

The background of the slide features a blurred image of a person's hands typing on a keyboard. Overlaid on this are several digital graphics: a large hexagon containing a speech bubble icon, and a network of white lines with dots at the intersections, resembling a data or communication network. In the top right corner, there is a circular icon with two envelopes inside, suggesting email or messaging functionality.

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# *Docuflo*<sup>®</sup> Inventa

## **USE CASES**



## Knowledge Management

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Knowledge management refers to the process of creating, sharing, using and managing knowledge and information to provide value to the organization. The key component to knowledge management success is the accessibility of these knowledge.

Docuflo Inventa has the ability to connect all your company's internal data to its web-focused search interface and enable you to locate and discover information with simple keyword searches.

Knowledge or information stored within a company exists as both structured and unstructured data. Docuflo Inventa is able to process and index all these information and allow you to easily search through the content of documents stored within your repository with the use of various search logics, thereby uncovering information when it is needed.

Also, business-critical information is often fragmented and stored across branches or different digital platforms. Docuflo Inventa supports federated search which allows you to gather and locate information across disparate systems, thus further enhancing the accessibility of information across the organization.

## Engineering & Construction

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Implementing Docuflo Inventa in the Engineering & Construction industry allows cross-functional departments to enjoy convenient access to documents such as construction materials inventory lists, engineering parts drawings, project blueprints, architecture plan diagrams, machinery inventory, audits, accounts, contracts and agreements via simple keyword searches. It also allows on-site staff to have ad-hoc access to any resources as the web-based repositories are available for search at all times.

Due to the vast number of teams working on a same projects, searching on Docuflo Inventa is efficient as it allows team members to simultaneously access to all related repositories for the required resources.





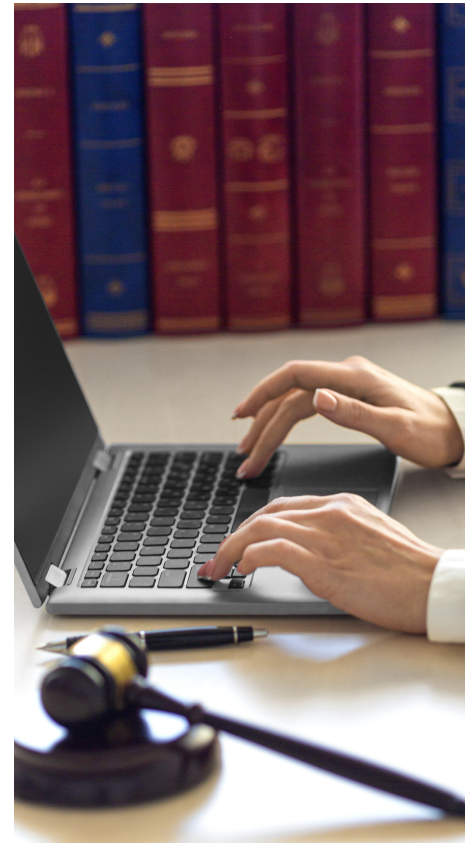
## Legal

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It is well known that the Legal sector deals with a huge volume of documents.

When it comes to litigation research, Docuflo Inventa is a lifesaver when you are required to go through truckload of documents, especially when they are not stored in any order. With Docuflo Inventa, all you need to do is throw all these information into a search engine and search them based on specific keywords to find the evidence you need. Its robust indexing capabilities coupled with advanced search filters such as related words and synonyms even allows users to quickly locate all related documents based on the input keyword, thereby boosting productivity.

Another application in the legal field is the search for relevant laws and regulations. This is very important for lawyers who have to conduct their research and support their argument based on applicable laws. Docuflo Inventa helps take the strain off the shoulders by allowing easy search of laws through its various search features such as synonyms and relevant words.



## Manufacturing

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Docuflo Inventa is useful for manufacturing HQ and branch offices to access and search files stored at various factories and branch locations via a networked environment. This enables seamless information sharing between HQ and branches when specific information is required. Examples of manufacturing-related softcopy files include sales and purchase orders, supplier invoices, receipts, logistics consignments, stock inventory lists, etc.

Records and data are often prepared by different people, resulting in inconsistent document organization practices. Thus, Docuflo Inventa's document content searching with advanced capabilities greatly eases the search and retrieval of documents needed.

Information comparison tasks are also more efficient as Docuflo Inventa allows access to multiple repositories from various locations. For example, receipts from previous raw material purchases are easily accessible for price comparisons and supplier selection, hence providing Management with quick access to data to make desirable decisions for the company.





## Logistics

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In the logistics, transportation, and distribution sector, there are many branch hub locations with high volume of consignment forms for each distribution centre.

Implementing Docuflo Inventa helps Customer Service staffs to efficiently check package information and delivery status when dealing with package enquiries without the need for searching through any physical file records.

Besides, excel files pertaining to product prices, stock and services, claims for parcel loss, damage and redelivery and company vehicle finance details, are all searchable through Docuflo Inventa. This reduces processing turnaround time as HQ staff requires daily access to these records for processing.

## Human Resource Talent Discovery

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A common problem faced by large corporations is the difficulty of identifying individuals with the right expertise from their large pool of talents. Often, when a unique skillset is required for a particular task or project, the first option that comes to mind is to hire a candidate externally. However, employers should be aware that this is often not the only option. Especially for projects with a short duration, there is no time to wait for the new employee to come onboard and train them from scratch. The best option is then to source internally from existing employees. But where should we start? Rather than relying on the inefficient word-of-mouth method, a search engine will come in handy by allowing the manager or HR to directly source for an existing employee with the right profile based on kept records. This is where Docuflo Inventa comes in.

With Docuflo Inventa, employers can use the search engine to find very specific expertise within their organization who can help to accomplish the task at hand. With the technology to search through a sea of employees with multiple skillsets, employers will be able to locate the right employee with profile that matches the expertise required.







## Government

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Government institutions face a persisting problem of being unable to locate and uncover massive amounts of data hidden in documents, files, emails, repositories, even social media and other digital data points. This data is crucial for timely decision making and to keep processes running smoothly, hence it is of the highest priority to allow insights to be extracted from governmental content repositories.

In addition, modern government structures are complex, making information retrieval more complicated. Users are often dealing with multiple offices across regions or states and these systems are often disparate and not integrated with one another. Having to search for information in various environment silos is very time-consuming and impacts productivity, causing serious delays to important functions. Delayed information gathering and inefficient systems can also impact interactions with the public and slow down time to action for an efficient government.

Docuflo Inventa provides a search platform that is able to connect multiple disparate repositories, allowing you to quickly locate the exact information you need no matter where it is stored, including all other pieces of information related to it. It also has powerful content searching capabilities that is able to index various file formats with text-readable content, including both structured and unstructured formats, such as Word, Excel, PowerPoint, PDF, TIFF, etc. It is also easy to use with no training required and is conveniently accessible via web-based and mobile-enabled interfaces. Security is another crucial element and Docuflo Inventa comes with access rights settings to control access at the user or group level as well as at the source of repository.