

# DE DOCUMENT EXPERT



**DocumentExpert™** is a sophisticated online service for managing and searching thousands of business documents at your firm. It is designed to store and process large number of documents. It leads to reduction in project times and budgets. Multiple levels of HIPAA security on Google GCP cloud and within DocumentExpert™ enable global collaboration.

Users can **dynamically create categories** of documents for each project or client. Advanced searches and filters retrieve critical information instantly replacing paper-based efforts. Benefit from custom dashboards to track performance while the team can mass load thousands of electronic or scanned documents with a push of a button. Benefit from optional time tracking and billing tracking functions to measure costs and productivity.

## MULTIPLE INDUSTRIES

DocumentExpert™ online service enables businesses across industries to simplify organization of project, client, and internal documents in categories and manage reporting. Firms across industries including medical service providers, insurance companies, banks, and other institutions operating in high risk environments can rely on DocumentExpert to manage all sensitive documentation and reporting in a **secure server repository** hosted on **Google Cloud Platform HIPAA compliant servers**. Safely access your documents while traveling for quick decisions.

## IMPLEMENTATION

Enfoglobe, Inc. provides implementation and training services. Data analysis, data transformation, loading, and OCR functions are examples of related services. A web browser is all a user needs. IT administrators do not need to maintain software, data, or user information. This online service is easily accessible from across in the globe. The service runs in a highly secure server hosting facility with data mirroring. Product training plus HIPAA compliance assessment and training services are available.

## STRATEGIC PLANNING

Enfoglobe, Inc. assists with strategic planning at any stage. Successful strategic data management incorporates checks and balances to measure progress and respond to changing conditions. Integrate business process and data analysis with implementation of our online services.



**Succeed through innovation, increased productivity, and exceptional quality. Enfoglobe's professionals, with over 25 years of experience, provide a full range of services and products.**



## ■ Document Organization

- All types document loading, including OCR text extraction
- Loading and organizing emails and document attachments and
- Instantaneous searches on thousands of documents
- Searches on categories, words, phrases, filtering on columns
- Assigning documents to different categories
- Assign events and timelines
- Complete categorizing
- Time and cost tracking
- Notes on documents

## ■ Production & Reviews

- Indexing and grouping of documents, work product documents, research articles
- Linking of documents to emails and calendar events
- Dashboards monitoring metrics for task alerts and tracking progress, milestones
- Different roles determine user privileges within the system
- Administrative tools allow you manage all aspects of project and document setup
- Send filtered documents to Acrobat and native format packages for delivery to external entities

## ■ Customizations

- Auto-fill forms for each industry
- Project or client summary reports
- Custom trends analysis
- Dashboards with actual versus projected progress
- Manage project logs and client information
- Data export to external systems
- Integration services to connect with other systems
- Fast customizations for your specific industry needs
- Custom reporting

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