bank (Azerbaijan)



Insurance company
(Azerbaijan)



Finance group
(Estonia)

ENERGY SECTOR



Distribution and public
supply of electricity
(Lithuania)



Power and heat
generation and supply
(Lithuania)



High voltage power
transmission
(Lithuania)



Oil terminal
(Lithuania)



Oil terminal
(Estonia)



Heat production
and supply
(Lithuania)

OTHER SECTORS



Mobile operator
(Lithuania)



Beer producer
(Kazakhstan)



Pharmaceutical company
(Lithuania)



Post company
(Latvia)



Water supply
(Estonia)



Provider of aviation
business solutions
(Lithuania)



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