



HEXTURE



Hexive DMS

Archiving system

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Overview



A system for managing the process of electronic archiving of documents, which keeps them from damage and facilitates the process of accessing information within the institution, and allows saving time and effort and investing the wasted spaces used to store paper documents.

Goals of the system



Preservation of documents and information from damage and loss



A mechanism for efficiently dealing with large quantities of papers, scanning them, and indexing them



Quick access to information and documents, enhancing the decision-making process



Saving time, effort, money, and space, and improving resource utilization



Enhancing collaboration among users and facilitating joint work on files and documents

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Ingredients & characteristics

1 Folders & Permissions

"Electronic files and documents are managed by storing them within a tree structure of folders, enhancing collaboration among users, and enabling permissions to be granted to users on indexed items and data entry creations

2 Add files & documents

The system supports two methods for scanning: either through scanning or uploading from the user's device. Additionally, the browser also supports automatic detection for the archiving system

3 Indexing & information cards

The user applies an information card to a file or folder and fills its fields according to the information they need to index. These fields can be searched later using this information

4 Versions & quick file browsing

The system supports adding multiple versions of the same document, and it can directly browse most types of files and documents without the need for downloading

5 Convert & merge files

Most document files can be converted to text files or PDF files. How to merge more than one document

6 OCR

It converts images to text and indexes them for inclusion in search results. It supports optical character recognition (OCR) for both Arabic and English letters

