



N2 Workflow and Document Management System

N2 is a revolutionary electronic Workflow and Document Management System (WDMS) that resolves the crisis of managing, finding, and tracking documents in information-intensive environment. Built using the latest standards and technologies, N2 help organizations better manage the creation, revision, approval, consumption and collaboration of electronic documents. Supports multiple languages including English, Hindi, Arabic, etc.

N2 WDMS enables you to improve the accessibility, usability, security and control over your paper and electronic documents. N2 is a Microsoft Windows ASP.NET application that easily fits into your office environment. It manages document formats including TIFF, Adobe PDF, Microsoft Word, Excel, PowerPoint, GIF, JPEG, RTF, HTML, and dozens more. It provides the highest functionality at the lowest ongoing cost of acquisition and operation.

Features

- **Capture:** Batches of documents can be scanned and automatically entered into the system with indexing performed by N2 indexing service. The Web Scan feature enables user to scan and upload to repository from remote locations.
- **Store:** Storage of documents is organized in magnetic file system repositories or MSSQL/Oracle repository. The file system repository can utilize NAS or SAN storage sub systems.
- **Profile:** Documents can be categorized and organized into appropriate folders using configurable templates based on business rules unique to the organization. User-Defined attributes and indexes can be attached to this documents and folders for easy search and retrieval.
- **Retrieval:** Documents can be retrieved easily from across document and folder templates using attribute & full-text search.
- **Document Viewing:** In-built multi file format viewer supports document viewing and annotations. It allows the user to view document formats including TIFF, PDF, Microsoft Office documents, GIF, JPEG, RTF, HTML and more. Optional modules can handle CAD files.
- **Security:** Controls access to documents and objects using 2 levels of security
 - **Level 1 : Authentication**
 - N2 internal authentication
 - N2 external authentication using windows 2000/2003 Active Directory Services
 - **Level 2 :**
 - **Authorization:** Document access and permissions are guided using Roles and ACLs.
- **Collaboration:** N2 provides for various ways of document collaboration and routing can be handled using the Workflow feature.
- **Revise:** Allows document collaboration and revisions using annotations, which can be placed over documents as a part of revision cycle.
- **Integration:** Allows integrating with external applications using web service interface to collaborate documents for business processes.
- **Digital Signature:** N2 provides Digital Signature and Document Encryption to ensure record and document authenticity, integrity and confidentiality. The document can be digitally signed and verified to ensure authenticity. The feature of cosign allows multiple user approval.
- **Email Integration:** Allows fetching of emails and attachments as document within N2. Mails can be sent from N2 and tracked at the same time.
- **Compliance:** The application is compliant to International & National standards like CFR 21 Part 11, SOX, HIPAA and more.
- **Reports:** Provides comprehensive reports on User activity and document activities



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Contact Us

SoluSoft, Inc.

300 Willow Street South
North Andover, MA
01845
Tel: (978) 681-6600
<http://www.solu-soft.com>

SoluSoft Technologies Pvt. Ltd.

A-704/705, Shapath IV
S.G. Highway
Ahmedabad-380051
Gujarat, India
Tel: (91) 79 - 30073211/12
<http://solusofttech.com>

Benefits

- Enterprise wide solution with strong integration capabilities
- Integrates document scanning, indexing and storage
- Single repository of documents for the entire company
- Multiple versions of documents and history of versions are stored
- Enforces specific rights of document sharing
- Effective routing of documents using Workflow services
- Provides integrity utility that will keep track of all databases, records and user related documents
- Ensure strict security with user authentication and authorization

Modules

Document Management

The Document Management module offers various features for streamlining document storage and retrieval. It has the following functions:

- Web Scanning from remote client locations
- Categorizing & classifying documents
- Organize documents into folders and sub-folders
- Pre-defined & ad-doc document creation
- Bulk document import
- Document indexing
- Supports document viewing capabilities
- Provides features like document Zoom-in, Zoom-out, Rotate etc
- Check-in/Check-out
- Annotations like highlight, text notes, pre-defined stamps and more
- Publishing and un-publishing documents
- Document logs and Audit Trails

Workflow

The application has an in-built workflow designer to cater to the business flows. The user has the scope to design, modify and customize the view of work using this tool. It supports for escalations and notifications. The system supports following types of workflow:

- **Hierarchical Workflow:** Resembles top-to-bottom and bottom-to-top flow and routing
- **Queue based Workflow:** Allows multiple user participation. It allows users to route documents or folders containing documents through pre-defined routes based on business rules
- **Free Flow:** The document and folder sharing flow is not restricted by rules and hierarchy. This is a preferred mode of collaboration amongst cross groups. Hence, can be routed from any user to any user.

Search

Document Search is performed using Attribute & Full-Text search. Search module has the following features:

- Broad search within Documents and Folders
- Document search by file extension, filename, creation date, modification date etc.
- Performs document search using user-defined index values
- Extensive Full Text Search on documents
- Supports combination logical search to narrow down result

Administrative Module

The application has a user friendly UI which can be configured as per business rules and processes. The Administrative module has extensive features to enable administrator organize the system for their precise business needs. The Admin panel offers following functions:

- Create Users
- Assign Roles & ACLs to Users
- Create Templates and assign ACLs
- Create and assign User-defined attributes
- Define import rules and policies
- Import Active Directory Users
- Integration using web services and plug-ins
- Track mails and work items

Business Values

- Supports document-intensive business processes
- Efficient Collaboration with ability to eliminate time delays and reduce costs
- Highly scalable solution with ability to define multiple volumes across different machines for storing data across machines
- Lower ongoing cost of acquisition and operation
- Robust and Scalable architecture to handle terabytes of data
- Enhances work practices by automating key document management functions
- Increases productivity by providing a single point access to documents
- Adheres to information management compliance regulations
- Provides efficiency of access and saves storage space
- Improved document access results in rapid approvals and significantly decreases time in information sharing.