

I N F I N I T Y



Z U C C H E T T I

INFINITY DMS

DOCUMENT MANAGEMENT SYSTEM

Infinity DMS

Advanced Document Management

It is an integral part of the virtual working space (Virtual Workspace) at the disposal of every user; through the personal MyDesk, it is possible to access the information or collaborate with other internal or external users.



FUNCTIONALITY

Electronic Data Capture & Document Processing

Infinity DMS allows receiving and storing via Web, files and documents of any format. A single document can be received through document uploading or scanning functions. A large volume of documents can be received through sticker labels or barcodes.

The information from the labels or barcodes is automatically recognized and scanned with OCR technique, allowing the documents to be catalogued and archived. It is possible to receive large volumes of documents and proceed to their classification through appropriate functions.

Document archive can be done directly through other available applications (for example Zucchetti Management Solutions) or through appropriate web services or data integrators.

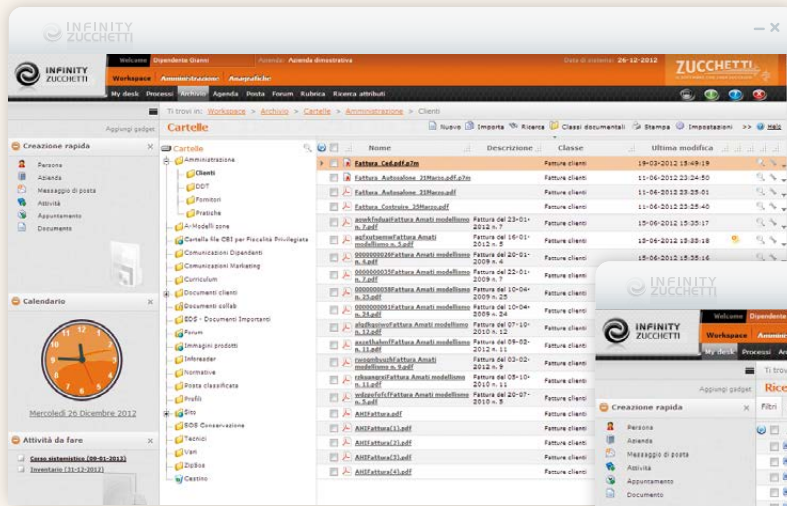
Complete
dematerialization
of document
flow

Protocol

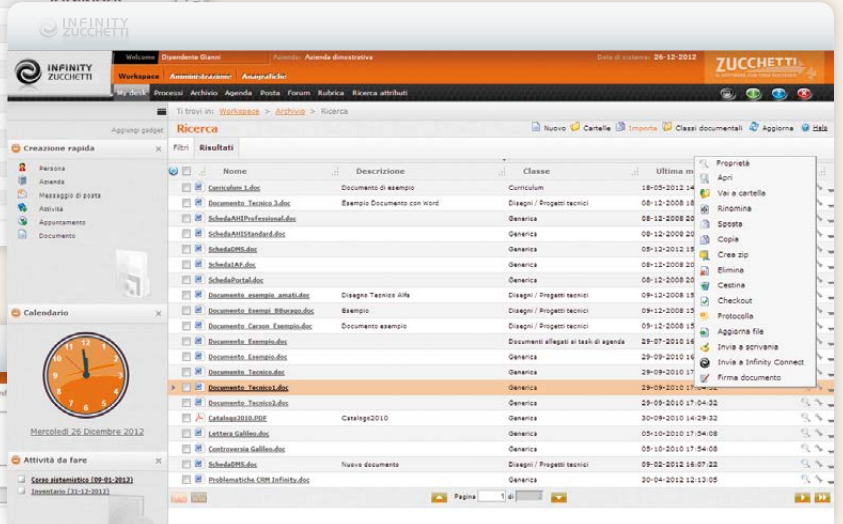
Data are received through an appropriate protocol function, for entering/exiting documents, that besides progressively numbering, allows "sending" the document directly on the electronic screen (MyDesk) of one or more users. The Protocol function, besides generating the protocol register, allows a simple and easy document distribution, therefore considerably reducing sharing and collaboration time.

The best organization
of document sharing
and distribution processes



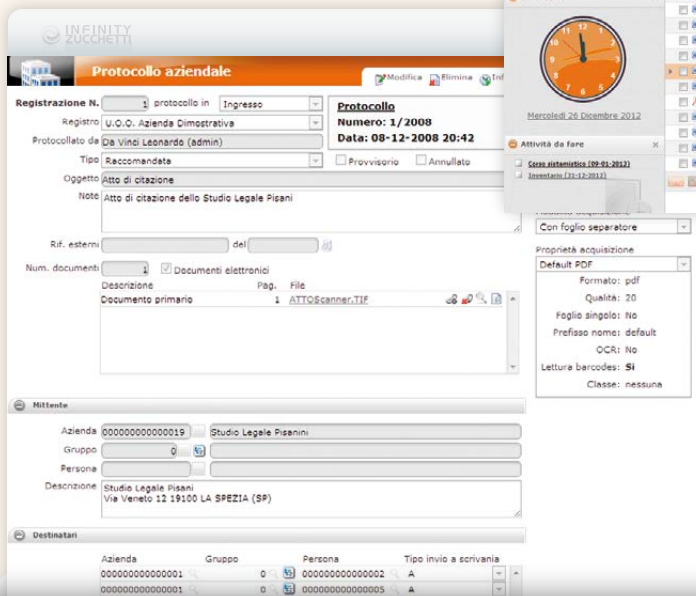


DOCUMENT ARCHIVE
ORGANIZED IN PUBLIC
AND PRIVATE FOLDERS



DOCUMENT SEARCH

DOCUMENT COLLECTION AND PROTOCOL



FUNCTIONALITY

Classification

Every stored document is classified and based on specific "document classes" freely created and managed by the user, who allows organizing and linking the data into logic folders on more levels. This technique, regardless of the affiliation folder, allows linking the document with one or more application entities (Companies, Persons, Clients, Suppliers, Agents, Contracts, Orders, Invoices, etc.) for a transversal data reading. The definition of different security levels for logic folders (files) allows obtaining the desired privacy level and determines the persons/groups authorized to access, by notifying if necessary, a certain action.

Versions and Revisions

A strong management of the archived document versions allows storing the evolution of a document in time, making it available at any stage of its development.

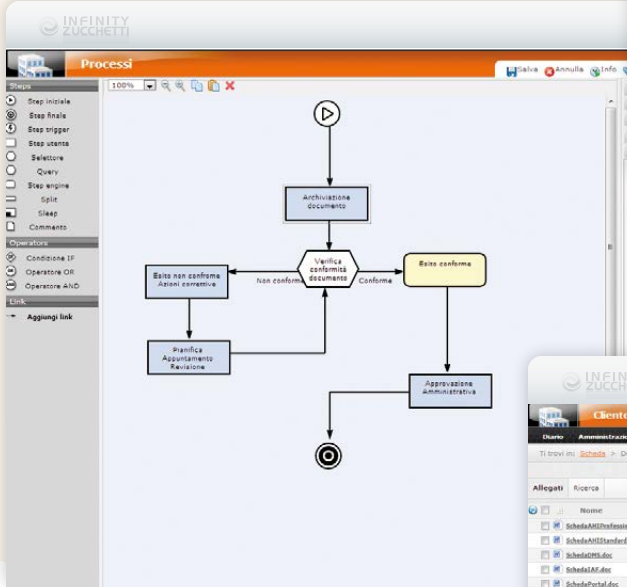
Check In/Out

The functionality of Check In/Check Out allows managing the simultaneous access of the same document by more users. The function avoids generating dangerous conflicts on the working document, forbidding other users to modify the uploaded document at the same time. The user can therefore access the document as 'Read Only' mode, if authorized by the user who checked in.

ZUCCHETTI
SOFTWARE & ICT SOLUTIONS

DOCUMENT MANA

**TOOL FOR DOCUMENT
PROCESS DESIGN (BPM)**



**CLIENT FILE
AND ASSOCIATED DOCUMENTS**

Nome	Percorso	Classe	ultima modifica
SchedaAmiProfessional.doc	\\Comunicazioni Marketing	Generica	08-12-2008 20:23:57
SchedaAmiStandard.doc	\\Comunicazioni Marketing	Generica	08-12-2008 20:23:57
SchedaAmi.doc	\\Comunicazioni Marketing	Generica	08-12-2008 20:23:57
Documenti_amm_mood.doc	\\Marketing	Generica	08-12-2008 20:23:57
PropostaOffertaAmi	\\Marketing	Offerta Commerciale	27-07-2010 17:48:48
seguitemaFattura Amati modellismo n. 3.pdf	\\Amministrazione Clienti	Amministrazione Clienti	15-06-2012 15:35:17
000000002Fattura Amati modellismo n. 3.pdf	\\Amministrazione Clienti	Amministrazione Clienti	
000000003Fattura Amati modellismo n. 3.pdf	\\Amministrazione Clienti	Amministrazione Clienti	
000000004Fattura Amati modellismo n. 3.pdf	\\Amministrazione Clienti	Amministrazione Clienti	
000000005Fattura Amati modellismo n. 3.pdf	\\Amministrazione Clienti	Amministrazione Clienti	
000000006Fattura Amati modellismo n. 3.pdf	\\Amministrazione Clienti	Amministrazione Clienti	
000000007Fattura Amati modellismo n. 3.pdf	\\Amministrazione Clienti	Amministrazione Clienti	
000000008Fattura Amati modellismo n. 3.pdf	\\Amministrazione Clienti	Amministrazione Clienti	
000000009Fattura Amati modellismo n. 3.pdf	\\Amministrazione Clienti	Amministrazione Clienti	
000000010Fattura Amati modellismo n. 3.pdf	\\Amministrazione Clienti	Amministrazione Clienti	
000000011Fattura Amati modellismo n. 3.pdf	\\Amministrazione Clienti	Amministrazione Clienti	
000000012Fattura Amati modellismo n. 3.pdf	\\Amministrazione Clienti	Amministrazione Clienti	
000000013Fattura Amati modellismo n. 3.pdf	\\Amministrazione Clienti	Amministrazione Clienti	
000000014Fattura Amati modellismo n. 3.pdf	\\Amministrazione Clienti	Amministrazione Clienti	
000000015Fattura Amati modellismo n. 3.pdf	\\Amministrazione Clienti	Amministrazione Clienti	
000000016Fattura Amati modellismo n. 3.pdf	\\Amministrazione Clienti	Amministrazione Clienti	
000000017Fattura Amati modellismo n. 3.pdf	\\Amministrazione Clienti	Amministrazione Clienti	
000000018Fattura Amati modellismo n. 3.pdf	\\Amministrazione Clienti	Amministrazione Clienti	
000000019Fattura Amati modellismo n. 3.pdf	\\Amministrazione Clienti	Amministrazione Clienti	
000000020Fattura Amati modellismo n. 3.pdf	\\Amministrazione Clienti	Amministrazione Clienti	

**MYDESK USER,
VIRTUAL WORKING SPACE**



Search

Advanced functions allow searching the stored documents:

- by source logic folder (file);
- by attributes and meta-data, descriptions, document classes, key words, author, etc.;
- by links with other application entities (clients, suppliers, products etc.);
- by free search of the document content.

Sharing

Sharing stored documents can be done in different ways, accessing the shared folders, conveniently profiled and controlled or putting on the user's MyDesk certain document categories which require special attention. Through Business Process Management the user participates in processes that facilitate collaboration and document sharing.

Distribution

Infinity DMS manages work in progress documents, assigning them to specific user groups and controlling their status. The ways and channels to make available or distribute documents to internal or external users are numerous:

- directly on the user's virtual working desk (MyDesk);
- automatic notification via email or SMS;
- automatic distribution lists;
- protocol and distribution of the received document.

PREREQUISITES - TECHNICAL REQUESTS

PREREQUISITES

Infinity Application Framework

Infinity Zucchetti family application's prerequisite, it implements Virtual Workspace making it available to applications that host a series of basic services, from user profiling to data security, from menu system to information centralization, regarding the entities that interact with the company.

Personal functions: MyDesk, News, Electronic Mail, Agenda and Address Book offer the user an evolved environment of collaboration that completes and includes the virtual working space at the user's disposal.

TECHNICAL REQUESTS

Infinity DMS is a complete Web integrated solution, which can be used by different latest generation Internet Browsers. It is also compatible with the most common server operational systems (Windows, Linux, Unix), databases (Microsoft SQL Server, SQLExpress, Oracle, Postgres, MySQL etc.), applications and web servers (Tomcat, Apache, IIS, Websphere etc.)

**Reduces the search time
and simplifies data retrieval**

ADDITIONAL MODULES - INTEGRATIONS

ADDITIONAL MODULES

Business Process Management

It allows creating, performing and controlling complex company processes, which manage the operative flow to be performed, based on rules defined through an advanced graphic tool. With MyDesk it is possible to distribute the activities to be performed, and to control the single process status and the corresponding working time.

Business Process Management guarantees the correct and controlled fulfillment of complex company processes and the consequent increase of efficiency and operational quality.

Extended Document Server

Versatile, a specialized database engine for unstructured data and document storing, guarantees a strong compression and a flexible physical storing, based on a set strategy or storing rules. Extended Document Server (EDS) allows storing large volumes of data and documents, which can be shared locally or remotely. The system loads the documents, crypts them, compresses them, and indexes them, creating one or more archives based on the set strategy. Infinity DMS uses as default a single EDS, but allows managing, at the same time, an unlimited EDS number, which can be distributed in order to archive large data volumes.

INTEGRATIONS

Electronic Archiving

If the law establishes that it is necessary to store the archived documents, Infinity DMS is normally interfaced with SOSTitutiva, Zucchetti substitute archiving service, which allows complying with all law obligations without undertaking them, therefore delegating Zucchetti to supply the timestamp and digital signature, as well as to complete the relative documents.



**Improves efficiency
due to an innovative
document management
and distribution system**

MORE THAN A SIMPLE STORING



INFINITY

**Data Capture, Protocol,
Classification, Sharing,
Distribution and
Document Process Management**

information is not stored in an organized, rational or accessible manner, making it difficult to use.

Infinity DMS is an advanced solution with Web interface for a complete document management, used via Internet/Intranet. It allows Collecting, Acquiring, Protocolling, Cataloguing, Sharing, Distributing and Managing Complex Document Processes.

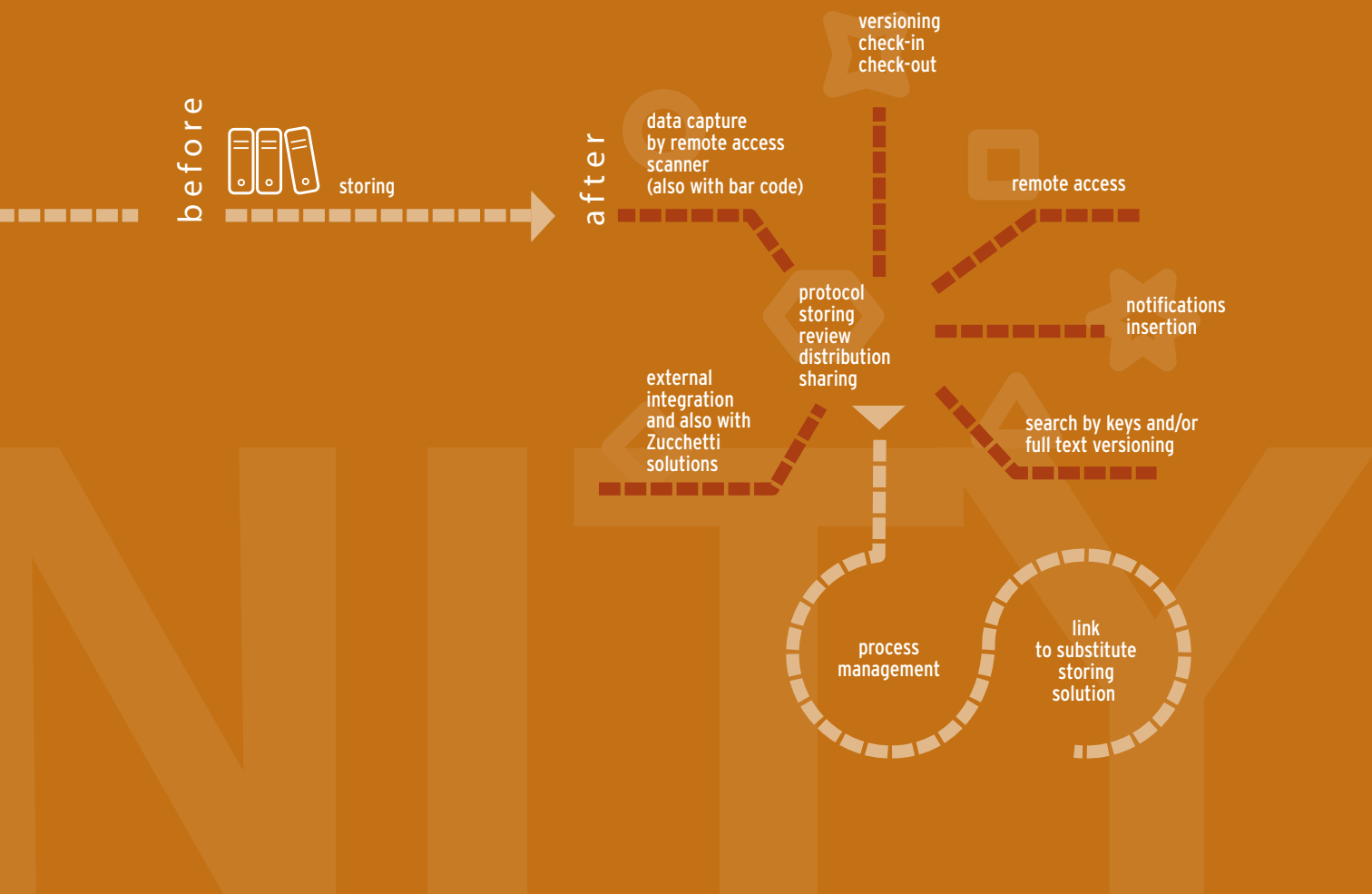
With **Infinity DMS** data and documents become precious information for any decision making.

**YOUR DOCUMENTS ARE
ALWAYS ACCESSIBLE**

Every company, and more generally every organized structure receives and sends increasing volume of data and documents. Paper and electronic data create a continuous receiving, communicating and exchanging process which the company, target and source of these data, has to support in terms of costs. The resulting

VIRTUAL WORKSPACE

Infinity DMS is an integrated part of the electronic desk (MyDesk) at the disposal of the internal or external user: a virtual place (Virtual Workspace) where it is possible to access data in a customized manner, perform transactions and collaborate with other company users. Agenda, Electronic Mail, Address Book and Business Process Management complete the functions of MyDesk.



PAPERLESS OFFICE

Not a simple philosophical approach intended to eliminate or reduce drastically the amount of paper in the daily office work, but a fully digital support for every company activity, which allows surpassing physical obstacles and notably reduce time and costs, but above all to intercept and make information available in a quick and efficient way.

AUTOMATION AND CONTROL OF THE COMPANY PROCESSES

Infinity DMS increases company efficiency by offering workflow tools and logics, and notifications that reduce information latency, making them immediately accessible and employable. Together with Business Process Management, it allows designing, performing and controlling complex company processes which involve internal or external users.

TRACEABILITY AND AVAILABILITY

Infinity DMS allows cataloguing and keeping more versions of the same document, tracing the modifications made in time. Powerful search functions, which can be applied on document features or content, allow finding anything very easily.

EASY TO INTEGRATE

Infinity DMS can be integrated with Zucchetti applications and also with third party software, guaranteeing information uniformity and availability, regardless of the applications that generated it.

w w w . z u c c h e t t i . c o m

Infinity Zucchetti. The complete web based software suite: a wide range of solutions to cover the requirements of any type of customer through dedicated applications:

administration, finance and control, logistics,
purchase, marketing, sales, post-sales,
manufacturing, human resources, security,
IT, communication.

Available via web, cloud and on mobile devices.



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