

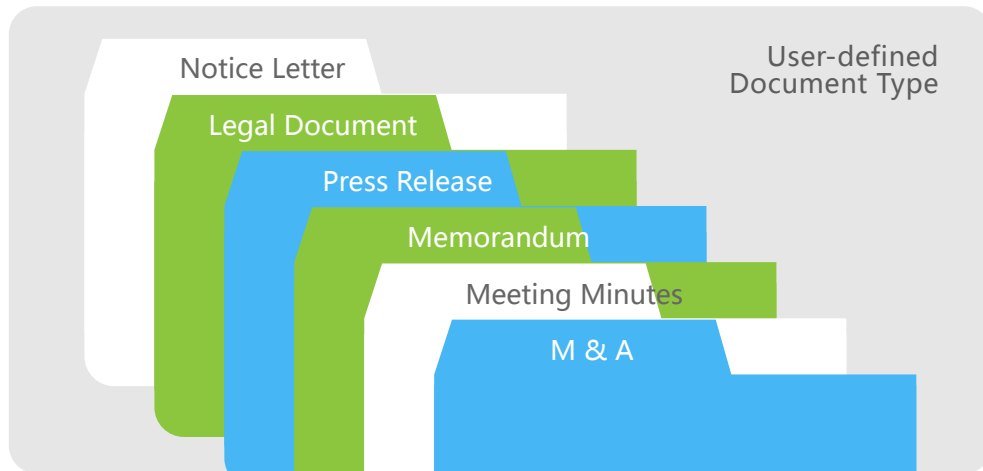
Document Management



8Manage provides a powerful Electronic Document Management system which supports the following:

- User-defined document type
- Central document repository
- Folder management
- Intra-department & inter-department approval flow
- Inter-company approval flow
- Document library template
- Version management
- Concurrent authoring control
- Scanner, OCR and text recognition support
- Full text search
- User-defined navigation flow
- Knowledge management
- Mobility & mobile app access
- Pre-built integration with CRM, SPM, PPM and other EDM

1. User-defined Document Types & Fields



8Manage allows the user to define different document types such as Business Plan, Legal Document, Engineering Notes and Memorandum and each with a different set of control fields. Control fields can be fields such as Purpose, Date, Responsible Party, Cost and Risk. 8Manage supports the following different user-defined field types:

- Text
- Number
- Date
- Time
- List
- Radio
- Checkbox
- Yes/No
- Currency Money
- Score 1 to 10 and System Object

The user can also select certain user-defined fields to be part of the search criteria and/or their values to be shown as columns on the listing page.

2. Central Document Repository



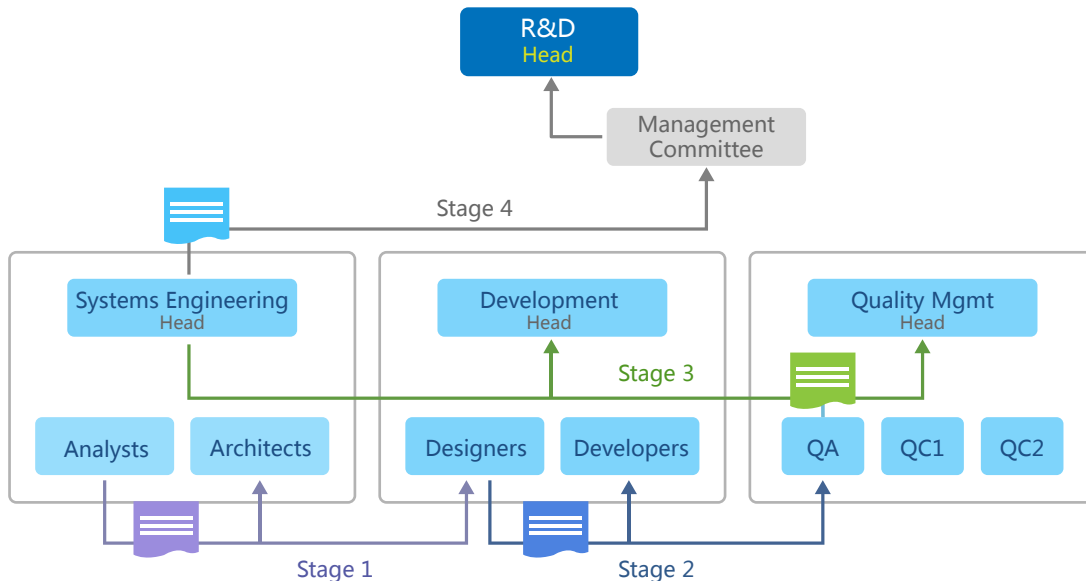
8Manage provides the Central Document Repository for storing all documents. The user can define different document libraries depending on the needs. Each document library can have a hierarchy of folders with different user access privileges. The Central Document Repository provides the reliability storage of document and can be backed up each day when the 8Manage system is being backed up.

3. Folder Management

Name	Filename	Last Cheken In
EMS Re-engineering	EMS Re-engineering	adamcarson 2009-02-16 15:11M
Product Documents	Product Documents	
Design	Design	
Frontend Detailed Design	Frontend Detailed Design	edmundwan 2009-02-16 15:14M
Initial Stage		
Frontend Design Report 1	Frontend Design Report 1.doc...	johngoodman 2009-08-26 15:40W
Second Stage		
Final Stage	Final Stage	
Middle Layer Detailed Design	Middle Layer Detailed Design	johngoodman 2008-12-22 21:18M
Backend Detailed Design		
Design Support		
Reference Materials	Reference Materials	brucebrown 2009-01-14 20:31W
Project Management Documents		

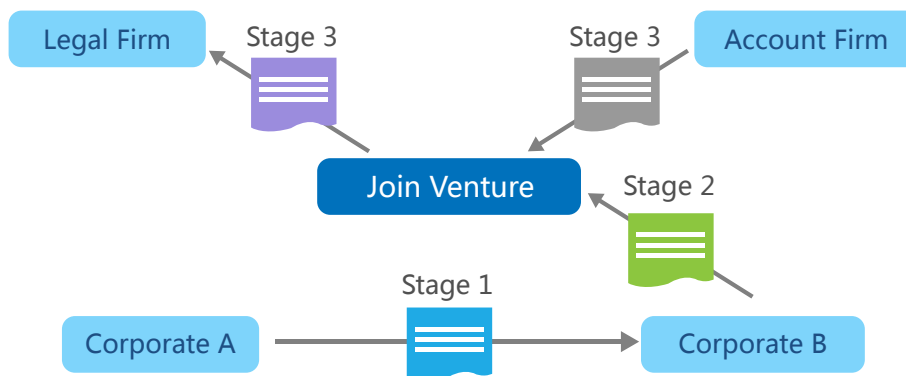
8Manage provides the Folder Hierarchy mechanism to allow the user organizes the documents in each document library. The responsible person of the document library can use the Folder Hierarchy to organize the documents and the document readers can navigate the Folder Hierarchy to find what documents are available.

4. Intra-department Document Approval Flow



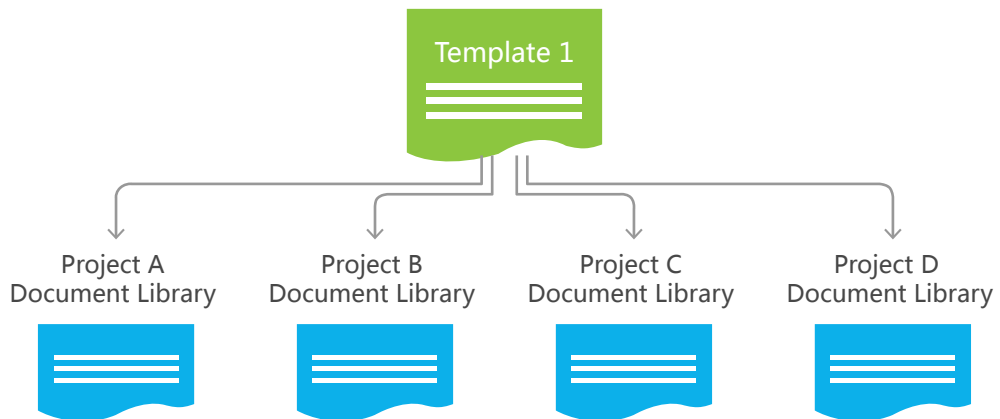
8Manage allows the user to define multi-stage document approval flow and with multiple steps in each stage. 8Manage also allows the user to specify what stages and steps will be executing in parallel and what stages and steps will be executing in serial. The user can also define when an approver rejects the document, the re-approval will start from the beginning or the rejection point.

5. Inter-department and Inter-company Document Approval Flow



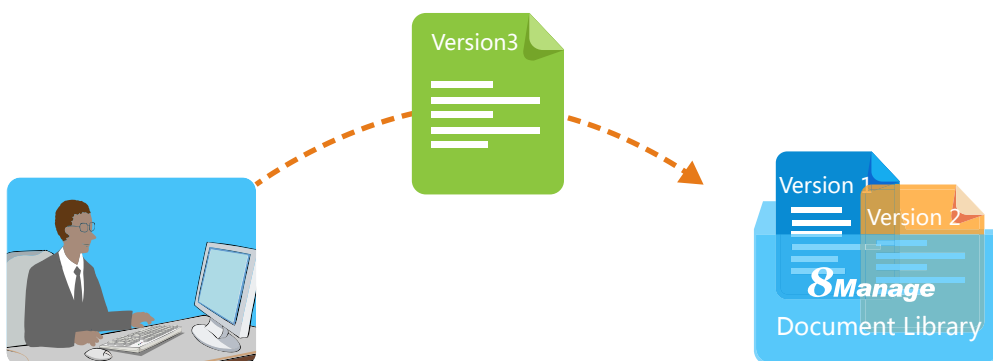
Similar to the intra-department document approval flow, the user can define inter-department and inter-company document approval flow. Users from different departments and companies can do approval via login, email or smart phone.

6. Document Library Template



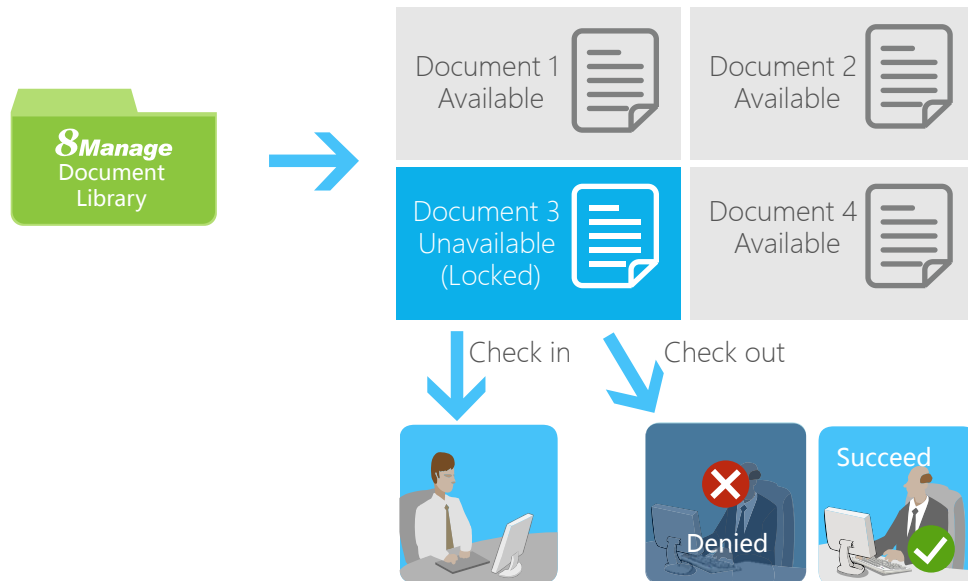
8Manage allows the user to define the Document Library Template which contains the Folder Hierarchy and document templates. This is very useful for encouraging consistency and enforcing standard for document management. For example, the enterprise can define Project Document Template so that each project will follow the standards.

7. Version Management



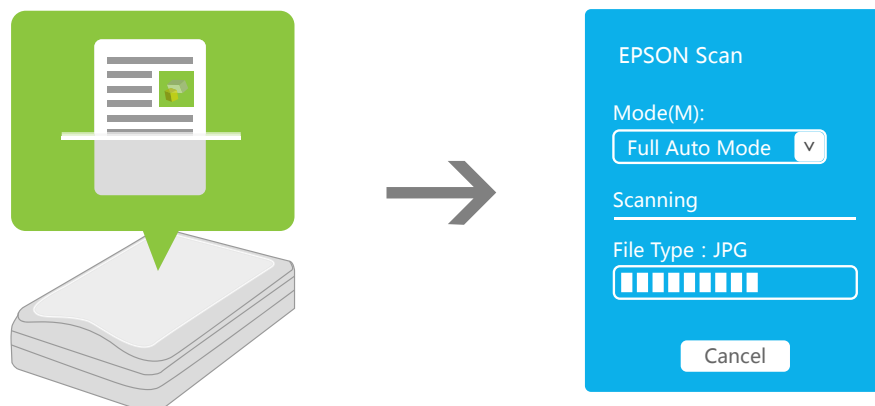
8Manage supports the revision concept and the latest version of the document will be retrieved by default. However, the user can select to access any previous version of the document.

8. Concurrent Authoring Control



8Manage provides the Check-in and Check-out mechanism for controlling concurrent authoring. When a document is being Check-out for editing by a user, all other users cannot Check-out the document for editing until the author finishes and Check-in the document. Once the author checks in the document, the document will be unlocked and another user can Check-out the document for editing.

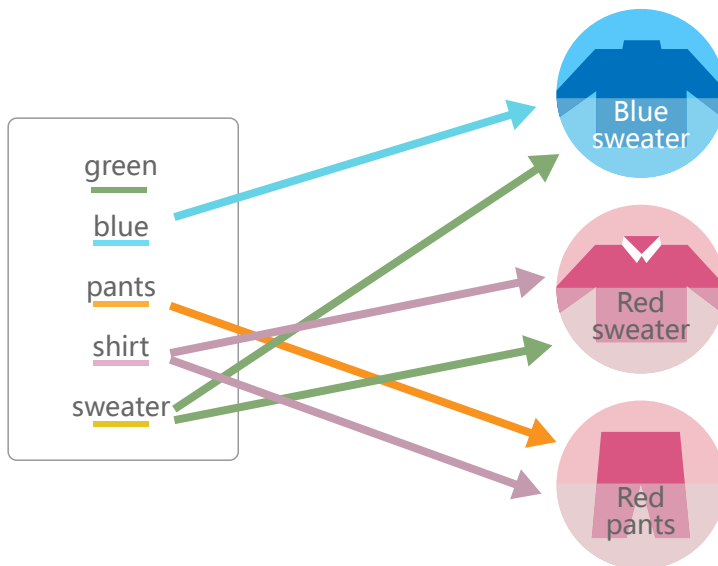
9. Scanner, OCR & Text Recognition



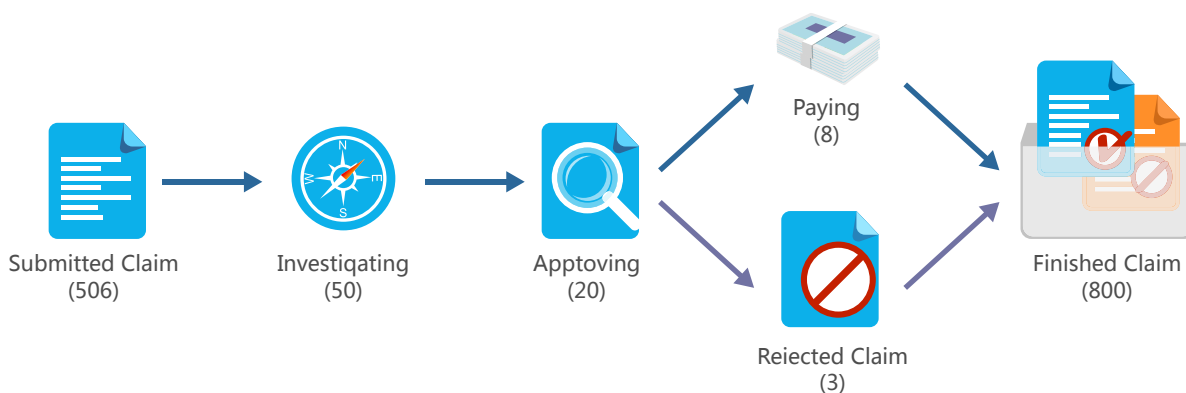
8Manage supports different scanners and OCR devices. We also provide customization support for specific text pattern recognition and can also extract information from paper source to feed to system objects.

10. Full Text Search

8Manage supports content-based search via full text search. The system allows the user to define equivalent keywords (e.g., infant is the same as baby) and be able to find all documents contain "baby" or "infant" .

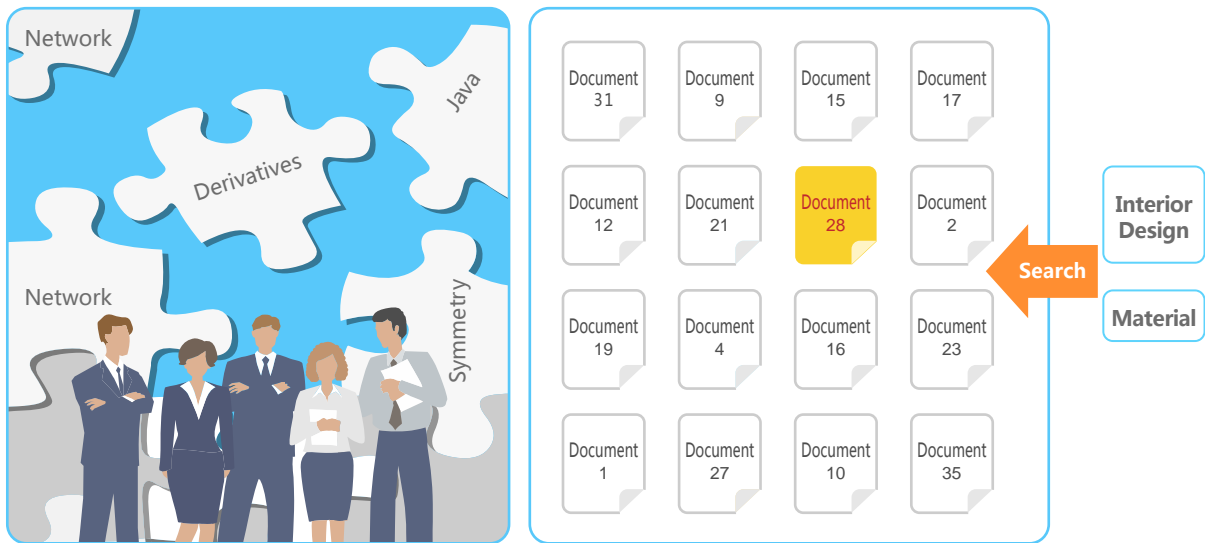


11. User-defined Navigation Flow



8Manage allows user-defined navigation flow so that users who have the proper access privileges can follow the flow easily to access and process the information. The user can select a different graphical icon to represent each state of the document processing and then link them together with directional arrows. The user can design and change the flow by drag-and-drop of icons and arrows.

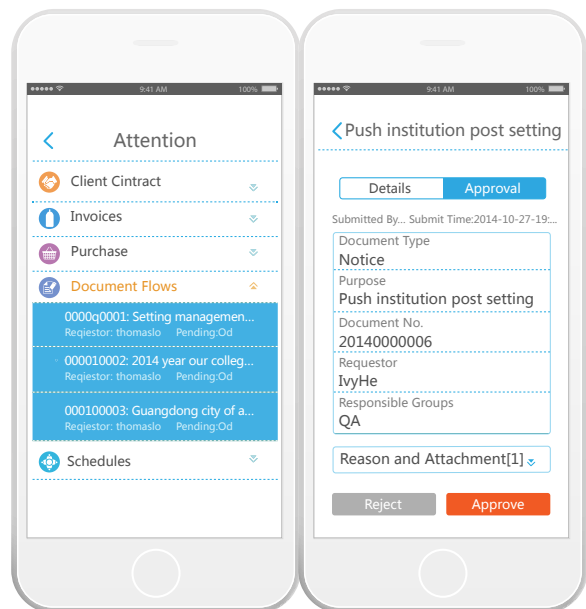
12. Knowledge Management

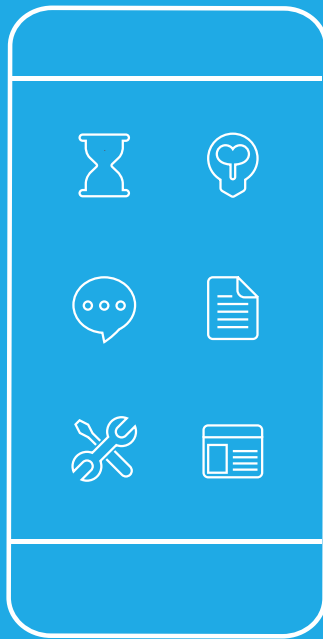


8Manage allows enterprise-defined knowledge classification and provide powerful knowledge-based indexing and search mechanism to the user. 8Manage is also fully integrated with CRM, SPM and PPM and besides the knowledge captured in documents, more powerful and integrated knowledge can be accessed via the CRM, SPM and PPM processes.

13. Mobility & Mobile App Access

8Mange EDMS is based on mobile internet technology and documents can be accesses anytime and anywhere by the user. 8Manage also provide mobile apps so that the user can access flows, folders and documents not only from her PC, but also her mobile phone.





8Manage OA

www.8manage.com

Wisage Technology is an international software product company with clients in many countries and regions, including the U.S., Canada, China mainland, Hong Kong, Macau, Taiwan, Malaysia and Singapore. All its products are mobile internet ready and can be accessed with IE, Firefox, Safari and Chrome browsers and we also provide different apps on Android and iOS. It offers perpetual licenses for all regions and SaaS in certain regions only for the following products:

8Manage CRM : Mobile Internet CRM	8Manage eExpense : Web & Smartphone Expense Report System
8Manage SPM : Supplier & Procurement Management	8Manage eLeave : eLeave & Leave Management
8Manage Simple PM : Simple to Start & Extend PM	8Manage eTimesheet : Web & Smartphone Timesheet System
8Manage PM : Advanced Tool for Project Planning & Execution	8Manage eLearning : Advanced eLearning System
8Manage PMO : High Performance PMO	8Manage eSurvey : Easy-to-use eSurvey System
8Manage Finance : Strong Connectivity with Businesses & Operations	8Manage eDMS & KM : eDocument & Knowledge Management
8Manage HR : Human Capital Management	
8Manage OA : New Generation Office Automation	
8Manage BI : Point-and-click BI	
8Manage O2O : B2C, B2B, eExchange, eSettlement & eERP	
8Manage FAS : Knowledge Enterprise Full Automation Suite	
8Manage eERP2 : Manufacturer eERP2	

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