



N2 Workflow & Document Management System

N2 is a revolutionary web-based Workflow and Document Content Management System built using the latest standards and technology. Workflow and Document Management Systems help organizations better manage the creation, revision, approval, consumption, and collaboration of electronic documents. N2 enables you to improve the accessibility, usability, security, and control over your paper and electronic documents. It provides the highest functionality at the lowest ongoing cost of acquisition and operation.

Key Benefits

- Web browser based scanning
- Document scanning, indexing and storage
- Supports document-intensive business process
- Single repository of documents for the entire company
- Multiple versions of documents with history are maintained and stored
- Document sharing with specific permission
- Effective routing and tracking of e-documents using workflow services
- Integrity utility to check and track document database
- Authentication and authorization with Roles and Access Control Lists (ACLs)
- Document access from anywhere using web browser
- Lowest ongoing cost of acquisition and operation
- Supports English, Arabic, and Hindi

The Power of Universal Viewing

The universal viewer for all documents does not require users of the system to have a locally installed application on their machines. N2 can run in your Windows Internet Explorer Browser making deployment to the desktop much easier. It manages document formats including TIFF, Adobe PDF, Microsoft Word, Excel, PowerPoint, GIF, JPEG, RTF, HTML and dozens more. Optional modules also handle CAD files.

Compliance

Compliant with 21CFR PART 11, SOX, and HIPAA.

Industries Served

- Insurance
- Government
- Life Sciences
- Education
- Finance
- Marketing
- Multimedia
- Customer Services
- Advertising
- Publishing
- Packaging

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Key Features

■ Capture

Documents can be captured in batch mode or by a user in single-document mode. Documents of pre-defined format and Ad-Hoc office documents can be created within the application.

■ Repository

Documents are stored on magnetic file system repositories or an MS SQL or Oracle repository. The file system repository can utilize a NAS or SAN storage sub system.

■ Workflow management

N2 provides three types of workflow

- a) Hierarchical workflow based on user hierarchy
- b) Rule based workflow where multiple users can participate at each step. It allows users to route documents, or folders containing documents, automatically through the process based on customer defined rules
- c) Free-flow allows the routing of work items to and from any role or user

■ Search

Users can find documents and/or folders using Attributes or Properties. For content-based searches Text Search utilizes text, phrase, Boolean, Group, Fuzzy, Field, Range, and Wildcard searches.

■ Digital Signature

N2 provides Digital Signature and Document Encryption to ensure record and document authenticity, integrity and confidentiality. The cosign feature allows multiple user approvals.

■ Mail

Mail content & attachments can be fetched as document within the application. Additionally, documents can be mailed from N2 as well.

■ Security

Access to documents and objects is controlled by user authentication using either N2 authentication or Windows Active Directory Services combined with authorization using Roles and Access Control Lists (ACLs).

■ Integration

Interfaces to external systems can be developed to link documents to existing business processes and external systems.

■ Web Scan

The Web Scan feature enables users to scan documents over the web. It allows the scanning of documents and uploads them to the N2 repository. It can be uploaded as a new document, or a page can be appended, inserted or replaced within an existing document.

■ Compliance

Compliant with 21CFR PART 11, SOX, ISO 17799 and HIPAA.

■ Profile

Documents are indexed using configurable templates and organized into folders accordingly.

■ View

Rich multi file format viewer provides both viewing and annotation capabilities for all documents.

■ Revise

Document revisions are controlled and annotations are stored separately. A history of all changes is maintained in the document revision history.

■ Audit Trails & Logs

Document versions are maintained by the system. It maintains logs for document, attributes, & outgoing mails.