



Enterprise content management system

loóate software
empowerment
company

FolderX is an enterprise content management system made of 3 modules:

- ✓ Archiving application
- ✓ Document Management System
- ✓ Process management

Together, all 3 modules enable a complete overview and work with physical and electronic documentation, in accordance with the company's business practices.

FolderX automates the processes of collaborative work on documents, such as approval and signing of contracts, approval of vacations, rating performances, etc.

FolderX

Archiving application

The archiving application is a module of **FolderX** that enables electronic management of the physical archive. The user manages the system in a way that it acts as a digital representation of the physical archive.

The documentation is created according to the principle of archiving paper materials so that the user always knows the capacity of the archive, the exact location of the document and all changes concerning the physical archive. For example: the user edits the physical archive according to the principle - 10 shelves with 5 rows each, on which paper documents are placed. Analogously, the archiving application displays the same archive digitally. Positions of documents are precisely determined, which eliminates the possibility of losing important documents.

By scanning documents, metadata such as the retention period of a specific type of document is saved, and when the period expires, the application notifies the user that it is possible to expunge a document located in a precisely determined position, thereby freeing its position. The user always has insight into the capacity of the archive and knows exactly where certain documents are located.

The FolderX archiving application is particularly useful for:

- ✓ Law offices
- ✓ Notary offices
- ✓ Governments and government agencies
- ✓ Municipalities and municipal services
- ✓ Educational institutions
- ✓ Healthcare institutions

as well as all other companies and institutions that work with a large number of contracts, files and other types of documents that must be kept for a long period of time.

FolderX Document Management System

Document Management System (DMS) is a **FolderX** module for managing digital documents. **DMS**, as a structured digital archive, increases company productivity by providing advanced tools for any document-related work.

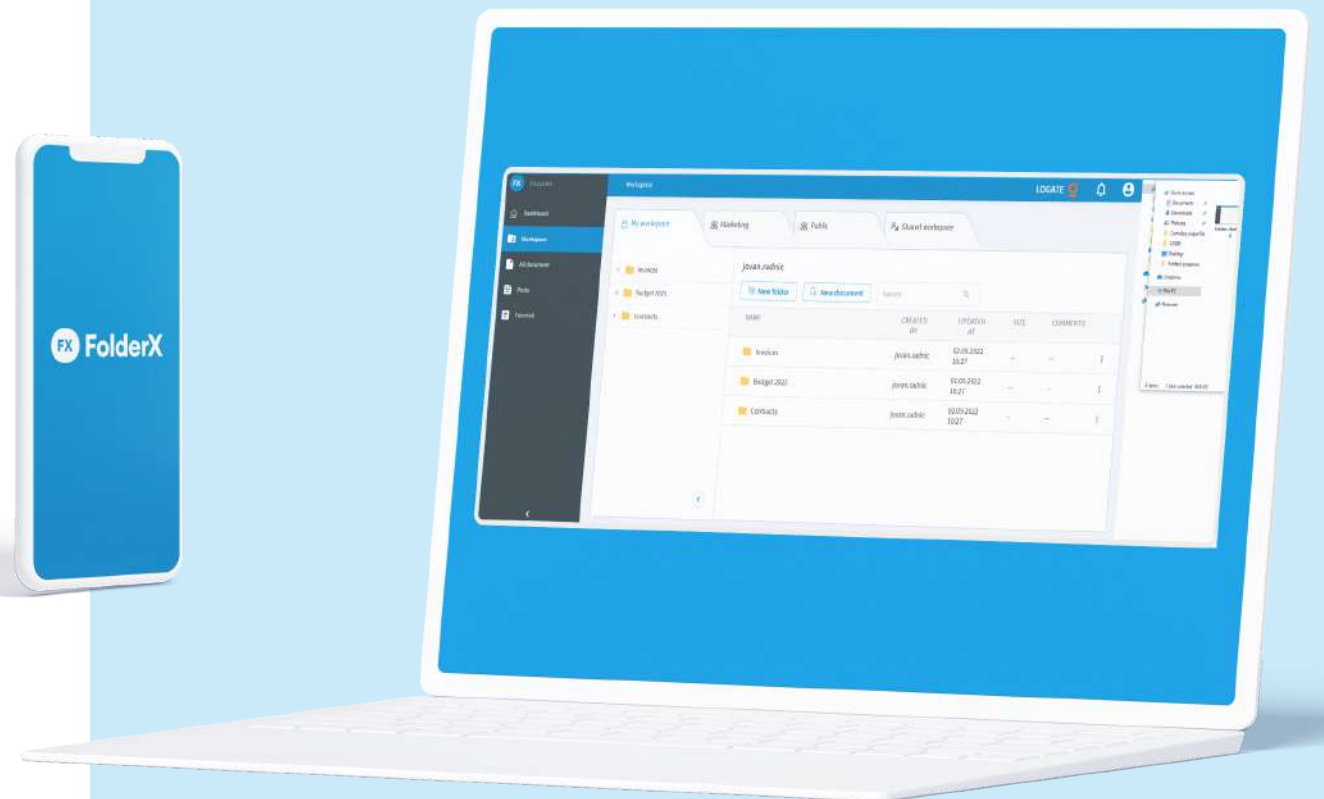
Functionalities of the DMS module include:

- ✔ Collaboration on documents – multiple users can edit the content of the document at the same time
- ✔ Versioning – every change, as well as the initiator of the change, remain recorded and it is possible to revert the edited document to any previous version.
- ✔ Commenting – users can leave comments on parts of the text within the document, and chat is enabled for each individual document.

Each user has their own workspace, as well as a shared space that contains documents shared with them. In order to efficiently perform work tasks, it is possible to create workspaces for each of the departments within the company, management level, etc.

FolderX DMS module represents a digital archive to which only company employees have access. Users can upload a large number of documents with a high level of security.

FolderX DMS is a solution applied in any industry.



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Process Management

When working with documents, it can be noticed that certain actions are constantly repeated. An example is the cooperation agreement that employee A must submit to the director for signing.

With minor changes, such as basic customer information and the invoiced price, the contract remains the same. If several contracts are made on a daily basis, employee A's time is unnecessarily spent on one repetitive action.

The Process Management module increases company efficiency and optimizes resources by automating repetitive business processes. These processes may include signing contracts, approving vacations, scoring applications, etc. Employee A could now forward the electronic version of the contract to the director with one click. Head of HR could, by using the same principle, approve the vacation request.

Automation of these and similar business processes leads to a greater degree of transparency, easier control for management and optimization of resources so that employees have more time to perform priority tasks.



Use case the Parliament of Montenegro

During the pandemic, the Parliament of Montenegro was forced to change its modus operandi. By modifying the FolderX solution, eParliament was born - a solution for digitizing the legislative process and electronic monitoring of sessions.

eParliament modules:

Legislation

Preparation and monitoring of the Assembly sessions

Preparation and monitoring of sessions of Parliament working bodies

Parliamentary questions

System administration

eParliament digitized the legislative process, placing the Parliament of Montenegro among modern democracies that use digital solutions for lawmaking.

Digitalize your business processes with **FolderX**.

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