



Streamlining Business Operations **Across Industries**

ABOUT US

Revolutionise the Way You Work

DocMgt Africa is a web-based document management system designed for mobile and desktop users. It is affordable and provides all the features you need to automate business applications.

COMPREHENSIVE FEATURES



Access DocMgt Africa on virtually any internet-enabled device from any location



Enhanced security gives you peace of mind and the freedom to grow without worry



Work seamlessly with people inside and outside of your organization



Get instant feedback on performance using enhanced charts



Automate your manual processes and update your outdated processes



Let us host in the cloud or host it in your own infrastructure

Benefits of cloud

SAFE AND SECURE CLOUD HOSTING WITH BACKUPS



Always Available

Online and available any time day or night



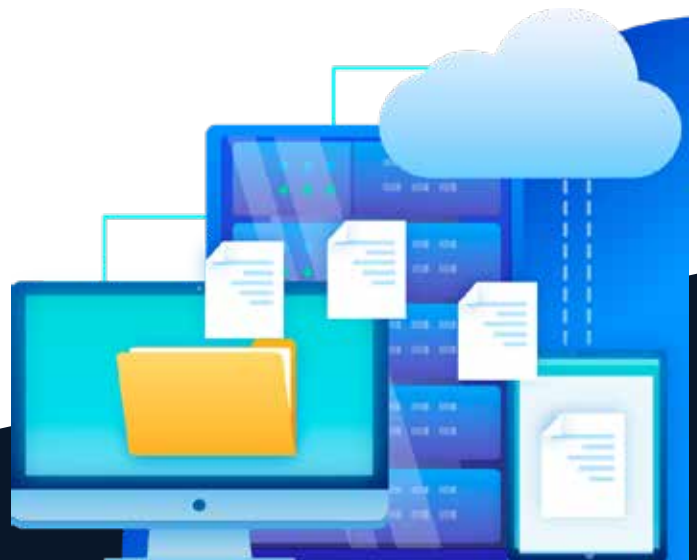
Hosted in Azure

Hosted in Microsoft Azure for the best uptime in the business



Machine Learning

Full content searching using state-of-the-art machine learning technology



INDUSTRY APPLICATIONS



Everything You'll Need

- **Machine Learning:** Index invoices automatically using state-of-the-art Machine Learning technology
- **Cloud Access:** Access DocMgt Africa on virtually any internet-enabled device from any location
- **Collaboration:** Work seamlessly with people inside and outside of your organization
- **Security:** Enhanced security gives you peace of mind and the freedom to grow without worry
- **Reporting:** Get instant feedback on performance using enhanced reports and charts
- **Cloud or Premise:** Let us host in the cloud or host it in your own infrastructure
- **Approvals:** Approve invoices more efficiently using workflow automation
- **Customize your Process:** Customize the system to fit your individual process requirements
- **Scalability:** Whether you process 50 invoices a month or 50,000, DocMgt has the power to help



Integrate with your accounting system to reduce double entry



Track your discounts and approval timelines



Review and approve remotely through a secure portal

*Paying bills isn't fun but
DocMgt Africa makes it*





Education



Collaboration

Teachers and Staff can work directly with Students and Parents from within DocMgt Africa

- Change of Information
- Admissions Forms
- Sign-Up Sheets



Progress Charting

Keep track of student progress and other class-level measurements with DocMgt Africa enhanced charting

- Student Progress
- Class Preparedness
- Teaching Goals



Electronic Forms

Convert paper forms into electronic forms to gather and file information more efficiently

- Admissions Forms
- Time Off Requests
- Field Trips

There are numerous applications, solutions, and features of DocMgt Africa that benefit schools.

- Gathering electronic signatures with DocuSign or Adobe Sign
- Collecting information from Students and Parents with Collaboration Portals
- Making information available to the public with Public Access Portals



NGOs

Non-Government Organizations

You're Here for people, not for profit

DocMgt Africa gives you the features you need at a fraction of the cost of other systems!

Electronic Forms

Convert paper forms into electronic forms to gather and file information more efficiently

Collaboration

Your Staff can work directly with Aid Recipients from within DocMgt Africa

Public Access

Provide access to public information in a more efficient and direct way

Related Information

DocMgt Africa is built to make your organization efficient so you can help as many people as possible with your limited resources. Electronic Forms, Workflows, and Public Access Portals will help you achieve that goal. Together we can do more!

Financial Aid

Electronic forms can streamline Financial or Utility assistance

Hunger Aid

Provide instant access to food bank information and schedules for farmer's markets in your area

Education

Provide online resources or help schedule access to educational experiences or materials



Auto Dealerships

DocMgt Africa can help you manage Repair Orders, Deal Jackets, Work Orders, and more!

Everything You'll Need

- **Repair Orders:** Store all your Repair Orders for compliance and easy retrieval
- **Deal Jacket Processing:** Automatically split out your Deal Jackets using Machine Learning and Document Classification
- **Collaboration:** Work seamlessly with people inside and outside of your organization
- **Security:** Enhanced security gives you peace of mind and the freedom to grow without worry
- **Reporting:** Get instant feedback on performance using enhanced reports and charts
- **Cloud or Premise:** Let us host in the cloud or host it in your own infrastructure
- **Cloud Access:** Access DocMgt Africa on virtually any internet-enabled device from any location
- **Customize your Process:** Customize the system to fit your individual process requirements
- **Save Money:** Add all your processes into DocMgt Africa and save money



Integrate with your back-end systems to increase efficiency



Track your Work Order progress



Review and approve remotely through a secure portal





Healthcare



Give your patients the best experience with all the features DocMgt Africa has to

Everything You'll Need

- **Cloud Access:** Access DocMgt Africa on virtually any internet-enabled device from any location
- **All Devices:** DocMgt Africa is available on phones, tablets and desktops
- **No Missing Documents:** Documents that are required to be part of the patient file are tracked and alerted
- **Collaboration:** Allow patients and physicians to share information from digitally or in person
- **Tracking:** Track vital resources and manage inventory all from DocMgt Africa
- **Security:** Secure certain documents and forms to only those who should have access

Some Things Are Easier From The Couch

Give patients the option of filling out their information remotely from home. Or allow them to fill them out on their phone in the waiting room. With Public E-forms and Collaboration Portals, patients can supply information to your office from anywhere in the world.



Human Resources

DocMgt Africa is here to help you with onboarding, certifications, and more!



Certifications

Track employee certifications to stay on track



Online Courses

Set up online questionnaires using portals and e-forms



Achieve More

Take your organization to the top with the best new hires

Everything You'll Need

- **Track Progress:** Stay on top of your employee's certification and education requirements. DocMgt Africa helps you track all requirements and can automatically remind you when a requirement is coming due.
- **Communicate & Collaborate:** Working remotely is becoming the norm. DocMgt Africa has collaboration portals and E-forms to help stay in touch. You can even automate the communication.
- **Employee Portals:** Set up a library of HR forms for your employees. When they fill them out have them routed directly to HR for review.

Why use DocMgt Africa

Get Your Organization Flying

Use the latest technology and put your organization in front. Today's candidates and employees expect self-service, online systems.

Streaming Audio and Video

DocMgt Africa supports streaming audio and video. Give your employees easy access to multi-media onboarding and training resources.

Track Your Expenses

Track and submit your expenses with our business expense workflow. DocMgt Africa can even use Machine Learning to read all your receipts!

Find Better Candidates

Our online tools allow you to focus on finding the right people. We will help you with everything to get them on board and productive.

Track your Progress

Keep track of your progress with reports and charts. You can get notified of deficiencies so you can solve them quickly.

Automated Announcements

Send out announcements and notifications automatically and on your schedule.

Popular Features

Customizable Forms

Build Your Own E-forms

E-forms make it easy to collect information from employees. Drag and drop entry fields, videos, instructions and more.

Outside Access

Collaboration Portals

Collaboration portals are a great tool for onboarding. Applicants start the process by filling out a simple E-form from your web site. DocMgt Africa will notify you and take you right to their form. If you want, the system can then send them a secure portal link to provide more information to help you in your hiring decisions.

Alerts

Automatic Notifications

You can be notified any time a request comes in or an important event is happening. This is more than just a calendar reminder. DocMgt Africa is an intelligent system that notifies you even if you forgot to set a reminder!

CONTACT US

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Terms and Conditions:

Confidentiality: The information contained within this proposal is considered confidential and privileged. It is intended solely for the use of the addressee listed above. Dissemination, distribution, copying, or any action based on this information without our prior written consent is strictly prohibited.

Cost Estimates: The enclosed cost estimations are based on the information currently available and our understanding of the project outlined in Annexure A (if provided). These figures serve as a guide and are based on a time and materials billing structure.

Invoicing: Unless otherwise agreed upon, all software, services and hardware purchases will be invoiced immediately upon acquisition.

Working Hours: Estimates assume work will be conducted within standard business hours: Monday to Friday, 8:00 AM to 4:30 PM.

Work required outside these hours will be charged at a premium:

Evenings: 1.5x standard rate

Weekends: 2x standard rate

E&OE (Errors and Omissions Excepted): We reserve the right to correct any unintentional errors or omissions in this proposal.

Project Items: Items ordered specifically for this project are non-returnable.

Taxes: Please note that all prices exclude VAT unless stated otherwise.

Proposal Validity: This proposal is valid for a period of 14 working days.

Payment Terms: Unless otherwise agreed upon, full payment is due upon invoicing.