

SANAdocs

Seamless Document Management



SANAdocs



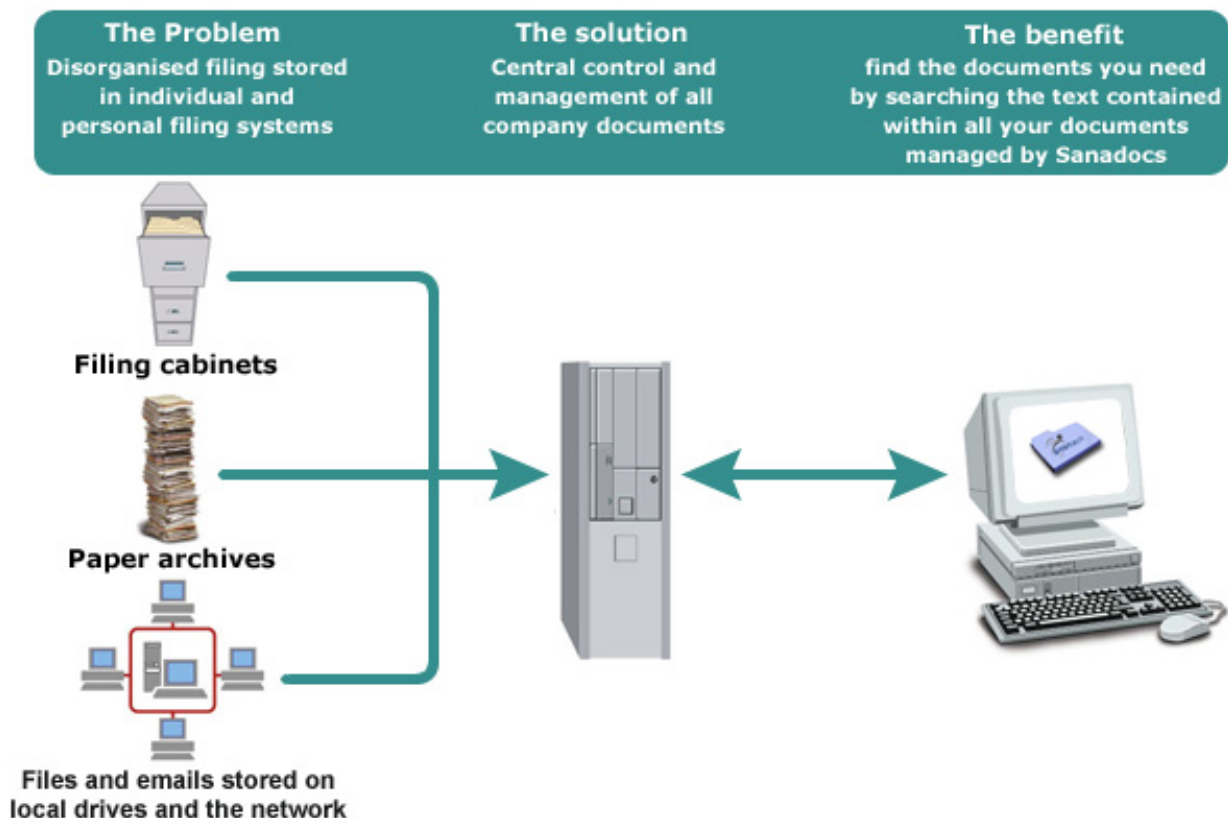
4 Emad El-Deen Kamel St.
Nasr City, Cairo Egypt
Ph (202) 403-4407

Organizations today are generating documents with increasing velocity, and gaining control over information isn't an option. With an increasing need to boost productivity while fostering information sharing, companies are faced with serious challenges if they don't adopt a framework to catalog, manage, and share documents across the enterprise.

Searching across departments and offices – from corporate legal to technical engineering to customer correspondence to records - can be a difficult if not an impossible task. As a result, documents are continually reproduced or recreated, knowledge is lost, and costs climb ever higher.

Corporations are in need of the ability to centrally manage their document archives whilst providing a workflow mechanism which provided control over document reviews and their approval.

SANAdocs™ transforms document-based electronic information into knowledge assets which enables sharing, and protection of corporate resources. Users are able to query across document repositories, facilitating their ability to find and control documents and easily distribute them for review, and collaboration with project teams inside the organization.

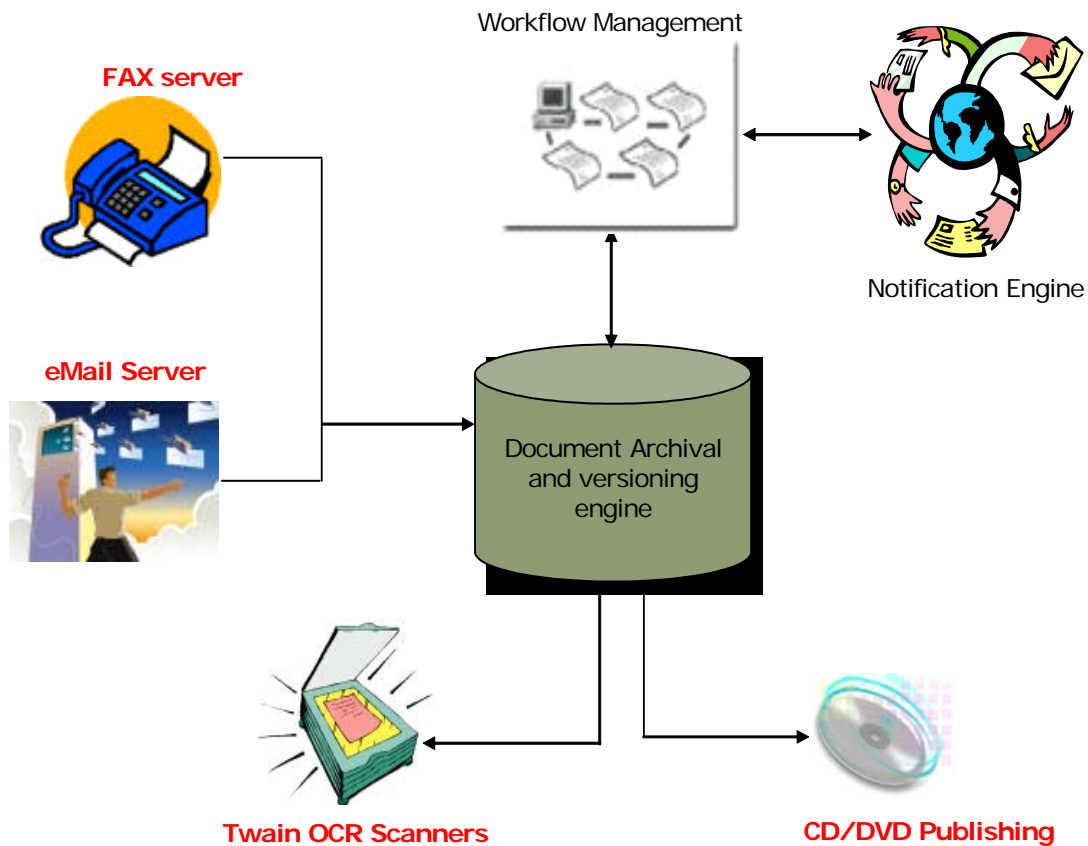


SANAdocs™ Administrators are able to easily manage the document repositories centrally. They are able to deploy user interfaces without visiting workstations, and manage document retention and storage disposition.

SANAdocs™ System puts together a set of features to manage and organize the document capture, storage and retrieval process offering vital qualities:

- Provide web-based broad availability and ease-of use.
- Provide a secure method of distributing documents via the Web to authorized staff or the public when appropriate
- Enable you to manage millions of records and retrieve the one you need very quickly.
- Let you share documents with colleagues while protecting confidential information.
- Interface into e-mail or fax.
- Provide an easy way to share documents with other offices or take them to the road.

At SANAtch we have a vision to re-define what Enterprise Class Document Management and Processing means. **SANAdocs™** is the realization of that vision.



Indexing Documents

When paper documents are received in an office, they must be organized to be useful. They are usually labeled, sorted, indexed, stapled, placed in folders and filed in a cabinet. Without these steps, nothing could be found in a busy workplace. Electronic documents are no different. A document management system should provide several different methods of organizing information for future use. Whatever the combination of indexing methodologies, it needs to be easily used and understood by the people who retrieve the documents, as well as those who file them.

There are several schools of thought about how much change to filing methodologies should be introduced. In general, the more a document management system can adapt to existing procedures, the less upheaval and training is involved, and the greater the likelihood the system will be used on a regular basis.

There are three primary ways to organize documents in a document management system:

- Index Fields.
- Full-text Indexing.
- Folder/File Structure.

Index Fields

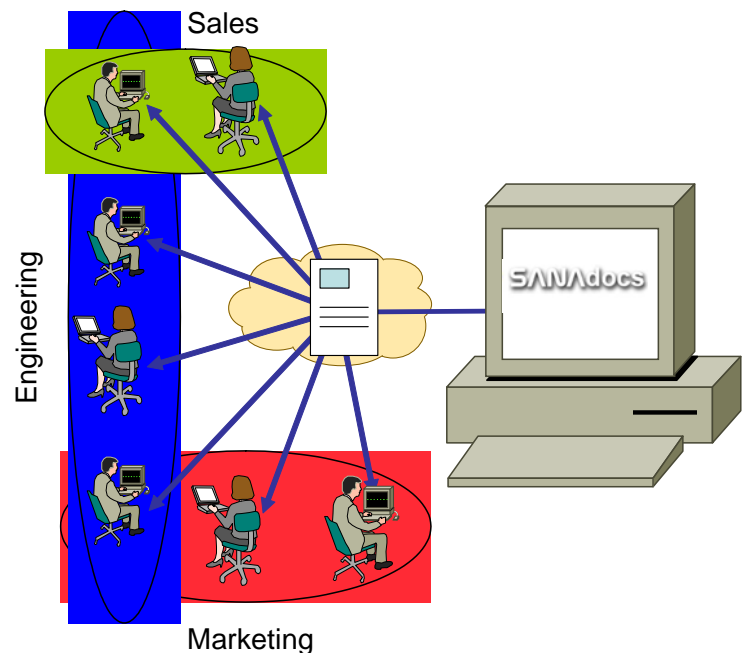
Indexing documents using categorization fields and keywords is a method traditionally used with paper files that translates very well into electronic systems. Index fields can be used to categorize documents, track creation or retention dates, or record subject matter, among other uses.

Full-text Indexing

By providing full-text indexing, document management systems eliminate the time needed for qualified people to read and manually index documents using keywords. This provides improved searching capabilities. With full-text indexing, documents can be found using any word or phrase in the document, even if those words are not part of the keyword index.

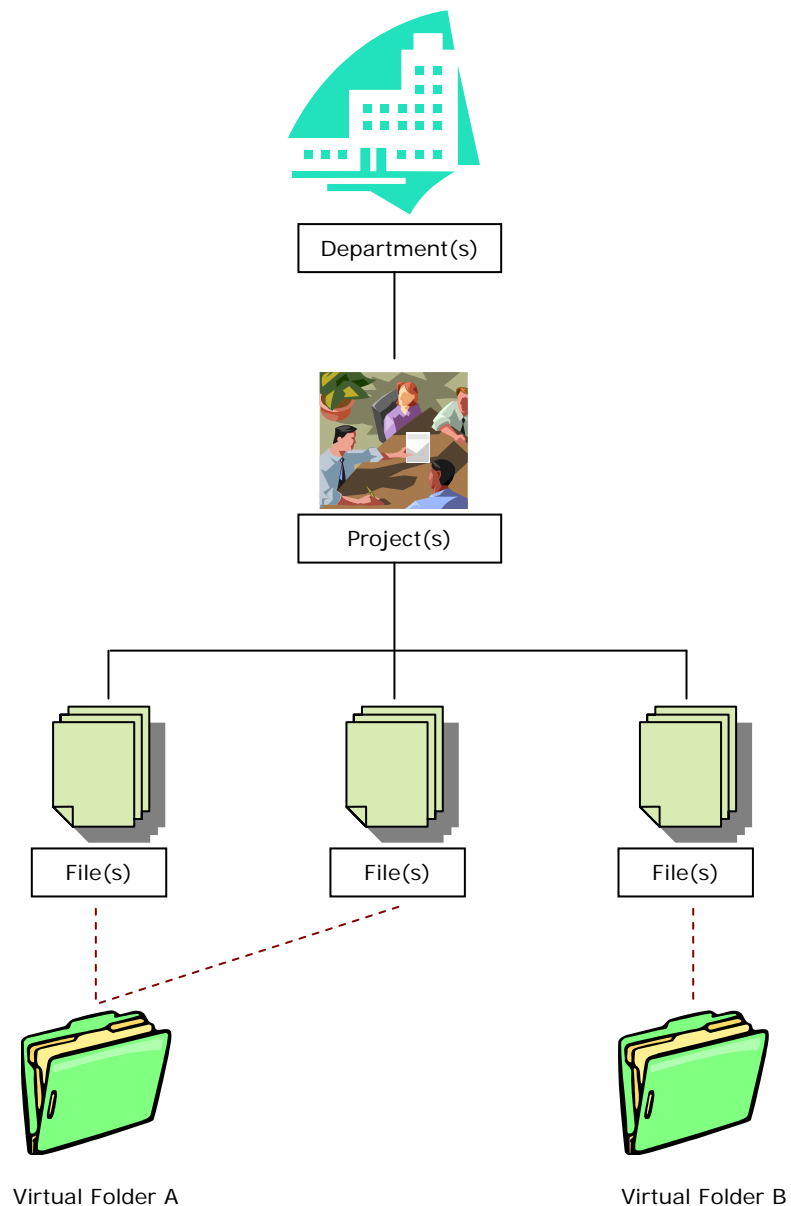
Folder/File Structure

Along with index fields and full-text indexing, it is crucial to provide a visual method of finding documents. In most offices, files are normally found by looking in a particular folder, in a particular drawer, in a particular file cabinet.



A flexible folder structure eases the transition from paper filing to electronic filing and makes document management systems more successful.

Documents are categorized by **Department**. Within a department there exists a number of **Projects**. Ultimately, a document is identified by a **Category type** and for each category there are a set of user-defined attributes. Through this structure SANAdocs demonstrates a high level of flexibility with regards to the way documents are grouped, sorted and searched for. Furthermore, users are able to create *virtual folders* for easier access to files.



Comprehensive Security

As organizations use document management systems to archive a larger variety of documents, both public and private, a system of access controls needs to be present. A comprehensive security system must allow the system administrator to control what folders and documents users can see, and what actions they can perform on those documents (edit, copy, delete, etc.) This system must control access to folders, documents and even redacted images and text in a simple and complete manner.

The ability to deploy imaging to a wide variety of users requires a robust security system combined with an elegant user interface.

Security and Access Rights

A document management system should let organizations control access to folders and individual documents on both groups and individual levels. Using groups allow **SANAdocs™** administrators to quickly assign viewing privileges, while individual-levels security allows specific users such as managers to view documents that the rest of the group cannot.

Security and Function Rights


A document management system should also let organizations control the function rights to folders and individual documents on both individual and group levels. While access rights control what folders and documents users can view, function rights control what actions those users can do to a document, such as adding, annotating, copying, or deleting records.

Specific Permissions Settings				
Forbidden	View	Read	Modify	Admin
ahmed, bakr ali, salah amr, mohamed Atef, Ahmed hamdy, mostafa Mahmued, Tarek mohamed, gamal mostafa, hany سعید, طلعت User, Admin	ahmed, bakr ali, salah amr, mohamed Atef, Ahmed hamdy, mostafa Mahmued, Tarek mohamed, gamal mostafa, hany سعید, طلعت User, Admin	ahmed, bakr ali, salah amr, mohamed Atef, Ahmed hamdy, mostafa Mahmued, Tarek mohamed, gamal mostafa, hany سعید, طلعت User, Admin	ahmed, bakr ali, salah amr, mohamed Atef, Ahmed hamdy, mostafa Mahmued, Tarek mohamed, gamal mostafa, hany سعید, طلعت User, Admin	ahmed, bakr ali, salah amr, mohamed Atef, Ahmed hamdy, mostafa Mahmued, Tarek mohamed, gamal mostafa, hany سعید, طلعت User, Admin
<input type="button" value="Add Document"/>				

Document Versioning and Audit Trail

An additional level of security, a Document Management system should offer the ability to track who is using the system, what documents are being viewed, what actions are being performed on the documents, and when these actions are being performed. Audit trail abilities are especially important when documents are confidential and when there are many different users.

SANAdocs™ preserves versions for each document as it progresses through its lifecycle which enables users to easily retrieve previous versions and review changes made along the way.



Revision History

Revision Number	Modified on	By	Note
current	20 Aug 2003 (18:57)	سعيد ، طلعت	
3	10 Aug 2003 (12:23)	سعيد ، طلعت	تُعدّل حقيقى
2	10 Aug 2003 (12:09)	سعيد ، طلعت	التُعدّل الثانى للملف
1	10 Aug 2003 (12:06)	سعيد ، طلعت	التُعدّل الأول للملف
0	10 Aug 2003 (11:26)	User, Admin	Initial import

Document Locking

To provide better control over documents and who changes them, the system applies a locking mechanism whenever a user *checks-out* a document for modification. This lock is displayed to all other users alerting them of the fact that they cannot modify the document until the document lock is released (i.e. the user *checks-in* the document). They may however preview the document as needed. This locking control is an added advantage which ensures that there is no overlap between users when modifying documents.

0 - 4/8 found document(s)

ID	File Name	Description	Created Date	Author	Department	Project	Size	Avail
8	sample.dxf	Autocade old	07 Aug 2003 (16:15)	User, Admin	Marketing	Libya Export Plan	166.15 KB	
36	r16_2d_plate2.dwg	aaa	11 Aug 2003 (18:49)	User, Admin	Marketing	Libya Export Plan	45.39 KB	
71	1.txt		29 Sep 2003 (16:41)	سعيد ، طلعت	Marketing	Libya Export Plan X		
76	WebDOCK.htm		05 Oct 2003 (16:55)	User, Admin	Marketing	Libya Export Plan X		
79	book08.jpg		12 Oct 2003 (14:15)	User, Admin	Marketing	Libya Export Plan X		

Workflow

Workflow can increase the benefits of a document imaging system by routing documents to various people. Workflow should automatically notify specific users of specific **SANAdocs™** system events, based on lists created by the system administrator. Once an event is detected, the system sends email notification of the event to the recipient.

To: Author(s)

Subject Latest modifications to Suez desgin doc approved

Please note that the latest changes made to the Suez design doc have been reviewed and approved.
The document is now available for your use.

Email all users

Email whole department

Email these users: no one
User, Admin
سعيد، طلعت

Authorize Cancel

An essential component in any procedural workflow system is document automation. Rules based document workflow requires that information move through a hierarchical system with a minimal amount of outside intervention. Workflow should be able to automatically move copy or delete documents within the imaging database based on predetermined set of rules. The system administrator uses the rules list to establish the routing protocols and conditions.

Workflow systems should offer administrators drag and drop simplicity, an intuitive graphical interface and an easily understood folder structure.

Workflow Management

SANAdocs provides workflow management to assist in controlling how documents are dealt with within the system. Workflow is provided in two forms to cater for the various needs within organizations.

(a) Administrator control

Each Department is designated an Administrator which may be assigned to approve/reject any new or modified documents. The administrator is automatically notified when a new or modified document requires approval. This is the simplest form of workflow management.

User Name : Admin User

In Box Document Listing Last Message:

⚠ You have 2 documents waiting to be reviewed!

⚠ You have documents waiting to be reviewed!

Upon manager approval an email is generated and may be sent to either; *All* users, *Departmental* users or *Select* users. This is determined by the Administrator.

(b) Dynamic workflow assignment

This feature enables the system to define a dynamic route which determines the workflow path. Using **SANAdocs™** you can define the route a document must make through the system and ensure its delivery to the appropriate personnel.

- Dynamic route builder to define workflows
- A default workflow can be set for each document category
- Support of rule-based, parallel, and alternate routing
- Deadlines may be associated with each node on the route to ensure that a document does not get held up at a particular node.
- Triggers can be associated with each hop in the route to alert users of approaching deadlines.
- Auto rerouting is initiated once deadlines are exceeded and the notification engine alerts those responsible for the document.

Route name Select category Route

Add node Switch node Remove node Remove subtree Clear Undo Add route Update route Delete route

```

graph TD
    Start[Start] --> Draft[Draft Review..]
    Draft --> Alt[Alt Reviewe..]
    Draft --> 2nd[2nd Review..]
    Draft --> Final[Final Revie..]
  
```

Successfully saved... SanaTech

Image Annotations

The system allows users to annotate non-textual (image) files. Annotations include text comments, highlights and various other features. Annotations provide additional information about a document or its status without actually changing the original image. Paper records are often annotated with highlighting, stamps, redactions or sticky notes, and imaged records should support these annotations such as highlighting, stamps, or sticky notes, and who can see through redactions. Typical document imaging annotations include:

- Highlighting images and text in various colors to emphasize words or sections
- Redacting (blacking-out or whiting-out) images and text to preserve confidentiality
- Stamping images with words such as FAXED or CONFIDENTIAL, or with signatures denoting approval or denial
- Attaching sticky notes that contain additional comments

All annotations should be overlays that do not change the actual image. This way, a document can be printed with or without the annotations. More importantly, from a legal standpoint, a document stored in a document imaging system can often stand up as the "best copy" of a record, since users cannot modify the original images.

[Back To File Details](#)

7-6	6-5	5-4	4-3	3-2	2-1	1-12	12-11	11-10	10-9	9-8
ندوات عامة						ميكنة نظم د/ هشام المهدي				
معمل نظم جغرافية (1) شيماء خاطر شيماء صلاح		معمل ميكنة (1) نيسير + جهاب عمرو عمام		معمل ميكنة (1) نيسير + جهاب عمرو عمام		معمل شبكات عصبية (2) هالة بشير شيماء صلاح عمرو حسين		معمل شبكات عصبية (1) هالة بشير شيماء صلاح عمرو حسين		
شبكات عصبية أ.د/ مصطفى محمود صيام				نظم دعم القرار د/ أمن التحاس						
إدارة أزمات (2) نيسير شيرين سعدوى محمود عطية			إدارة أزمات (1) نيسير شيرين سعدوى + محمود عطية		دعم القرار (2) نيسير + شيماء		معمل دعم القرار (1) نيسير + شيماء			
تمارين ومعمل المشروع (2)						تمارين ومعمل المشروع (1)				
إدارة أزمات				معمل نظم جغرافية (2)		نظم المعلومات الجغرافية				

Other features of SanaDocs include

Ease of Use:

One of the most important determining characteristics of how successful a document management system will be is its ease of use. A system will only be used if it is simple to bring documents in, organize them and find them. The best systems are flexible; having intuitive graphic user interfaces, and conform to the way people already work, rather than forcing them to change preferred procedures.

Broad Availability (Browser Access)

A document management system must offer several different ways of accessing files. A broad level of access saves limited financial resources, intellectual capital and network bandwidth. The most common method of access is through the user's desktop. Every document management system must provide a client-based user interface that enables management and retrieval of documents. Without this basic interface, the system cannot function.

To provide broad availability and access flexibility, document management systems must now meet the requirements of offices with diverse uses and remote locations. Document management is no longer an "in-the-office" process. Many users require portability to exchange document with other colleagues, or to work off-site.

In addition, sharing documents through the Internet or an intranet allows administrators to deploy a document management system across thin entire network or even to the public. Users should be able to search, retrieve and view document with any web browser. **Browser-based document access removes limitations** of location and computer platform (Windows, Macintosh, UNIX, etc.)

SANAdocs™ is a browser based application. This is highly advantageous for the enterprise as it eliminates the need to install any client side software on the users' PCs or any other PC. All workstations on the corporate network, can access the **SANAdocs™** application through the browser.

Friendly Administration:

SANAdocs™ is a user-friendly system, which is easy to comprehend. The application is also designed in such a way that it requires minimal administration.

Data Compatibility:

SANAdocs™ is designed to run on any ANSI compliant database such as MS SQLServer, MySQL or Oracle.

Bi-lingual:

SANAdocs™ is a bi-lingual system which can support both English and Arabic

SanaDocs™ System Requirements:-

⇒ Server

- WebServer Apache or Microsoft IIS
- MySQL database or any other commercial ANSI compliant database (e.g. Oracle, MS SqlServer)
- Certified on MS Windows 2K Server, XP, Linux and MAC OS X

⇒ Client

- Any client with an HTML 4.0 compliant browser