



# indexy® | index it your way!

Nowadays, Information is the most valuable asset of any business. Controlling & Domination of business info is not a luxury effort anymore.

Availability of right information on fly is a key factor of organizations success & growth.

Startups, & SMBs need a central repository of data & information with ease of use, and access to right info. on right time

**indexy** is a filing and indexing management solution that allows organizations to effectively and efficiently capture, index, secure and retrieve digital and paper-based documents and information. **indexy** helps organizations improve operational efficiencies and save money by streamlining collaboration and lowering costs related to the management and storage of business information.

Built on central, web based structure, Indexy easily enables users to build their digital records and streams the mechanism of capturing and retrieving information. Administrators became powerful enough to build all types of indexes themselves, with zero IT skills needed.

**indexy** enables organizations to capture, categorize & classify any type of business information simply & straightforward.

**indexy** enables administrators to create indexes, tables, profiles, index documents, scan shots, media, at a glance.

With **indexy**, no matter what your index is, **indexy** automatically builds appropriate form for it, enables users to start filling data on immediate basis



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**Reduce Paperwork** – Create folders populate them with files, add fields, attach documents and organize all your data.

**Easily retrievable** – it is searchable from anywhere in the library. Easy and simple to use, very simple interface.

**Protected Files** – Managing system and defining security & privileges. Ideal for the HR and Accounts department.

**Attach document in any format** – Word, Excel, Pdf and Jpg files into folders.

**Direct scanning** from scanners (including driverless scanner i1190wn)

**Business Management**– easy to get simple reports to manage business relationships and the data and information associated with them.

**Easy Indexing** – Save Search, Reports and Statistics.

**Customizable** – according to your requirement

**Value for money** – One-time payment for the solution. No recurring annual cost

## indexy Key Features:

- Easy to use browser-based software (works on latest web browsers)
- Multilingual interface – both interface and data (including Arabic, English, ...)
- Ability to add & integrate with specific models of network/wireless scanners (driverless), in addition to standard/desktop scanners
- No limit to create folders, files, or number of scanned pages
- Security module controls the ability to define unlimited number of roles & named users (licensing required for concurrent users), and grant them access to specific screens
- Define the default language for each user, set/reset own password, assign roles.
- Control user access to the already configured network/wireless scanners
- Highly effective permission control, ability to define access permissions on Folder, File, Field Types, down till ability to grant/revoke access permission to specific field in any specified file already been created
- Auto record audit log, and historical information
- Ability to create, modify folder types, and control file types that could be added to them
- Ability to create, modify file types, and doing the following:
  - Define if the file type accepts attachments
  - Define the file view method (flat, section based, tab based)
  - Select field types this file type will consist of
  - Rename selected fields in this file (field's alias name)



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- Decide which fields will be shown in the grid (outlook view)
- Set the aggregation function for specific fields (sum, avg, count)
- Select the section/tab for each field (in case view method is section or tab)
- Reorder fields in this file type
- Ability to create, modify field types, and doing the following:
  - Give common field name, and field title
  - Specify field's control type (text, numeric, date picker, combo box, attachment, checkbox, map)
  - Specify the validation (read only, required)
  - Specify basic properties based on field type (default value, min value, max value, length, pattern)
  - Define the referential master data (manual input, lookup table, saved search) if field type is combo box
- Create lookup tables, and fill master data, in order to feed combo box field types
- Show current logged users, last access time, and ability to kill logged user's session (administrator only)
- Ability to create, modify, save, and delete predefined inquires, and doing the following:
  - Name the Saved Search, and define access privilege (private, public, shared with same role users)
  - Select the file type & folder that saved search will look into
  - Define search criteria fields, search operators, values, and logical operators (and / or)
- Home (dashboard) features:
  - Show files structure by physical location view, file type view, and saved searches view
  - Create, modify, delete folders & sub folders (under physical location view) , name the folder, and specify the folder type that it belong to
  - Show all files contained in selected folder in files grid, shown files categorized by file type, number of files per file type, and ability to free content search for files shown in the grid
  - Sort grid records by any of grid fields, show (sum, avg, count) for specific fields
  - Ability to export grid records to PDF, Word, Excel files
  - Control number of records per grid page
  - Create new file, specify the file type, fill field data, and (attach, wireless scan, scan) required attachments



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- View, modify, delete files that already been created (controlled by user permissions)
- Ability to attach multi attachments per each file
- Ability to attach any type of attachments (image, pdf, word, excel, audio, video...)
- Ability to combine multi pages papers in one attachment
- Keep history log of data, and maintain Audit trail of all actions

**indexy** User Privileges Welcome Back  
22, Sep 2016 0

Search

- Admin1
- Admin
- h...
- Di...
- E...
- Omar
- Info...
- Admin2
- Ahmad
- Omar

Folder Types	File Types	Field Types	Hierarchy	
<input type="checkbox"/>	Add	Edit	Delete	View
Passports	Grant	Grant	Grant	Grant
Petty Cash	Grant	Grant	Grant	Grant
Invoices Folder	Grant	Grant	Grant	Grant
InfolnputFolderType	Grant	Grant	Grant	Grant
New Folder	Grant	Grant	Grant	Grant

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**indexy** Fields

Search

- duplicatingtest
- comboManual
- comboLookup
- PassportNo
- PassportIssueDate
- EmployeeName
- PettyCashStatus
- PettyCashDesc
- ApprovedBy
- Amount
- Name
- Certification
- Age
- Image

Name: Amount

Description:

Control Type: Text Box

**Basic Properties**

Title: Amount

Text Content:

Place Holder:

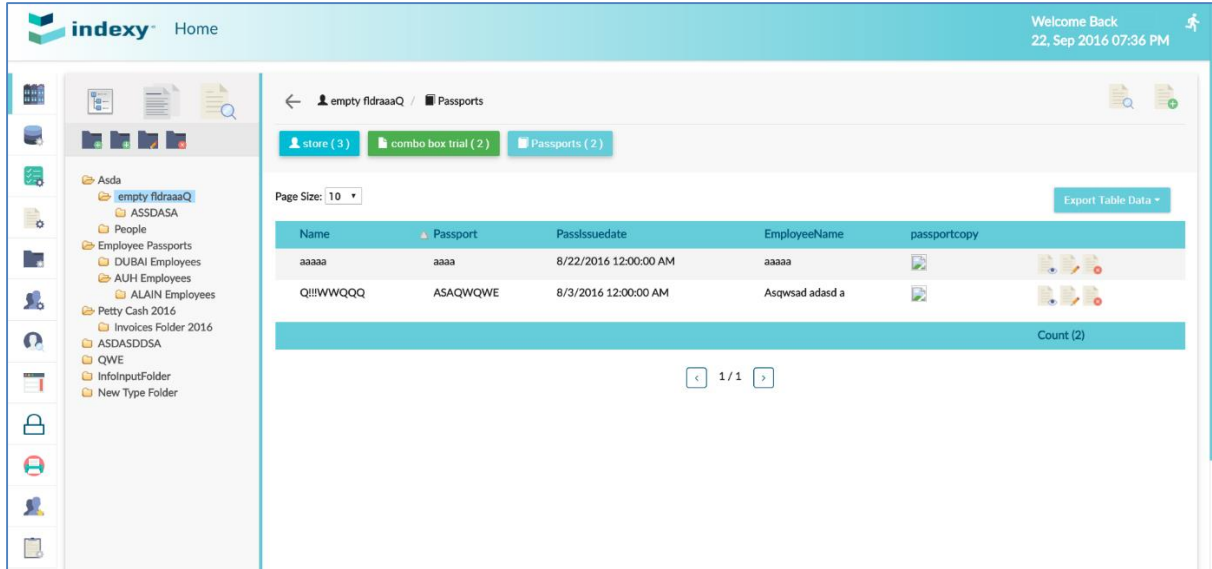
Max Length: 1000

Validation:  ReadOnly  Required  None

Pattern: Select Pattern....



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**indexy is not just a scanning & indexing solution, it's a total Information Management Solution that could be utilized as per needs of your business**