

logIQDoc™ – Enterprise Document Management System

logIQDoc™ is an electronic document management system of the next generation, which systematically manages and utilizes the unstructured digital information from inside and outside the company.

The simple yet powerful features of logIQDoc™ automates and simplifies the management of documents throughout their entire life cycle (Capture, Create, Classify, Share & Protect, Retain, Archive and Destroy) of critical business documents and records. logIQDoc™ will also reduce your risk and costs associated with a growing number of regulatory compliance.

If you implemented a document management solution that only helped you locate documents easily in your organization, that alone would provide huge savings. But why stop there? Now let's say you are able to find documents quickly. There are still some issues to address:

- How do you know that the document you found is the most current and accurate version?
- There are hundreds of embarrassing stories about wrong documents getting to customers, users or vendors. Can you think of instances where something like this could make you lose an account, or damage a relationship with one of your customers, partners, or vendors?
- In light of recent developments, do you know if you are in compliance with regulatory rules regarding document capturing and retention? Is your business-critical information floating around in unsecured laptops, instead of a centralized repository with airtight security?
- Are your most important documents stored where they're not readily available, or are they stored where they can be securely retrieved from anywhere where there's an Internet connection?
- How do you know when critical information in your organization changes? If you depend on others to give you the information, you may never know.
- Are you willing to trust emails and hallway conversations as a means of distributing must-know information?

We now live in a world where chasing the information that you need has become increasingly a dead-end pursuit. Use the logIQDoc™ and make the documents work for you.

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Business Benefits of logIQDoc™ – executive overview

Regulatory Compliance with public and industry regulations

A critical factor in regulatory compliance is a centralized repository of business documents and records that are tightly managed. logIQDoc™ provides this effective centralized solution that helps streamline the capture, classification, auditing and management of critical business records and documents.

The logIQDoc™ Document Management Software solution allows organizations to create and manage a set of uniform models for retention, security, classification, search, retrieval and automatic notification and alerts for changing content. The benefits of such a system quickly become more obvious in the ever changing landscape of business where non-compliance may mean costly fines, sanctions, litigation and personal liability.

Rapid ROI (Return of Investment). Save time and money.

Recent surveys and research indicate that searching for documents accounts for more than 4 hours a month for the average employee. Lost documents that must be recreated account for more than 6 hours a month.

To solve this problem, the logIQDoc™ document management software system offers a very powerful and flexible search tool that will help you find documents within seconds. You can search on the document's title, author, creation date, keywords, or many other kinds of meta-information. You can search through the actual contents of the documents stored in logIQDoc™. Every document is automatically full-text indexed, which means you can find precisely what you're looking for every time.

The logIQDoc™ system can easily pay for itself in just months given the increased ability for users to locate the information they need. Productivity gains are only part of the picture. logIQDoc™ also saves you valuable resources by centralizing and managing a function typically spread over countless applications and systems.

Finally, there's the very real value associated with your peace of mind - knowing that all of your critical corporate files and documents are centralized, secured, versioned, and instantly recoverable.

Get Document Management power at a price you can afford.

logIQDoc™ offers powerful features that are typically only found in document management software applications costing hundreds of thousands of euro.

Tons of features make it easier than ever before to create, store, secure, distribute, edit, track, manage, restore, share, and audit your valuable information assets, without going through the unnecessary sophistication (and expense) of some goliath DMS systems.

Promote knowledge sharing

logIQDoc™ makes sharing information very easy. Changes to existing documents and newly created content are immediately and automatically communicated users, customers and partners. logIQDoc™ offers a vast number of features that are well beyond the offerings of traditional document management applications.

You will be able to offer services to your internal and external customers, vendors, suppliers, and anyone else you need to collaborate with. You'll be able to instantly provide secure access to

important business documents to whoever needs it. logIQDoc™ will take you beyond document management. Every document can behave like a topic in a forum, in which each user can comment and reply to other users.

Preserve Organizational Knowledge

Most likely, your business-critical information is floating around in unsecured laptops, instead of a centralized repository with security. Important documents stored where they're not readily available, instead of being stored where they can be securely retrieved from anywhere where there's an Internet connection.

Do you know when critical information in your organization changes? If you depend on others to give you the information, you may never know. If you are not willing to trust hasty emails and hallway conversations as a means of distributing must-know information, then you should consider logIQDoc™.

Centralized Security.

Not even a "paranoid" security scenario doesn't do you any good when your most critical documents are spread across hundreds or thousands of laptops, PCs, and network drives. Because logIQDoc™ is centralized, it's simple to provide flexible security that works.

The powerful security model restricts access, while the auditing let's you know who viewed and modified what. And because it's centralized, backups are the rule, not the exception.

Audit Trails and Document Tracking.

logIQDoc™ maintains an extensive audit trail of all activity. Group creations, group deletions, document creations/views/edits/deletes and much more are all tracked automatically. An authorized user will be able to see, for example, every user that has ever accessed a document.

Tracking changes to documents, handling procedure documentation, controlling access to sensitive documents are all issues being addressed by governmental and industry regulations.

Search, access and retrieve documents wherever you are.

Provide secure access to critical business documents from anywhere in the world with logIQDoc™ Document Management Software. All you need is an Internet connection and an established web browser (IE or Firefox).

Integrated full-text searching and powerful advanced search features make it simple to locate exactly what you need from wherever you are. That means no more wasting time trying to find a document, and no time spent recreating content that already exists.

Multi-Language Support.

A single installation of logIQDoc™ can serve your customers and partners from different parts of the World. For generic users, the system automatically detects language settings from a user's browser and defaults to this language setting. Normal users can set their preferred language settings.

Currently the system is available in English, Italian and Romanian. It can be easily translated in any other language by simply editing a xml file and then loading it into the system by using the administrative utilities of logIQDoc.

Use a Microsoft® Certified Product

Insure your investment is in a stable and industry-standard software product, certified by the most important software company in the world.

logIQDoc Enterprise Document Management System has been tested and meets the criteria for the Microsoft “Platform Test for ISV Solutions” program: Platform Test: Windows Server + Managed Code + SQL Server 2005 + Web services and .NET Framework.

Testing was conducted independently by VeriTest, a testing service of Lionbridge Technologies.

Technology Benefits of logIQDoc™ – technical overview

Instant Deployment, Remote Administration

Since logIQDoc™ is completely centralized and the access browser based, deployment will be very easy. A typical installation and deployment takes only a few hours. Because it is fully browser-based, deployment across your enterprise will be effortless.

The logIQDoc™ document management system only requires a server side installation that has a few easy steps. There are no client-side mandatory components to install.

After deployment, all logIQDoc™ administration functions can be performed remotely using the web browser interface. Using the “Import From FileSystem” tool, you can import all of your existing documents into logIQDoc™.

No training required for System Administrators

Training for System Administrators is not required. The documentation and the Help system will be sufficient for an administrator with experience in managing an NT/200x network.

Integrated Security

logIQDoc™ works seamlessly with Windows Active Directory security (and any other directory using the LDAP standard) for managing users and user groups. It also has a built-in security module to authenticate and manage outside users (accounts for external users, partners and vendors can easily be created and managed directly from within logIQDoc™). Domain security can be implemented to create isolated work areas in which users can create, share, and manage documents without knowing about other domains.

Web Services API

Your in-house applications can be integrated easily into logIQDoc™. Systems or applications lacking content and document control features can be enhanced and extended by integrating them with logIQDoc™. The Web Services API will allow your developers to access core functions by making a series of simple HTTP calls.

Microsoft Office™ Integration

By using the logIQDoc Office Integration Addin, you can extend the standard functionality of the Microsoft Office™ and open/save documents directly from/into logIQDoc using your user and password credentials. Since it is using the Web Services API of logIQDoc, you can do it from anywhere there is a internet connection. For slow networks, you can use the compressed communication options.

Native Format Publishing

Whether you work in words, images, audio, video or scanned documents, logIQDoc™ can manage any type of document or file in its native format. It allows users to create, manage, share and distribute almost any form of electronic document using any desktop software or tool. No need to convert documents to common formats such as PDF and HTML.

Less user training is required

The intuitive interface makes using it easy. The users will understand and begin using logIQDoc™ within minutes, without any training. With the groups on the left and the documents on the right, and by having the details on the bottom, logIQDoc™ looks and feels just like Windows Explorer or Microsoft Outlook, an interface familiar to almost all users.

Get rid of the mapped drives

logIQDoc™ allows you to share information on drives that are not shared, so you can go ahead and get rid of all the mapped drives. Implementing and maintaining security on these mapped drives will no longer be an issue.

Recovery of deleted documents

logIQDoc™ implements two levels of recovery: the deleted documents are recoverable by the user itself, since the document is non actually deleted but moved to the user recycle-bin. One the user empties his recycle-bin, the document is not actually deleted, but moved again to the domain recyclebin. From here, the System Administrator or the Domain Administrator can still access the document and eventually recover them.

Proven Technologies

logIQDoc™ uses the latest state-of-the art technologies. AJAX is giving the user interface a “desktop application” look and feel while running into a standard browser. Log4net middleware is providing the support for applicaton logging. iBatis data mapper middleware is isolating the data access from the details of the database used while giving the possibility of using a wide range of commercial and open source databases. OpenOffice API is being used for generating documents by using form templates.

No third party closed-source component is being used, any technology used that is not coming from Microsoft itself (Dot Net Framework 2.0, Windows Communication Foundation, Windows Search) is opensource, thus reducing consistently the technologies-connected risk.

logIQDoc Enterprise Document Management System has been tested and meets the criteria for the Microsoft “Platform Test for ISV Solutions” program: Platform Test: Windows Server + Managed Code + SQL Server 2005 + Web services and .NET Framework.

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Scalable Architecture

The distributed architecture of logIQDoc™ allows you to install the different components of logIQDoc™ across multiple servers to achieve load balancing. You can use more servers to participate in managing your information with speed and confidence.

Hardware and software requirements

Server requirements (minimal):

Pentium 4 or higher processor

Minimum 1 GB of RAM

500MB disk space

Windows Server 2003 SP2; Windows XP Professional SP2

Internet Information Server (IIS) with ASP.NET Support

.NET Framework Version 3.0 with appropriate Service Pack

One of the following DBMS platforms

MS SQL Server 7, 200x, SQL Server Express

Oracle 8i, 9i, 10i

DB2

MySQL 4.1 and up

Postgress

Firebird

(more details: [iBatis supported databases](#))

Client requirements:

- For browser based access: Windows Family, MAC OS, Linux Family with Internet Explorer 7 and up, Firefox 2.x – 3.x, Safari 3x
- For Microsoft® Office Integration based access: Windows Family with Microsoft Office 2003, XP or 2007 installed + .NET Framework Version 3.0