



Introduction to WeP DMS: Your Gateway for Enterprise Digital Transformation

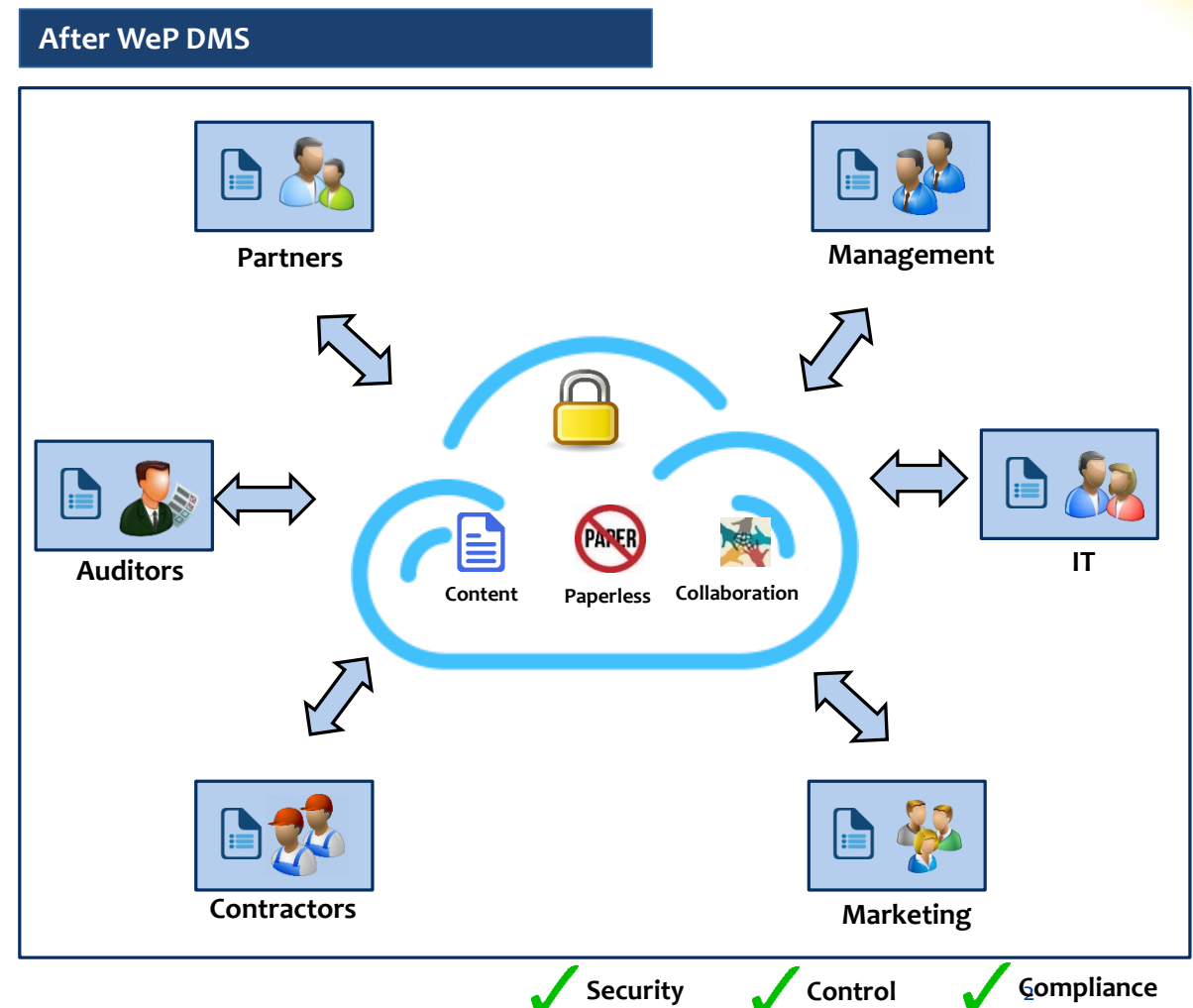
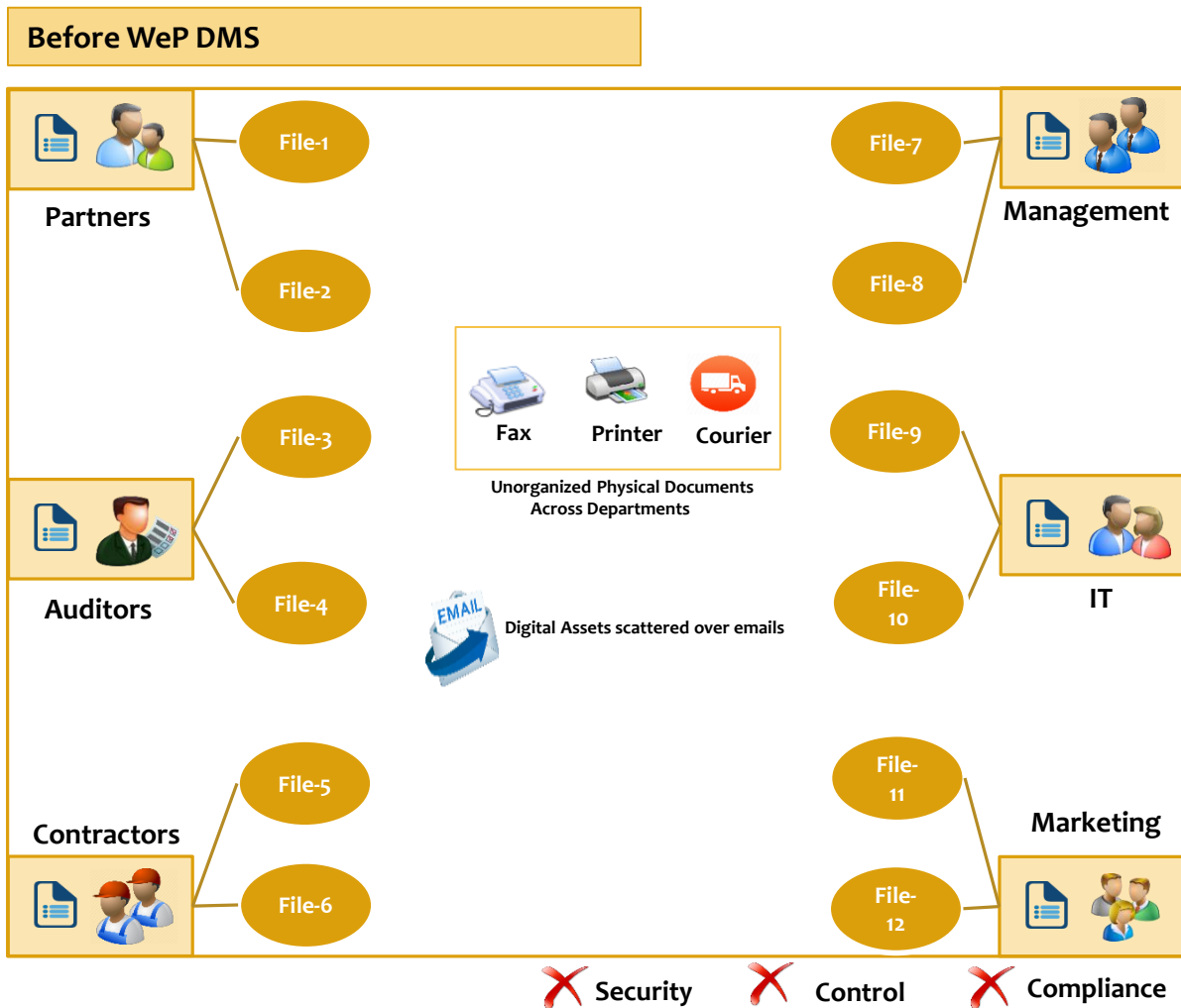
Smart Content Collaboration and Process Automation using WeP DMS

WeP Digital Services Limited

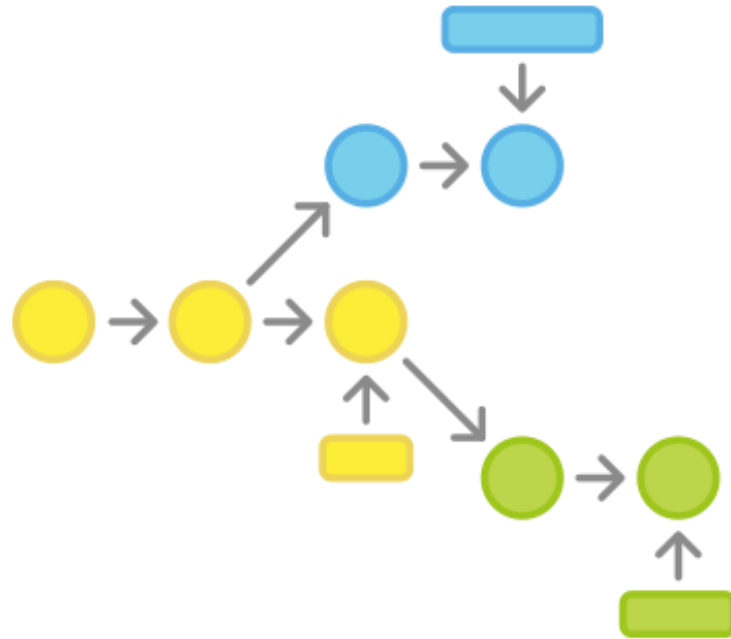
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Enterprise Digital Transformation through WeP DMS

WeP DMS is an Enterprise Grade Document Management Solution with strong business process automation capabilities !



Process Automation through WeP DMS



- **Plan**
 - Identify the business process that you want to automate and break-down the process into steps.
- **Design**
 - Model the workflow by sketching out the sequence in which the steps are to be executed, along with the actors in each step.
- **Publish**
 - Define field-level privileges for the workflow actors and publish the workflow to right set of individuals.
- **Execute**
 - Execute the workflow and feel the power of automation.
- **Report**
 - Generate reports to check out the audit-log and status / history of workflow instances.



Summary of Risks



- Enterprise documents maintained in individual PCs – High Risk of Data Loss !



- Collaboration over e-mails. Zero data governance, control and visibility !



- Chaos and confusion over which is the latest version of a document !



- No security / control on organizational assets → Audit / Compliance issue.



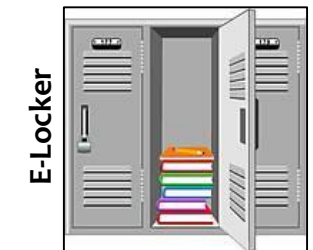
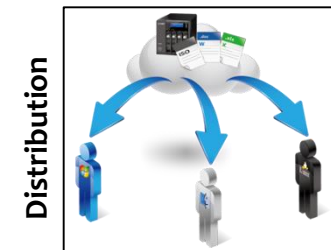
- Significant expenses with buying paper, stationary and storage cabinets.

Without WeP DMS → Peer-to-peer collaboration !
With WeP DMS → Enterprise level collaboration !

Key Offerings !

WeP DMS helps Companies meet the following needs:

- Document Management
- Disaster Recovery
- Data Loss Prevention
- Audit & Compliance
- Employee and Partner Collaboration
- Securing Digital Assets
- High data availability
- Business Process Automation



Benefits of using WeP DMS



Cost Reduction

Moving from Paper files to a DMS saves money on paper, printing and storage.



No Network Choking

Avoid email attachments, resulting network choking and clutter and confusion around attachments



Comprehensive Search

Search using file name, tags or words within document.



Audit & Tracking

Know who has read documents. Monitor usage of a business and admin users, dashboard for usage, storage utilization, system availability.



Security & Control

Decide who can view, download or modify documents. All documents are encrypted so that even admin cannot access them without permission



Fast Retrieval

Retrieve documents quick when you need it. Retrieving old manual documents are tedious, if not practical.



Never lose any document

All documents are versioned and deleted documents can be retrieved in WeP DMS. Cloud Storage saves documents from data loss.



Device Support

Access your documents securely from anyplace anytime through Mobiles / Tablets.

Key Features

Highlights

- ✓ Support **SaaS and On Premise** Installation
- ✓ Option to **White Label the solution**
- ✓ **Multi Language Support**
- ✓ Single sign-on / **SSO** support
- ✓ Powerful Workflow capabilities for Process Automation
- ✓ Folder Automation
- ✓ **Access from iPhone, Android, desktop client or using Browser**

Security

- ✓ **Advanced AES-256 encryption**
- ✓ Password lock on 5 unsuccessful login attempts
- ✓ Role Based Security
- ✓ Dashboard for Administrators
- ✓ **Alerts and Notification for Administrators**
- ✓ **Audit logs based on users and on files & folders**
- ✓ Customizable file permission configuration
- ✓ **E-Locker with transaction password**

Organizational Setup

- ✓ Organize **Company and Department level documents**
- ✓ **Group companies** and multi-country operations
- ✓ Customizable **Company logo**
- ✓ Customizable storage layer

Search and Preview

- ✓ **Online preview** and annotation of documents
- ✓ View Preview in Full Screen / Presentation Mode
- ✓ Preview and Presentation from mobile clients
- ✓ **Title and Content Search for documents**
- ✓ Search documents in European and Asian Languages

Key Features

Backup

- ✓ **Backup of multiple PCs and multiple drives**
- ✓ Flexible backup scheduling
- ✓ Sharing of files from backups
- ✓ **Auto file versioning** - never lose your documents
- ✓ Recycle Bin for deletes & permanent delete
- ✓ **Recover entire backup or selected files and folders**
- ✓ Retrieve any past version of a document

Collaboration

- ✓ **Share docs with employees or outside parties**
- ✓ Specify access rights when sharing documents
- ✓ **Create Projects** to work on documents as a Team
- ✓ Alerts or notifications for shared documents
- ✓ Manage documents shared across the company and branches
- ✓ **Create groups and share documents to groups**
- ✓ Shared By Me and Shared To Me sections

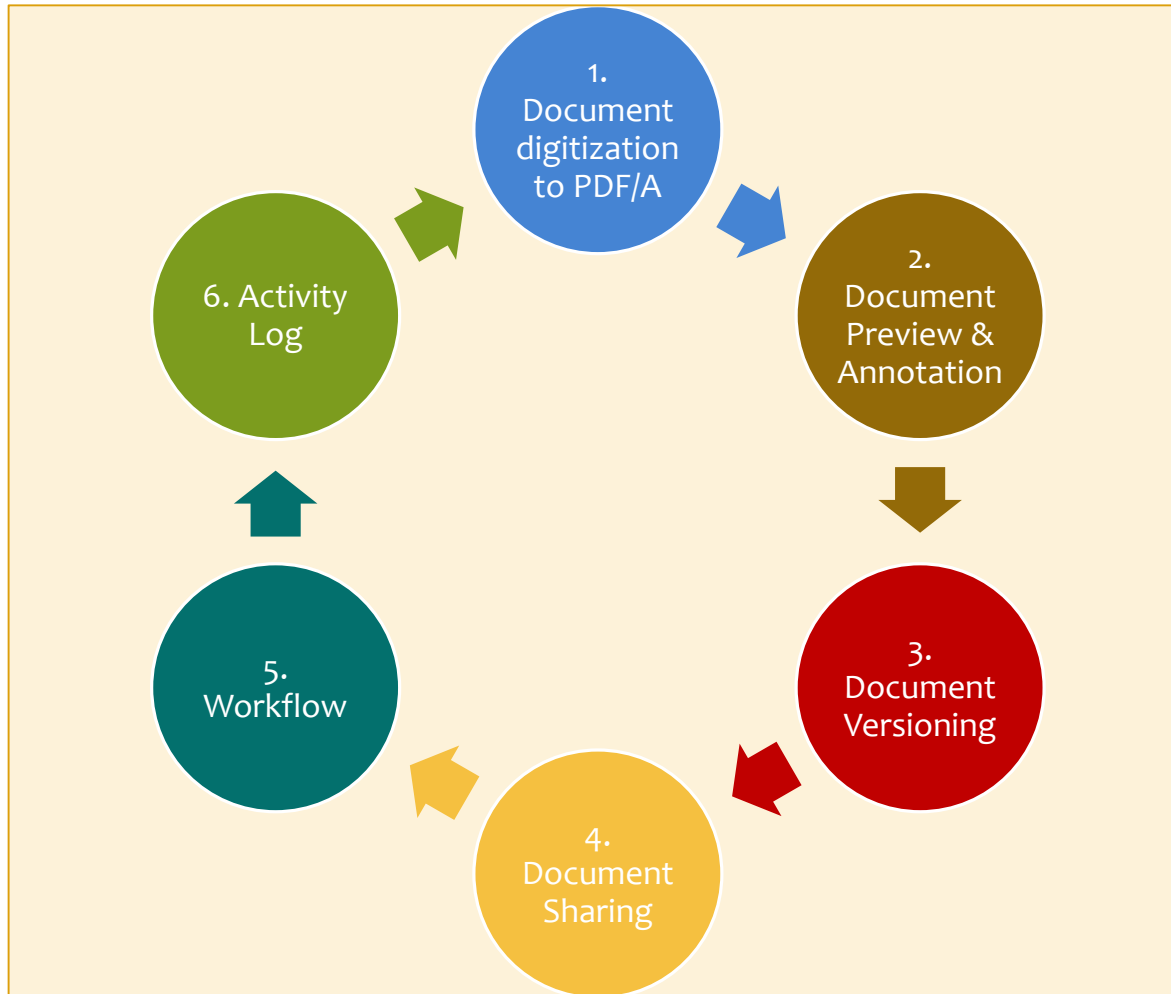
Distribution

- ✓ **Distribute documents within or outside organization with notifications**
- ✓ Generate Public Link for sharing link to anyone
- ✓ **View analytics** on document views and downloads
- ✓ Active and **Scheduled Distribution** of files

Dashboard & Reports

- ✓ **Track user activities. Know what a user has been doing during a period**
- ✓ Track file wise activities. Track what happened to a file when and by who.
- ✓ See the department wise, user wise disk usage, usage growth etc.
- ✓ **Analytics on document usage**

Document Lifecycle – for Demonstration



Miscellaneous Features

1. Folder Automation
2. Microsoft Plugins
3. E-Lockers
4. Remaining Containers
 - a. Projects
 - b. Share Space
 - c. Contacts / Reminders / Calendar
 - d. Tools / Distribution / Reports
5. Multi-language support



WeP DMS Product Demonstration to Follow...