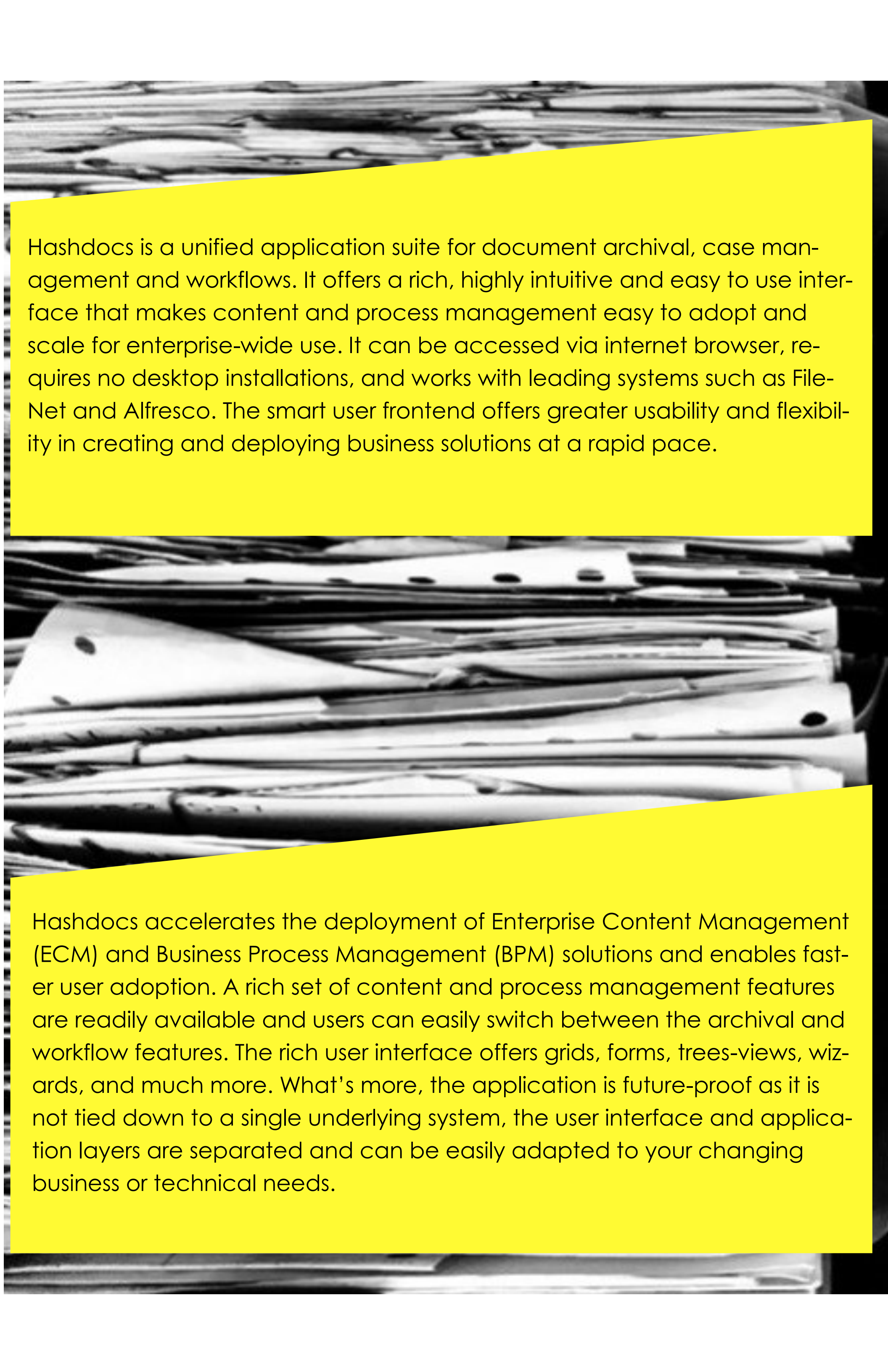# HashDocs

Document Management System

Hashdocs is a unified application suite for document archival, case management and workflows. It offers a rich, highly intuitive and easy to use interface that makes content and process management easy to adopt and scale for enterprise-wide use. It can be accessed via internet browser, requires no desktop installations, and works with leading systems such as FileNet and Alfresco. The smart user frontend offers greater usability and flexibility in creating and deploying business solutions at a rapid pace.

Hashdocs accelerates the deployment of Enterprise Content Management (ECM) and Business Process Management (BPM) solutions and enables faster user adoption. A rich set of content and process management features are readily available and users can easily switch between the archival and workflow features. The rich user interface offers grids, forms, trees-views, wizards, and much more. What's more, the application is future-proof as it is not tied down to a single underlying system, the user interface and application layers are separated and can be easily adapted to your changing business or technical needs.

DOCUMENT ARCHIVAL

- Bookmarks and shortcuts for faster document access. Favourites for documents and folders for quick reference.

- Easy drag and drop options from desktop or Windows explorer. Comprehensive version control, check-in/check-out and audit features.

- Predefined entry templates for standardized document indexing. Configurable search templates for easy document retrieval.

- Web scanning of paper documents directly to folders.

- Image viewing features such as zoom, rotate and rearrange.

- Provision to readily export items from grid display to Excel format.

- Clipboard options to copy/move document across folders.

- E-mail documents directly as links via any default email application.

- Multi-document actions for quick processing.

- Document workflows with inbuilt trackers, notifications and reminders.

- Out of the box reports to track usage patterns.

WORKFLOW

- Options to add workflow attachments and comments.
- Tracking options for launched workflows.
- Configurable workflow alerts and reminders.
- Comprehensive workflow history and audit trails.
- Powerful workflow analytics
- Quikdocs accelerates your project outcomes by offering these key benefits:
- Enables faster and wider user acceptance.
- Configuration driven and quick to deploy. Single front-end for key ECM and Workflow features.
- Offers productivity and efficiency benefits for users.
- Minimal IT staff burden with options to self manage application.
- Accelerates returns on the technology investments.
- Works with open source applications such as Alfresco

FEATURES

- Easy to use, rich layout and navigation with tree-views, context menus and grids for superior user experience.
- Allows users without archival or workflow experience to use with minimal training.
- Intuitive display grids with features to edit in-line, freeze columns, sort by multiple columns, group-by-value, expand rows, filter, export and much more.
- Allows easy browsing of multiple documents via the tab displays.
- Offers a consistent look/feel even when using different ECM systems.
- Provides secure access to information and functions based on user permissions.
- Configuration driven set-ups, zero coding.
- Administration modules to design security policies and search templates.
- Integrated windows authentication option for single, automatic sign on to the application, with no separate login required.

About Us

HashECM is a global provider of Enterprise Content Management (ECM), Adaptive Case Management (ACM) and Customer Communication Management (CCM), with a global footprint having deployed at the world's leading Oil Companies, Banks, Insurance firms, Government, Telecom Companies & Shared Service Centers.

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