

Easy to understand - Easy to implement - Easy to use



Dashboard

The most important functions in connection with your daily document management tasks are accessible simply and quickly on a single screen with the aid of TriDoc Dashboard.

File documents as they arrive, assign document management tasks, check your current outstanding tasks!

Document list

The documents registered in the system can be seen in this list. By clicking on the icons, you can open the files attached to the document datasheets.

Finalise, delete or evaluate your documents as a group. In the document list, these functions can even be carried out on several dozen registered documents at the same time.

Document registration

Save all meta data of your documents in the document data sheet.

Broaden the data records of your documents by adding custom fields according your companies' requirements.

Approval processes

With a built in workflow module for the support of document preparation and approval procedures.

NEW advanced approval workflow for the creation of complex, multilevel approval processes.

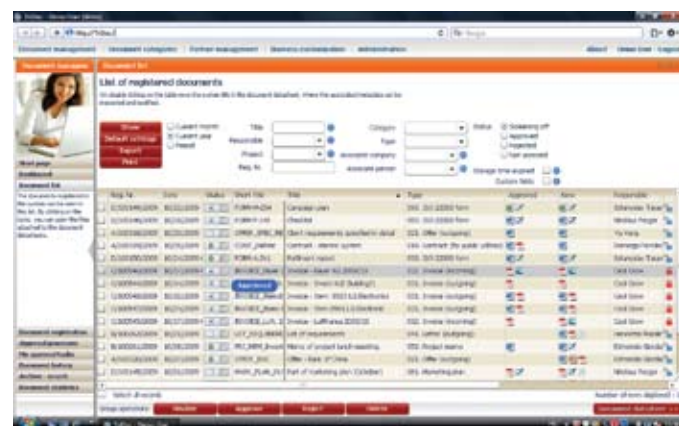
TriDoc standard 2.0

Document management system for small and medium sized companies

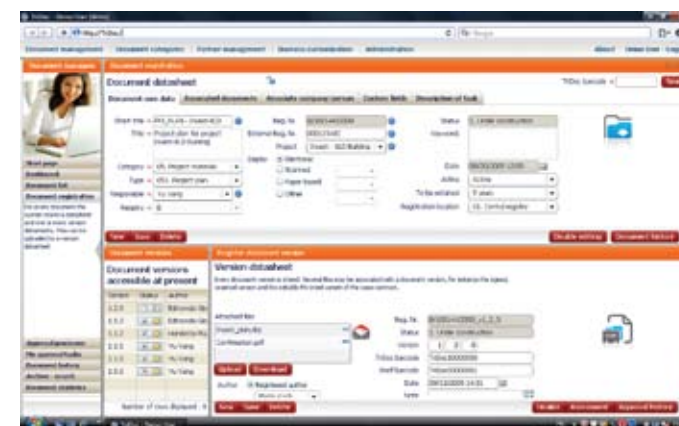
SERVER APPLICATION



Find TriDoc online: www.tridoc.eu



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Everything you need to handle your company documents



Easy document management

Handle, organise and control your office documents

High-class document management for small and medium businesses. Let effective and easy document handling become reality at your company.

With the introduction of TriDoc Easy document management your company's document filing and managing procedures become standardized.

Effectiveness of document handling increases by the automation of your processes, and as a result, the amount of work can significantly be decreased.

Follow us:
www.facebook.com/TriDoc.standard
www.twitter.com/TriDoc_standard



Simple document filing

Simply file your firm documents from the Dashboard surface by entering their most important features. To file several documents at the same time, use the alternatives provided by the TriDoc group filing function!



Definition of approval workflow processes

Define individual approval procedures for your various document types! Enter which colleagues have to approve the given document types and in which order.



Document history

Track your documents, survey their earlier versions, find out the current position of a given document in the approval procedure.



Multiplatform sever application

Use the TriDoc system on Windows, Linux, or Macintosh operating platforms. You want a different database for your TriDoc system? Choose our Oracle based system option!



Web access anytime, from anywhere

File your documents at any time from anywhere with the aid of the web-linked TriDoc system. The RIA technology enables all this to be done via an incomparably prolific and ergonomic user surface.



E-mail notification

You can even track your documenting tasks via your mobile phone! Use regular E-mail notification to check your current outstanding documenting tasks!



Multilingual user surface – 10 predefined languages

Use the TriDoc system in the ten predetermined languages indicated in the box, or create a version in your own language. Set the language which each of your colleagues wishes to use.



Fax-, email and scanner integration

Register your documents automatically with the use of the classified registration channels. Scanned documents and documents received by fax or email get automatically transferred into the TriDoc system without being touched manually.



With incorporated document statistics

Always keep up to date with the aid of the principle index numbers associated with the documents produced by your firm and entered into TriDoc.



Custom fields – 30 freely definable fields

With the aid of TriDoc's freely definable fields, you have the opportunity to create new textual, numerical or date fields to help optimise the unique document management system of your firm.



Individual task list

Track your current outstanding approval tasks on your approval task list. Check which documents are waiting for approval, and which are late in being assessed.



Group work support

In the course of group work, the TriDoc system takes care that no rival editing is carried out on a given document. In addition, it can also be used to trace who finally blocks further changes to the given document.



Authorisation management based on access rules

Determine simply who may perform which operations on which document with the aid of the built in authorisation management module. In the TriDoc system you can define both data access and function access rights.



Barcode identification of documents

Use barcodes for unique identification of your firm documents. Print barcodes directly from the TriDoc system!



MS Office integration

File your documents directly from Microsoft Office applications! Use the ISO standard forms uploaded in TriDoc when producing your firm documents!