



# iPortalDoc®

Document & Process Management

# iPortalDoc

Integrated Solution for Document and Process Management based on workflows.

Allows the modeling and implementation of processes related to all areas of public and private organizations: Electronic Billing with Digital Signature, Orders, Proposals, Purchases, Mail, Contracts, Complaints and others.

At any given moment in a process that takes place on iPortalDoc, with the involvement of various users and different departments, one will always have access to the entire history of individuals involved, interventions that have been carried out, as well as documentation e-mails associated, facilitating research and avoiding loss of time and information.

This results not only in the continued improvement of activities and processes of organizations, making them more efficient, but in the increase of productivity in the different areas of business.

Communications (e-mails, calls and instant messages) integrated with Document and Process Management. iPortalDoc is the only Document and Process Management Software which integrates in a singular way with communications such as calls, e-mails and chat conversations. They are recorded and associated to documents and can be accessed at any time.

## iPortalDoc BENEFITS



Automatized and standardized work processes



Standardization of documents



Desmaterialization of documents and processes



Extremely easy to find, edit, process and send documents



Less paper for circulating information and its associated costs



Total control and security of information through workflows (documents and processes)



Centralized management of company archive



Increased administrative efficiency which saves time to employees to do other tasks