

## Optimise your productivity with our best **Electronic Document Management Software!**

Manage your content with **LuxDoc**,  
designed to help you **optimise  
the information workflow**  
within your organisation!

The electronic  
document management  
becomes **a real collaborative  
& secured platform**,  
without any IT constraint,  
for your company.

### Simple & Secure Software

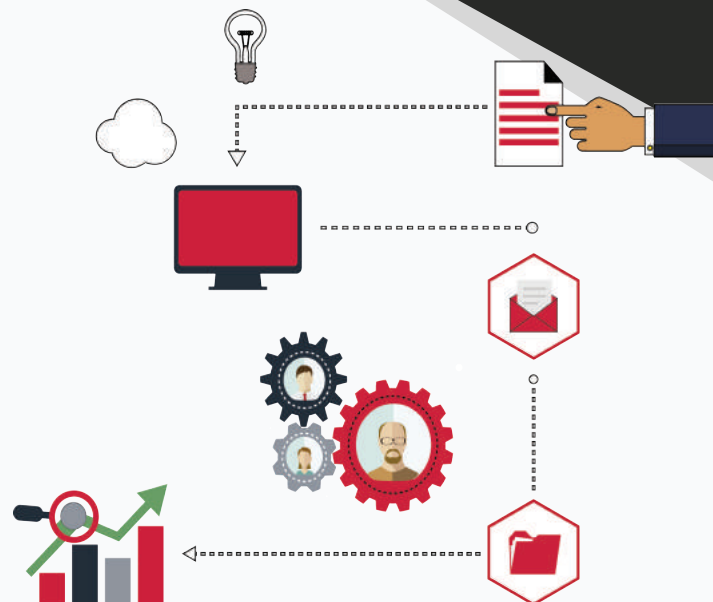
- An internet connection and a simple click to access the application.
- All transmitted data are encrypted and stored within Datacentres in Luxembourg. (GDPR compliant)

### Collaborative & Practical

- Fast and efficient self-classification of the documents.
- Creation of workflows, based on standard processes.
- Automatic posting.
- Office Connector.

### Autonomous & Adapted to your needs

- Control of the access rights and requests.
- Search, consult, share or edit documents via the intuitive interface from any PC, tablet or smartphone.



**Save** time, **increase** your productivity and **optimise**  
your daily work thanks to **LuxDoc**.

### ELECTRONIC DOCUMENT MANAGEMENT SOFTWARE



AUTOMATIC FILE FORMAT  
CONVERSION TO PDF/A



CUSTOMIZABLE  
USER INTERFACE



PDF PRINTER



AUTOMATIC TIME AND DATE  
STAMPING OF DOCUMENTS



DRAG-AND-DROP IMPORT  
IN THE FOLDER  
HIERARCHY



LINKING OF  
DOCUMENTS FOR  
CASE MANAGEMENT



EASY TO USE QUERY  
& REPORTING TOOL



USER-DEFINED  
SELF-CLASSIFICATION  
OF DOCUMENTS

### CONTRACT MANAGEMENT FEATURES & ELECTRONIC INVOICING



POSSIBILITY TO SEND  
CONTRACTS BY EMAIL



ALARM NOTIFICATIONS  
VIA E-MAIL

### ADVANCED FEATURES



ONLINE CHAT



MULTIPLE STAMPS  
APPLICATION



ENHANCED  
COLLABORATIVE  
MANAGEMENT



DOCUMENT WORKFLOW  
MANAGEMENT



ADVANCED SEARCH ENGINE



DEDICATED INDEXING STATION

### Electronic document management

- Secure real-time remote access
- Full online collaborative document management
- User-defined self-classification of documents
- Drag-and-drop import in the folder hierarchy
- Automatic time and date stamping of documents
- Automatic full-text indexing of documents
- Indexing of documents by keywords
- Retrieval of documents by keywords
- Full-text search on documents
- Insertion of sticky notes on documents
- Linking of documents for case management
- Programming of alarms and reminders
- Application of virtual stamps on documents
- (Large) Document sharing via email
- Automatic file format conversion to PDF/A
- Recovery of the existing folder structure
- Customizable user interface
- PDF printer
- Splitting and joining of PDF files
- Versioning management
- Drag-and-drop files on Microsoft Windows desktop
- Drag-and-drop emails in Microsoft Outlook
- Easy to use query & reporting tool

### Information security

- User access rights administration
- Group privileges administration
- Connexion schedules limitation
- Centralised recycle bin management
- Full traceability and audit trail
- Instant account deactivation
- Folders right access management
- Automatic password reactivation

### Contract management

- Customer & supplier database management
- Proactive maturities management
- Alarm notifications via e-mail
- Easy to use query & reporting tool
- Exporting of query results to Excel
- Automatic time & date stamping of contracts
- Contract summary sheet
- Possibility to send contracts by email

### Paper document imaging

- Software app for all multifunction printers
- Development of specific software connectors
- Automatic import of scanned documents

### Electronic invoicing

- Software agent for Sage™ accounting software

### Advanced features

- Document workflow management
- Enhanced collaborative management
- Multiple stamps application
- Dedicated indexing station
- Online chat
- Advanced search engine

