ezofis®

DIGITAL WORKPLACE SOLUTIONS

Start your Digital Transformation journey using ezofis software (On-premise / Cloud SaaS), which helps your company works smarter, easier, secure and efficient.

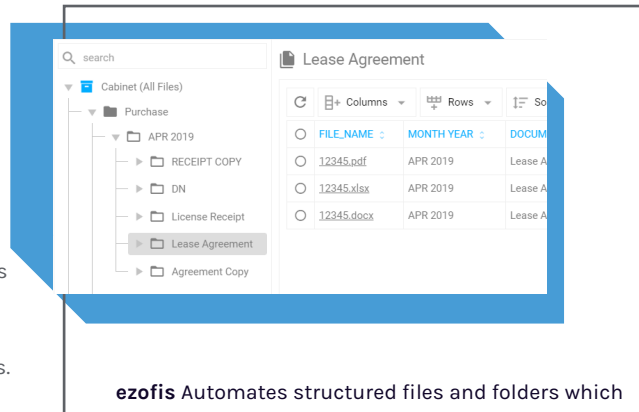Problems that ezofis solves for
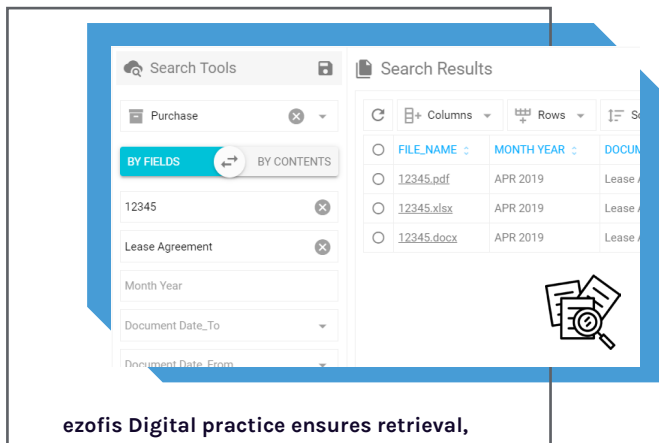# Mid-size Business

Organize your E-office

Documents spread across many areas with no connection to transactions or records.

Delayed access to information delays-decision making.
No consistent standard seriously affects during audit and compliance check
Unstructured documents make the organization loses important documents.

ezofis Automates structured files and folders which collates all documents related to transactions and provides quick retrieval.

Stop Losing your Documents

Losing or misplacing documents due to disasters and accidents.

No access to the information results in poor audits and penalties.
A re-creation of a lost document costs lot of time and money.
Un-authorized personnel getting access to the lost document.

ezofis Digital practice ensures retrieval, secures and eliminates losing or misplacing documents.
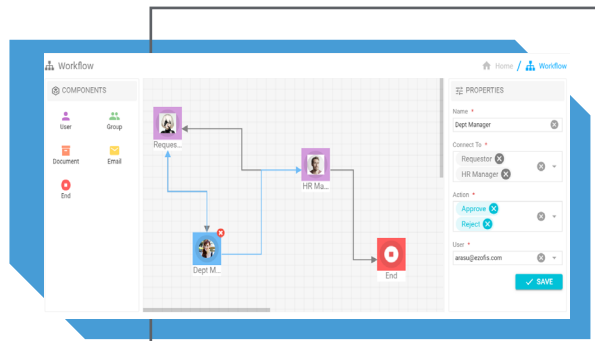
Empower your Process

Manual processes delay business and no tracking of steps and status.

Un-controlled paper forms and ad-hoc email approvals lose track.
Delayed processes reduce business performance and affect profits.
No process history to help investigate complex cases

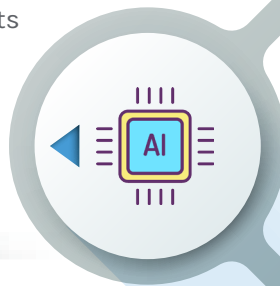**Converts manual workflows to automated digital workflows which improves efficiency and tracking**

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How it WORKS!

Capture

- # Digitize paperwork
- # Automate e-Forms
- # e-Print documents
- # Capture emails
- # Extract from data

Automate

- # Read & extract contents
- # Auto classify
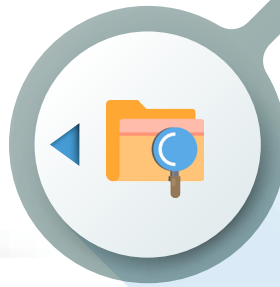- # Collate files
- # Structured folders
- # Initiate workflow

- # Create digital workflows and automate
- # Track status and send automated alerts
- # Collaborate with multiple users
- # Generate reports to monitor

Process

Store

- # Store and archive files
- # Search and retrieve
- # Distribute e-documents
- # Secure information
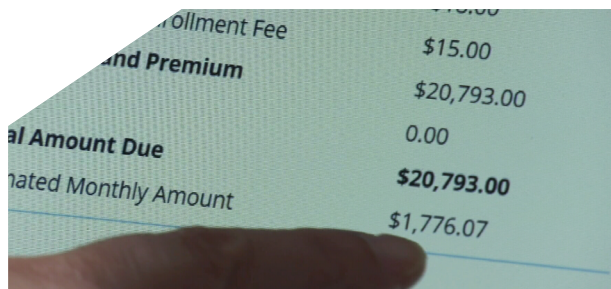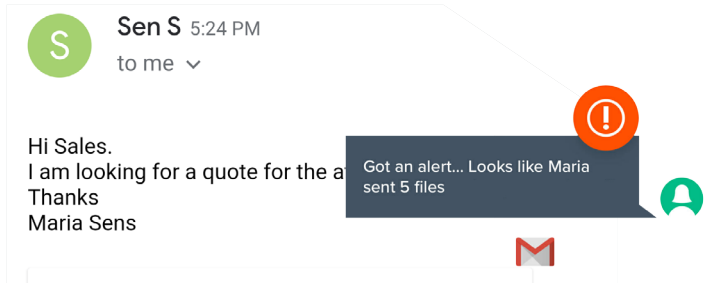- # Comply with digital workplace

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Realtime process
Example

01 The potential client makes an inquiry about your product

ezofis captures the inquiry from email / e-form / document and classifies accordingly after alerting the user.

Sen S 5:24 PM
to me

Hi Sales.
I am looking for a quote for the a
Thanks
Maria Sens

Got an alert... Looks like Maria sent 5 files

Enrollment Fee
nd Premium $15.00
$20,793.00
al Amount Due 0.00
$20,793.00
nated Monthly Amount $1,776.07

02 Sales collect quotes from suppliers and send a proposal for the inquiry.

ezofis captures the files sent & received and connects with the inquiry.

03 Further correspondence between the client, yourself and the suppliers.

ezofis files all the communications properly classified under the inquiry.

04 Signing Purchase Orders and Contracts with the client.

ezofis helps e-signing documents and Initiates order processing digital workflow.

05 Supplier submits invoice

ezofis connects relevant invoice, quotes, PO, contracts together. Initiates Accounts payable workflow.

ezofis organizes all the documents and workflow stored for easy retrieval.

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Features & Benefits

SINGLE SIGN-ON (SSO) WITH GOOGLE AND OFFICE 365
Sign up and Log in using your Google account or Office365 account or ezofis account

PAPER CAPTURE
Connect any of your scanner or an MFP in your network with ezofis for capturing and processing paper documents

WINDOWS PLUGIN
ezofis windows plugin helps windows user to sync files from a folder and to grab any files for processing

VIRTUAL PRINTER
Reduce printing to the physical printer, save papers and toners by printing to ezofis printer, which files the document digitally

e-FORMS
Create and publish e-Forms to capture information and data for processing into your business workflow

AUTO INDEXING, CLARIFICATION & STRUCTURED SAVING
Ai extracted data is used for indexing & classifying files and folders in a structured repository

DIGITAL WORKFLOW
Convert your manual processes into a digital workflow and automate, track, monitor processes. Easily create as many workflows as you want

CONNECTED WORKPLACE
Be connected to your Digital Workplace from anywhere just by connecting to your ezofis cloud

SECURITY AND COMPLIANCE
Manage security by setting user rights, profile within your digital workplace, and protect your confidential information

MULTILINGUAL
Personalize your language based on your login. Supports most of the languages such as English, French, Arabic and many more

FLEXIBLE STORAGE-GOOGLE, ONEDRIVE & DROPBOX
Store all contents, files, and documents in your own storage such as Google Drive, OneDrive & Dropbox or in ezofis cloud

EMAIL PLUGIN
If you are using Outlook for email, ezofis email plugin can be embedded in your Outlook for capturing emails

MS OFFICE PLUGIN
While using MS office apps such as Word, PowerPoint, and Excel, ezofis tab appears handy for users to use automated features

MOBILE APP
Take your digital workplace with you anywhere and be connected to the processes and paperwork using ezofis mobile app

AI (ARTIFICIAL INTELLIGENCE) READING
ezofis Ai capability helps reading, extracting contents & follow digital automation as per the settings configured

e-SIGN & DOCUSIGN INTEGRATION
e-Sign documents using the e-Sign feature of ezofis or by integrating with your existing DocuSign account

SALESFORCE INTEGRATION
Integrate ezofis with your Salesforce account to view paperwork such as contracts, invoices & other documents from salesforce

SEARCH AND RETRIEVE
Retrieve documents using customizable fields such as Invoice Number, Company Name. etc. Also works on document contents

AUDIT AND REPORTS
Maintains a history of records, events, and actions accounted by users and produce reports for any investigation

SCALABILITY
As your business grows, scale up your digital workplace by no of users, storage, features and functionalities to ECM & RPA practices

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Single Sign-On (SSO)

Integrates with

and many apps, plugins…

Flexible storage

HAS
YOUR OFFICE
GONE
PAPERLESS
YET?

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