Providing Document Management solutions around the globe

Globodox
Document Management Software
but the tools effectively manage these documents have, until now, required substantial resources to support long implementation processes and high training, customization, and maintenance costs.

Globodoxy changes all that with an easy to use, enterprise grade document management software.

SIMPLE USER INTERFACE

The Globodoxy User Interface is designed to be very friendly, and easy to use. This means there are no surprises, or an extensive learning curve before you start using it. The search-centric design and customization options make it a great tool to get your document management in order instantly.

- **Familiar outlook style interface**
  An easy to use, user interface similar to the familiar MS Outlook user interface. Designed to increase user efficiency for searching and managing documents.

- **Search-centric design**
  Makes sure that users get to their documents in the fastest possible way.

- **Reuse Information**
  Store frequently used indexing data as Templates. Store reusable settings for Scan, export etc. as Profiles.

- **Built in OCR**
  Built in OCR automatically indexes scanned documents, making them searchable instantly.

- **Built-in Word and Excel Viewer**
  Do not have MS Office on your machine? No problem. Globodoxy’s built-in MS Word and MS Excel viewer allows you to view .doc, .docx, .xls and .xlsx files. Globodoxy also allows you to view password protected MS Word (.docx) and MS Excel (.xlsx) files.

- **Access documents from mobile devices**
  The Globodoxy Web Client supports mobile devices such as smart phones and tablets (iPhones, iPads, Android Tablets etc.). If your Globodoxy web client installation is accessible over the Internet you can now access your documents from the road using almost any mobile device.

- **Quick Multi-user setup**
  Configure setup for multiple users in a few easy guided steps.

- **Windows Active Directory Integration**
  Globodoxy allows the network administrator to import users defined in Windows so that users do not require separate login information to access Globodoxy. No need to create new user names and passwords just for Globodoxy! This is available as an optional module for Globodoxy Standard and is included in Globodoxy Suite.

EASY ADDING AND SHARING

Globodoxy lets you create content and add files on the fly, and in multiple ways. This saves a lot of time. Globodoxy also has great collaboration features which let you instantly share important document with greater control.

- **Add multiple documents and folders**
  Bulk add documents and folders with built-in tools which make adding multiple documents and folders just as easy as adding single ones.

- **Drag & Drop almost anything**
  Simply drag and drop documents as well as folders into Globodoxy. When you drag folders they retain the same structure inside Globodoxy. Drag and drop e-mail messages from MS Outlook, Outlook Express and Windows Mail. You can also drag and drop attachments from these mail clients. Drag & drop text from documents and webpages. Drag & drop an image from any web page and it gets added to Globodoxy.

- **One-click Email and Print**
  Email and print multiple documents with a single click. users defined in Windows so that users do not require separate login information to access Globodoxy. No need to create new user names and passwords just for Globodoxy! This is available as an optional module for Globodoxy Standard and is included in Globodoxy Suite.
COMPREHENSIVE DOCUMENT MANAGEMENT

Globodox is the complete solution for document management. It lets you manage your files and folders in the speediest way possible, and then lets you find them with minimum efforts because of it's search centric design. It lets you sort the information in many ways, and gives you much more control on who can see what and who can change things around, something that is very important for teamwork and collaboration.

• Organize using Folders and Tags
  Folders behave very similar to Windows Explorer folders. Create Folders and Sub-Folders to quickly categorize your documents. Attach simple text tags to every document. Tagging is a quick way of indexing. Search or group documents based on their tags.

• Organize using Document Types
  Document Types allows you to use a more structured approach to organize your documents. Using Document Types, you can store specific indexing information with each document (for e.g. store Invoice Number, Invoice Date, Invoice Amount with each stored Invoice and store Sender Name, Date with each stored Letter).
  The main advantage of this approach is that detailed information about each type of added document can be captured by creating very specific data fields. Doing this also increases the number of ways you can search for documents.

• Arrange documents using STACKS
  Documents can be arranged in a Stack. Stacks can have their own indexing information. So, you can search for documents by searching for it's stack's indexing info.
  Stacks multiple documents which share the same indexing information.

• Link multiple documents and stacks
  You can create multiple links between related documents and stacks. This way you can easily jump from one document to another document or stack. For example you can link an invoice to a check or a letter to it's reply.

• Versioning
  Create and retain multiple versions of the same document. You can easily access the older version of a document at any time. You can add Version Notes to remember the changes made for the version.

• Draft the documents using minor versions
  Do documents in your organization or department go through multiple revisions and reviews? Then you can make the edits and save the document in the Draft Mode as a minor version, until it is ready to be published in its next version.

• Check-in / Check-out feature
  When you edit a document, you can checkout that document so that other users are prevented from modifying the same document, till the time you check-in the document. When a document is checked out, other users will still be able to view the document but they will not be able to modify the document.

• Powerful Annotation features
  With the annotation feature you can draw, highlight, stamp, write comments, etc. directly over an image. Redact tool, lets you hide portions of a document from specific users. You can choose to burn the annotations on the image, so they become permanent part of the image. Use built-in stamps or create your stamps to mark document approval etc. Each user can also create a stamp of her signature.

CUSTOM WORKFLOW

At Globodox, we know that document management will work best when it fits in well with your business processes. This is why Globodox is designed to let you create document workflows which route documents to users based on the rules you specify. This is as customized as it can get and is available as an optional module for Globodox Standard and is included in Globodox Suite

• Route documents with a single click
  Workflow is fully integrated with Globodox. You can route documents via Workflow with a single click.

• Receive automatic notifications about tasks & messages
  Receive your tasks, messages and notifications from the workflow in the inbuilt Inbox or your regular e-mail client. Know immediately about the documents and tasks which need your urgent attention.

• Be a workflow design hero
  Design workflows that replicate your day-to-day business processes using the Workflow Designer.

• Monitor workflows
  Know the current state of all the workflows that are currently running. Pause, resume or cancel workflows from here.
HIGHLY SECURE

Globodox was designed keeping in mind the highest level of security from various perspectives. It’s equipped with latest technology in encryption and access permissions. This provides you with an additional control over privileges and confidentiality.

- **Map security roles**
  Map security roles to existing designations/job profiles in your organization to decide the level of access each user has to the document repository. Multiple users can be assigned to a single role, also a user can be assigned to multiple roles.

- **Control Access at any level**
  Control what actions are allowed to a user in a specific role. For example you configure Globodox to allow a Manager to view all documents in her department but only delete documents that she owns.

- **Reusable custom security labels**
  For more fine grained control, create re-usable custom security templates which let you decide user access on a per documents or per folder basis.

- **Hierarchical security groups**
  This security feature ensures that users in a group can only access documents owned by their group and optionally documents of their sub groups.

- **Control printing, saving and emailing**
  You can disallow printing, saving to local machine, emailing by simply denying the Distribute permission for a document.

- **Industry standard encryptions like AES, Blowfish and Triple-DES**
  Encrypt your documents using industry standard strong encryption algorithms such AES, Blowfish and Triple-DES.

- **Event logging / Auditing**
  Log details about user actions with the Event Logging feature (who modified a document and when). Export logged events as XLS, CSV, HTML files etc.

---

**Globodox**

Enterprise Document Management Software

---

**Organize better**
- Create a centralized repository of all your documents
- Files of any format (e.g.DOC,XLS,PDF) can be added to the document repository
- Importing existing documents is as simple as drag and drop
- 4 ways to organize your documents – Folders, Tags, Types and Stacks
- Distribute documents – Print, Email or Fax documents with a single click!
- Collaborate – Share, Assign or Restrict your documents with others in your organization
- Users get productive from

**More Efficient**
- Extremely easy to deploy and setup
- No time lost filing & retrieving documents
- Manage paper as well as electronic documents
- Convert paper documents into electronic form by scanning
- Automate your business process by using workflow
- Quickly find the document you need … Always!
- Access documents while you are travelling or at home

**Save Costs**
- Minimal system and training requirements, low cost of ownership
- Fast Search and User Friendly Interface
- Saves Time Every Day
- Economical to own and use
- Quick Return On Investment
- Save on storage costs

**Control Security**
- Secure your documents by storing them in an encrypted form
- Create role based security as per your organization’s hierarchy
- Provide controlled access to your documents
- Create and retain multiple versions of the same document
- Control which users can print, email and distribute documents
- Find out which users created, modified or deleted particular documents and at what time
- Your documents stay in their original format (if encryption is not enabled)

**After Sales**
- 1 year of free support and upgrades
- Awesome support backed by a knowledgeable support team
- Get your queries answered on phone or email
- Remote desktop support available to provide “onsite like” support