



Dastavez DOCUMENT MANAGEMENT SYSTEM

“A One-stop Solution For All Your
Document Management Needs.”

GET DEMO:

www.dastavez-ecm.com

Features:

- ✓ Digital Archiving.
- ✓ Version Control.
- ✓ Interactive Dashboard.
- ✓ Encrypted Digital Signature.
- ✓ Document sharing i.e. Public or Private.
- ✓ OCR Enabled.
- ✓ Elastic Search.
- ✓ Annotation.
- ✓ Document Zonning for limitless scanning.
- ✓ QR Code processing.
- ✓ Intelligent Document Capture.
- ✓ Workflow with pre-defined templates.
- ✓ Powerful Integration Module.

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Benefits:

- ✓ Reduced Operational Cost.
- ✓ Fast Document Retrieval.
- ✓ Effective Team Collaboration.
- ✓ Data Encryption.
- ✓ Low Code Workflow Design.
- ✓ Data Analytical Reports.
- ✓ Role Access Rights.
- ✓ Integrate via Rest or Soap api.
- ✓ Improve Regulatory Compliance.
- ✓ Electronic Approval with E-Signature.
- ✓ Auto Email Notifications.
- ✓ Documents free from Theft or Fire.
- ✓ Accessibility from anywhere.

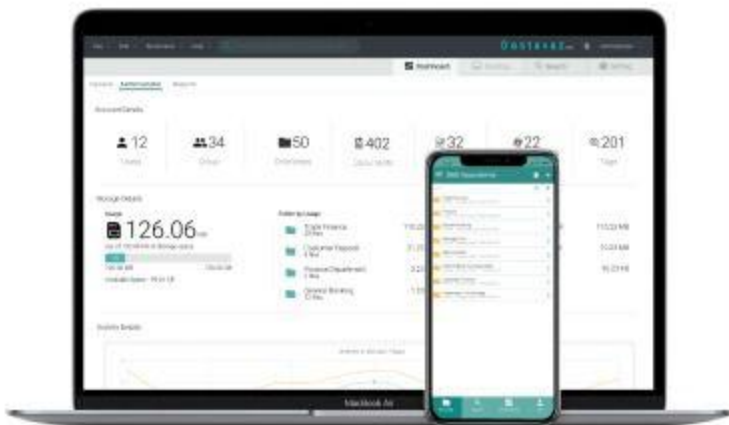
About Dastavez

Dastavez ECM is an enterprise application which offers & helpful in adopting digitalization culture across the organization.

It has user-friendly interface with low code workflow automation & other out of the box functionalities which are required in today's corporate environment. Dastavez ECM protects & archive all corporate documents at one place with enhanced security layers & secured access rights.

Strengthen your Operations and Compliance

Enterprise Document Management



Integrate and Auto Verify Docs

10% Early bird discount
Promo runs till Sep 2020

Streamline
unstructured
Information and
Business Process

GET DEMO!

Your operation and
business process are
right at your fingertips!



Business Process and Record
Document Management



Capture, Process,
Workflow Engine Elastic Search



Archival Lifecycle, Public or
Private Content Distribution



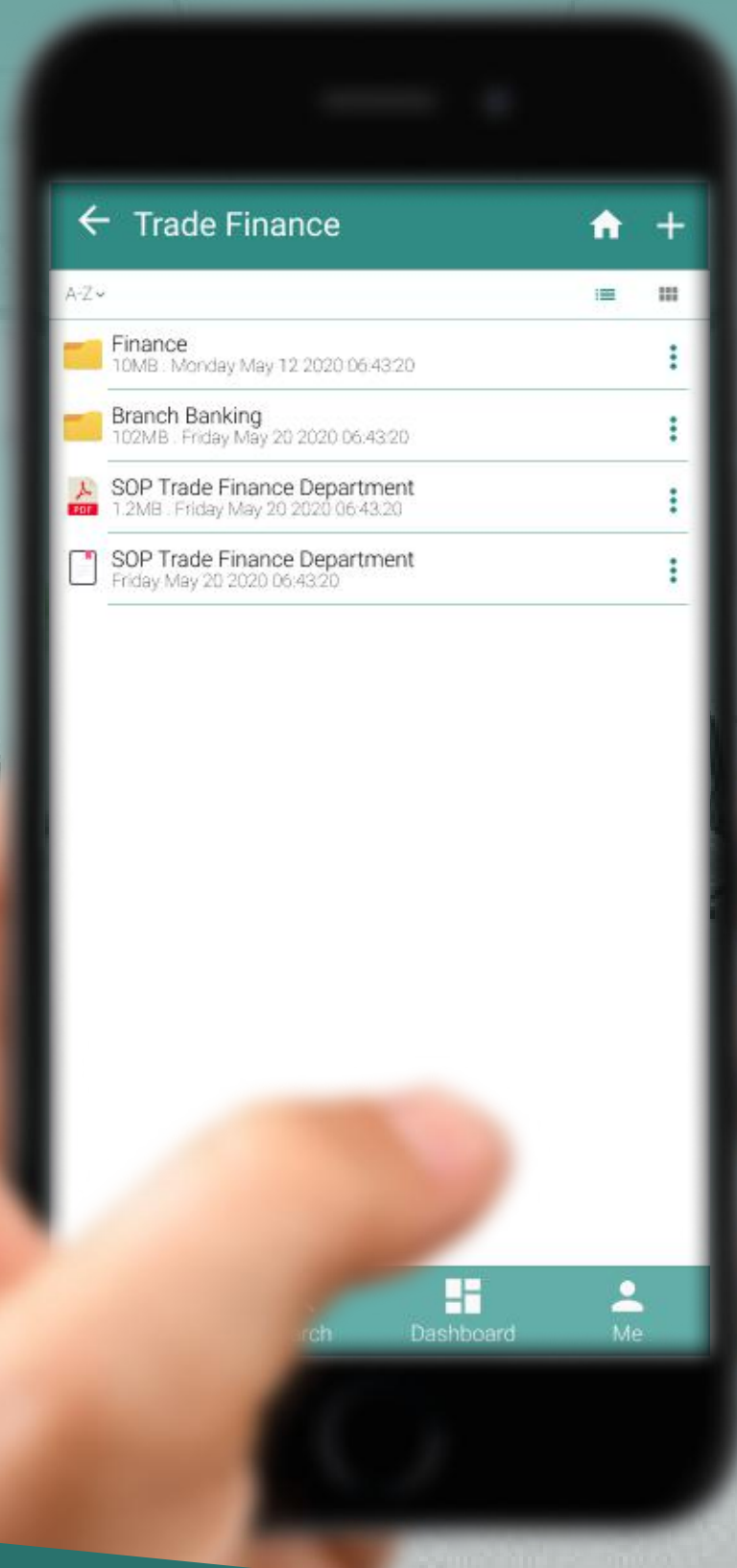
Onboarding, Profiling, Screening &
Monitoring against Watchlist



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Dastavez - ECM

Move your enterprise to the next level
Document archiving - Content Management - Business Process Management

Optimize, Automate and Transform your Business Processes

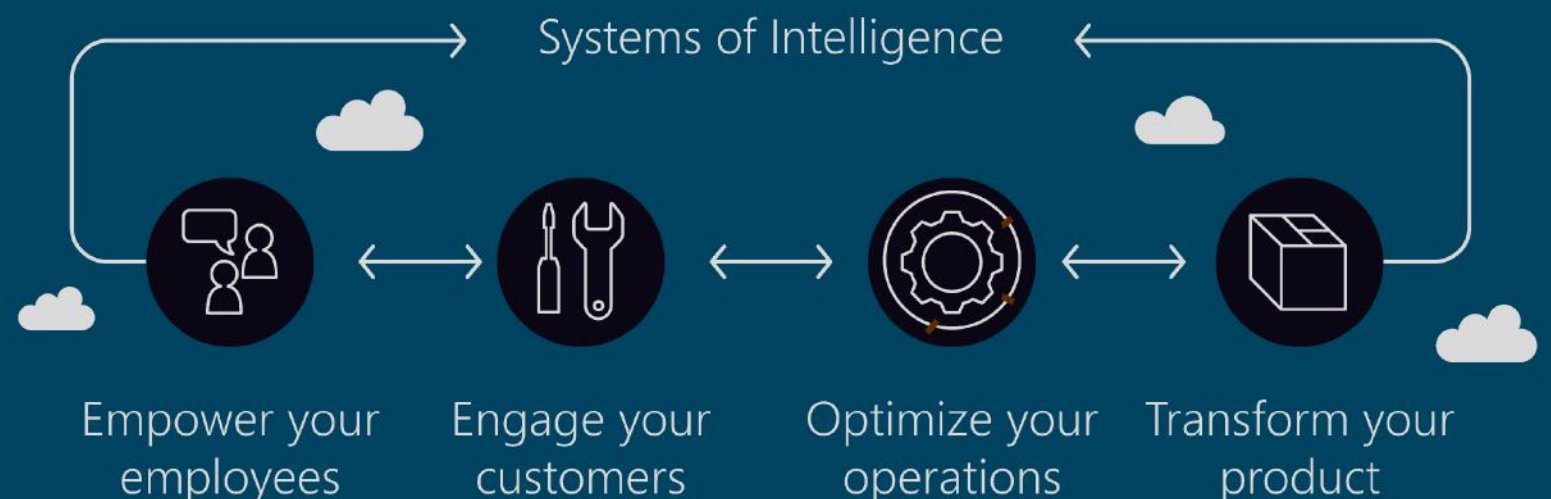
1. **Improved Business Agility:** Allows organization to pause business processes, implement changes & re-execute them.
2. **Automation:** Streamline your business operations through automation with less human interaction.
3. **Reduced Cost & Increase Revenue:** Unique solution which helps to decrease overhead/labor cost & human resource & leads to higher profit.
4. **Higher Efficiency:** The integration of different business processes can bring the potential for end-to-end improvement in business process efficiency.

This is where the path to Digital transformation begins.

Dastavez-ECM guides organizations to a higher state of productivity, seamlessly connecting imaging with document and records management to manage all enterprise content.

It's simplicity and convenience jump to next level. Install and implement this professional and high-quality with cutting-edge business process management too, reduces cost and complexity by helping automate, optimize and transform business processes.

Digital Transformation





Dastavez ECM at a Glance

- ✎ **Accessibility:** Enable accessibility to documents and folders through standard web browser
- ✎ **Advanced Search:** Instantly generate searchable text on scanned and electronic documents using optical character recognition (OCR) and full-text indexing
- ✎ **Enterprise Architecture Modeling:** Includes end to end Business Process Management facility with out of box cross platform integration and automation with other systems.
- ✎ **Annotation:** Enable users to better collaborate during document processing, without affecting the original document or other annotations.
- ✎ **Version Control:** Revision control management track all the changes made over time by different users in the document.
- ✎ **Digital Signature:** Sign authenticity or data integrity proof within & outside the business organization
- ✎ **Quick Decision with KPI Measurement:** It offers KPI values to achieve organizational targets plus integration with powerful reporting capabilities.
- ✎ **Social Collaboration:** From document sharing to business approval cycles, allows users collaboration in terms of business activities.

Business Process Automation

- ❏ Create user task forms in linear or stepper mode
- ❏ Dynamic & Controlled Process Access Rights
- ❏ Due Process auto start functionality with performance history
- ❏ External forms can be embedded anywhere or website page to get information for execution of process
- ❏ Statistical KPI values can be seen for better decision making
- ❏ Email Notifications, SMS & Whatsapp messages can be enabled at every process status
- ❏ Payment Method for receiving customer payments can be integrated in any business process
- ❏ Audit Trail is available for any business process

The screenshot displays the Dastavez Business Process Automation software interface. The top navigation bar includes 'File', 'Help', and the 'Dastavez' logo with a user profile 'Administrator'. The main workspace shows a 'PayrollProcess' flowchart with tasks such as 'Store Payroll Task', 'DEO Task', and 'Supervisor Task'. A sidebar on the left contains a 'Toolbox' with event types (Start, Message Start, Timer Start, End, Terminate, Intermediate) and a list of 'Activities' (Assigned, Drafts, Available, Completed). Below the sidebar, a table lists process instances with columns for Process, Task, Instance, Due Date, Priority, and Date Assigned. A 'Task Information' panel on the right provides details for the 'Store Payroll Task'.

Process	Task	Instance	Due Date	Priority	Date Assigned
PayrollProcess	Store Payroll Task	PayrollProcess # 1	16-Mar-2021	Normal	16-Mar-2021
PayrollProcess	DEO Task	PayrollProcess # 1	16-Mar-2021	Medium	16-Mar-2021
PayrollProcess	QC Task	PayrollProcess # 1	16-Mar-2021	Medium	16-Mar-2021
PayrollProcess	DEO Task	PayrollProcess # 1	16-Mar-2021	Medium	16-Mar-2021
PayrollProcess	QC Task	PayrollProcess # 1	16-Mar-2021	Medium	16-Mar-2021
PayrollProcess	Printing Dispatch Task	PayrollProcess # 1	16-Mar-2021	Urgent	16-Mar-2021
PayrollProcess	Store Payroll Task	PayrollProcess # 2	16-Mar-2021	Normal	16-Mar-2021
PayrollProcess	DEO Task	PayrollProcess # 2	16-Mar-2021	Medium	16-Mar-2021
PayrollProcess	Store Payroll Task	PayrollProcess # 2	16-Mar-2021	Normal	16-Mar-2021
PayrollProcess	DEO Task	PayrollProcess # 2	16-Mar-2021	Medium	16-Mar-2021
PayrollProcess	QC Task	PayrollProcess # 2	16-Mar-2021	Medium	16-Mar-2021
PayrollProcess	Printing Dispatch Task	PayrollProcess # 2	16-Mar-2021	Urgent	16-Mar-2021

Task Information
Assigned to: StoreMgr
Date Assigned: 16-Mar-2021
Due Date: 16-Mar-2021
Creation Date: 16-Mar-2021
Priority: Normal
Team: No Team

Collaboration with Digital Security

- ❏ Participate in business processes from anywhere by approving documents and viewing their approval history directly in the details pane
- ❏ Hold discussions, ask and answer questions, and create task lists directly on a document or folder
- ❏ Track, display and compare document versions for easy review
- ❏ Generate, Sign and validate documents with individual digital signatures.
- ❏ Perform routine searches in one click with custom quick searches that save search preferences

The screenshot displays the Dastavez ECM web application. The top navigation bar includes a search bar with the placeholder text "search any document or inside template data", the Dastavez ECM logo, and a user profile dropdown for "Administartor". The left sidebar shows a folder tree with "DMS Repositories" expanded, containing "Trade Finance", "Customers", "Al Shagma Branch", and "General Research And Development". The main content area shows a document list for the path "/DMS Repositories/General Research And Development". The list has columns for checkboxes, Type (PDF icon), Name, Size, Update date, and Author. The document "ERP Analysis" is selected. Below the list, a "Notes" pane is open, showing two notes from "Administartor". The first note says "The content research look nicely conducted. Add more value to user" and was created at 2020-08-15 16:02:00. The second note says "The need for making rapid decision based on the analysis of the complex data lead to the use of ERP systems. In the beginning ERP systems were limited to large organizations." and was also created at 2020-08-15 16:02:41. At the bottom, there is a text area labeled "Add Notes/Comments".

	Type	Name	Size	Update date	Author
<input type="checkbox"/>	PDF	New Analysis for Marketing	47.41 KB	Thursday August 13 2020 13:19:07	okmAdmin
<input type="checkbox"/>	PDF	MBC-091-ASAlkhas	47.41 KB	Thursday August 13 2020 13:17:59	okmAdmin
<input checked="" type="checkbox"/>	PDF	ERP Analysis	373.38 KB	Thursday August 13 2020 08:44:02	okmAdmin
<input type="checkbox"/>	PDF	Process follow		Wednesday August 12 2020 15:52:52	okmAdmin

Properties | **Notes** | History | Preview | Signature | Workflow

Note from Administartor

The content research look nicely conducted. Add more value to user
— Created at 2020-08-15 16:02:00

Note from Administartor

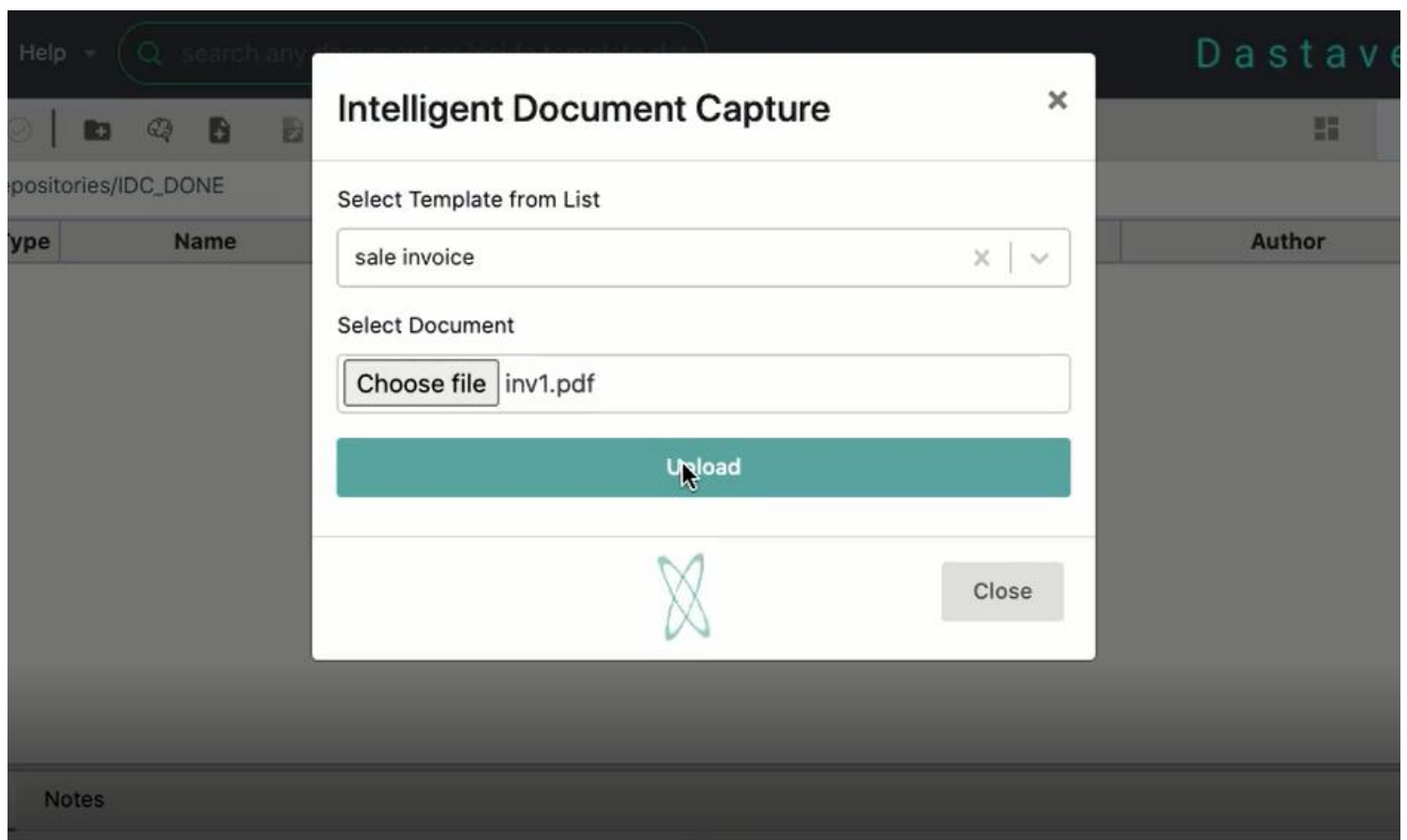
The need for making rapid decision based on the analysis of the complex data lead to the use of ERP systems. In the beginning ERP systems were limited to large organizations.
— Created at 2020-08-15 16:02:41

Add Notes/Comments

*** Hold discussions around documents and folders. Generate Digital Signature and Sign.**

Intelligent Document Capture (IDC)

- ❏ Advanced AI technology can process various structured documents like forms, standard passports, legal documents etc.
- ❏ A wide range of less structured documents with varying layouts, for example, bills, invoices, receipts (including the ones with tables)
- ❏ Enabled to capture handwriting, signatures, and checkboxes
- ❏ Ability to process different file formats such as PDF, PNG, GIF, JPEG, TIFF, BMP, etc.
- ❏ Skewed, rotated, unrelated, or low-resolution scanned documents



** Different IDC process can run simultaneously at a time.*

Quick Response Code Processing (QR Code)

- ❏ Recognize QR-Code and Micro QR-Code in more than 90 different image formats, including PDF
- ❏ Read multiple QR-Code barcodes from black & white, grayscale, paletized and color images
- ❏ Read QR-Code barcode on a full page or on a region of interest
- ❏ Support for ECC error correction algorithm to recognize partially destroyed symbols
- ❏ Extract Data from QR code & auto-fills templates for execution of business processes

Help + Search any document

Repositories/User A

Type	Name	Author
Folder	Reject	okmAdmokm
Folder	Approve	okmAdmokm

Notes

cc39bc50-54e2-11eb-bfa2-33e3ab

User A


QR Code Form

Name

QR Coded Form

Select Document

Choose File PoC Form 1 .pdf



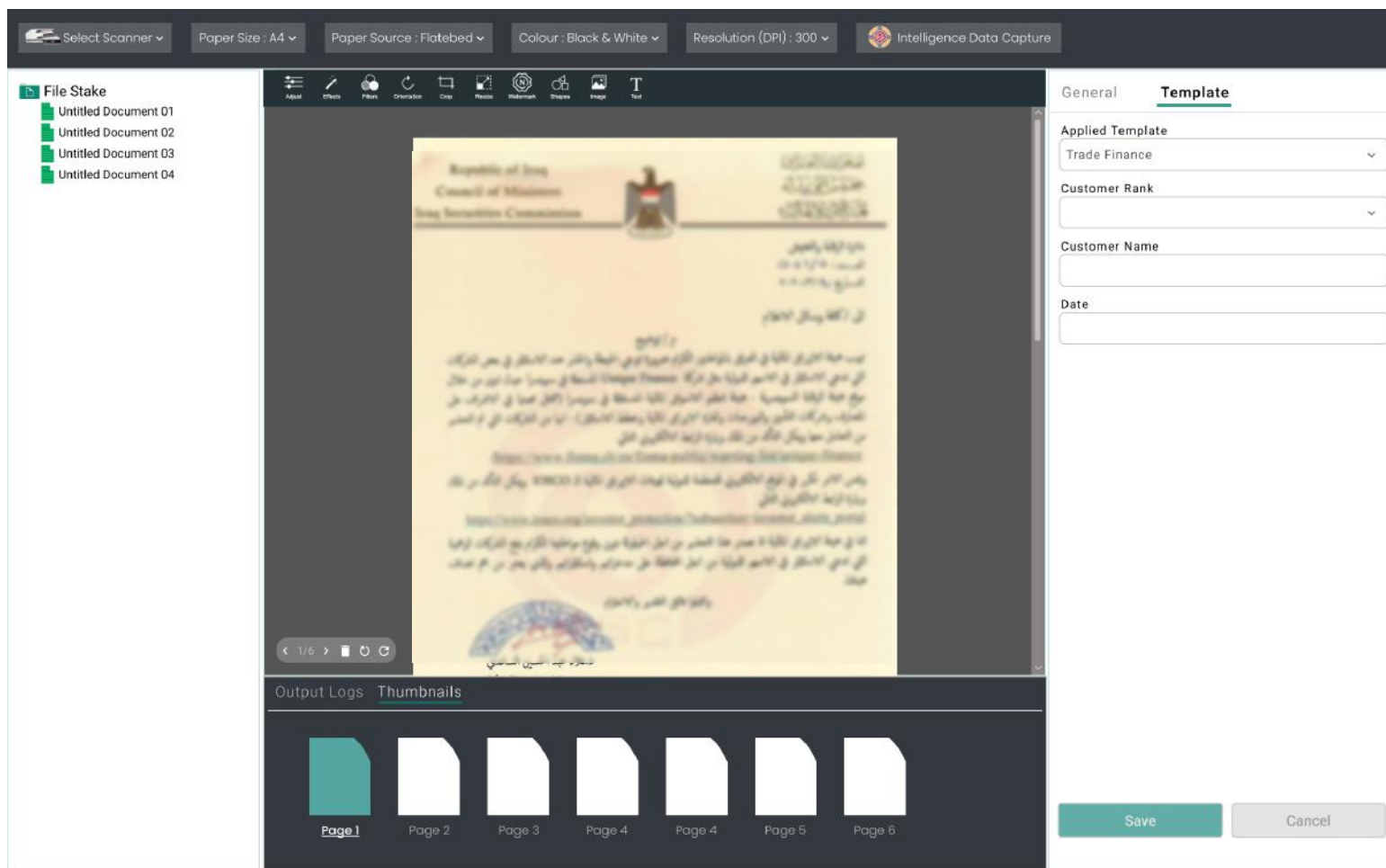
System is reading the QR Code

Upload

* QR coded forms can be process through scanning QR coded documents or uploaded Pdf forms.

Easy Scan and Multi Documents Process with Rules

- ☒ Quickly digitize any document scanned through standard scanner or through mobile app with high scan quality
- ☒ Scanify process can be applied to Zonal-Optical Character Recognition to automate the business process
- ☒ During scanning process, allows resize or re-arrange the pages with UI adjustments
- ☒ Ability to extract data from scanned images & auto-fills in business process templates for execution of pre-defined business Workflow
- ☒ ADF Scanners can be attached to automate bulk processes smartly



*** Attach any scanner with plug and play option**

Quick Documents Search

- ❏ Quick find document through bookmarking, Through dashboard Recently viewed documents
- ❏ Run a quick search of all document text, fields, names and annotations either across the entire repository or within a single folder
- ❏ Use advanced search options to search by document creation date, the names of users who checked out documents and other metadata
- ❏ Find specific words or phrases within document text, metadata, annotations and entry names
- ❏ Perform routine searches in one click with custom quick searches that save search preferences

The screenshot displays the Dastavez ECM interface. At the top, there is a search bar with the text "search any document or inside template data". Below the search bar, a "Bookmarks" dropdown menu is open, showing a list of folders: "Files", "ERP Analysis", "DMS Repositories", "General Research And Development", "Trade Finance", "Customers", "Recycle Bin", and "Search Results". The main area shows a table of documents with columns: "Type", "Name", "Size", "Update date", "Author", and "Version". The document "ERP Analysis" is selected and highlighted in blue. Below the table, there is a "Preview" tab showing the content of the selected document. The preview content includes a table with columns "Max Field Size" and "Type", and a section titled "C. Web Server - CherryPy" which describes the framework and lists its features.

Type	Name	Size	Update date	Author	Version
PDF	New Analysis for Marketing	47.41 KB	Thursday August 13 2020 13:19:07	okmAdmokmAdmin	1.0
PDF	MBC-091-ASAlkhas	47.41 KB	Thursday August 13 2020 13:17:59	okmAdmokmAdmin	1.0
PDF	ERP Analysis	373.38 KB	Thursday August 13 2020 08:44:02	okmAdmokmAdmin	1.0
PDF	Process follow		Wednesday August 12 2020 15:52:52	okmAdmokmAdmin	

Max Field Size	Type
Max Rows per Table	Unlimited
Max Columns per Table	250 - 1600 depending on column types
Max Indexes per Table	Unlimited

C. Web Server - CherryPy

CherryPy is an object-oriented framework which follows python convention. Just like building python application, developers can easily develop web applications using CherryPy [10]. Some of the key features of CherryPy are listed below:

- CherryPy source codes are smaller and structured making it simple and efficient.
- Provides power tools and plugins which can be used to build robust web applications using Python.

The diagram shows a User interacting with a View and a Controller. The User sends a request to the View, which then sends it to the Controller. The Controller sends a response back to the View, which then sends it to the User.

```
graph TD
    User((USER)) -- REQUEST --> View[VIEW]
    View -- RESPONSE --> User
    View -- REQUEST --> Controller[CONTROLLER]
    Controller -- RESPONSE --> View
```

* **Bookmarks favorite documents and folders to view them in the quick access pane.**

The Dastavez-ECM Advantages



Scanify - Capture

Pull the information you need from

- Paper documents and forms
- Electronic documents and forms
- Third party databases, API and applications



Secure

Protect info with comprehensive security features

- Digital signatures
- Role-based authorization and Access control
- Public and private share and audit trails



Search & Retrieve

Instantly locate content from any device using

- Metadata / Tag(s) searches
- Full text elastic search
- Advanced and Quick Search



Automate

Automate resource intensive process

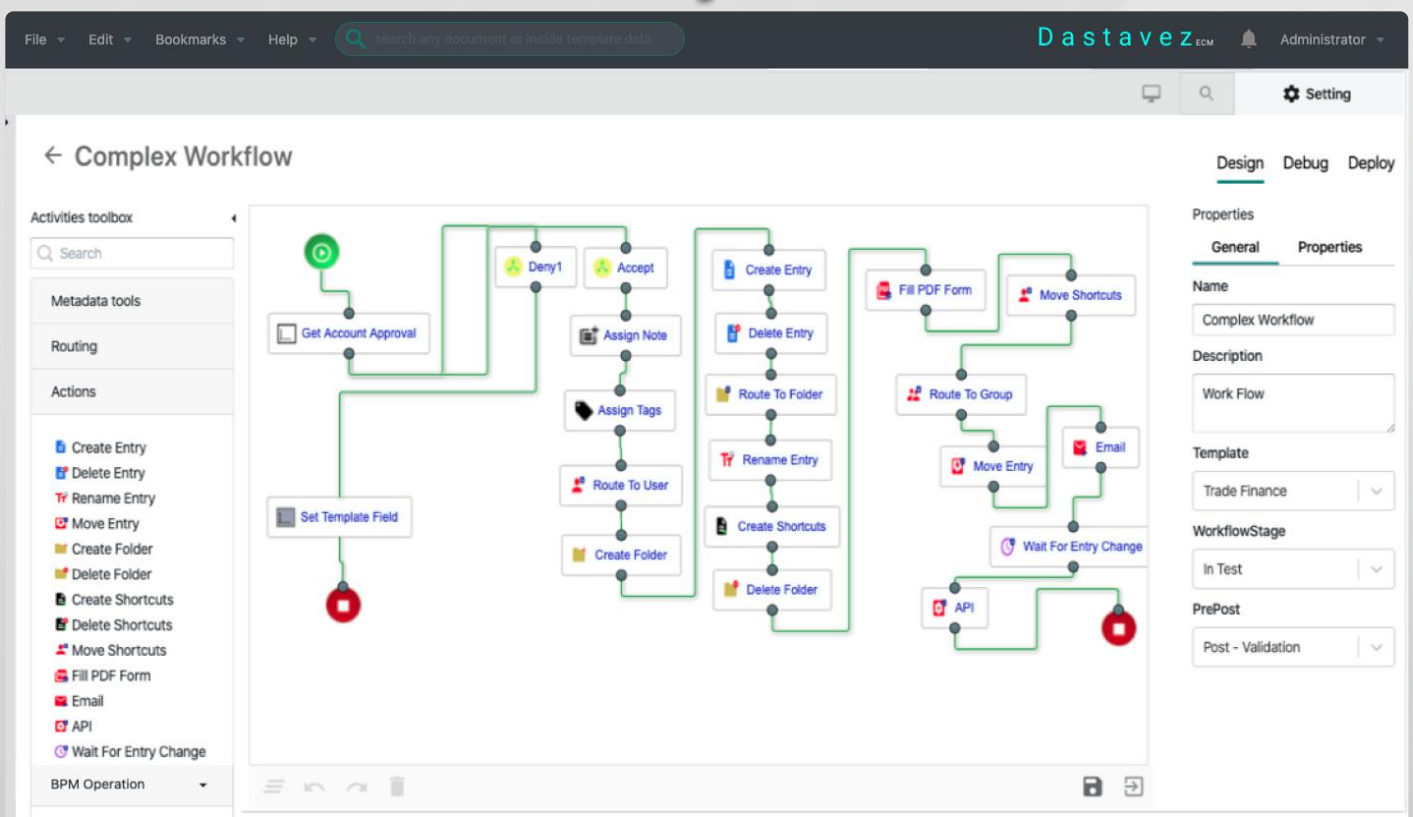
- Auto-name and file documents
- Route a document to a specific folder or user
- Send email, notification, exchange info with other apps



Integrate

Connect Dastavez with applications

- Enterprise Resource Planning (ERP) , Customer Relationship (CRM)
- Banking Application - Temnose T24 & iMal
- Geographic Information Systems (GIS) & Any 3rd party APIs





Fast Deployment with Low Cost of Ownership

- ✎ Access the repository from any computer, tablet or smartphone with a dynamic interface that adapts to any device
- ✎ Create reusable document fields that note key document information, like document author and approval time
- ✎ Automatically file documents on import through scan capture automation scanify.
- ✎ Build standard document templates that can be applied to different documents or folders
- ✎ View and modify a document or folder's templates, fields, tags and links directly from the unified metadata panel
- ✎ Easily duplicate existing filing structures
- ✎ Navigate and preview content with thumbnails of document pages

Dastavez is trusted by large
companies from **financial and other
sector**



Dastavez^{ECM}

Streamline Business Process

Dastavez is the web form based automation, archival & process management application that make it easy to digitally capture, route and approve forms enterprise wide.



Silver Solve is Information Technology solution provider company that provide the best software solution with passion and partnership with ambitious and like-minded people with mission by satisfying theirs.

Top Clientele



Take Next Step

Book a Demo

Dastavez-ecm.com



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