



MultiDoc

V.22

EDMS

Clients:



SONY



Nestlé



IRON MOUNTAIN®

Good Food, Good Life

Key Customer Integrations



- Integration to HIS (Hospital Information System).
- Doctors can view documents stored in
- MultiDoc EDMS via their HIS user interface.



- Integration to MBSB's Internet Banking (IB) System.
- When customers want to view their account statement via online banking, MBSB's IB system will get the document via api from MultiDoc EDMS.

The document challenges and “time-wasters” of the present-day employee



Cottrill Research Statistics on Document Search

Various Survey Statistics: Workers Spend Too Much Time Searching For Information



Information overload is not going away. A recent [IHS Knowledge Collections Webinar](#) provided an interesting statistic by **Outsell**: an engineer's time spent searching for information has increased 13% since 2002.



A new survey by SearchYourCloud [revealed](#) "workers took up to 8 searches to find the right document and information." Here are a few other statistics that help tell the tale of information overload and wasted time spent searching for correct information – either external or internal:



"According to a **McKinsey report**, employees spend 1.8 hours every day—9.3 hours per week, on average—searching and gathering information. Put another way, businesses hire 5 employees but only 4 show up to work; the fifth is off searching for answers, but not contributing any value." [Source: Time Searching for Information.](#)



"19.8 per cent of business time – the equivalent of one day per working week – is wasted by employees searching for information to do their job effectively," according to **Interact research**. Source: [A Fifth of Business Time is Wasted Searching for Information, says Interact](#)

IDC data shows that "the knowledge worker spends about 2.5 hours per day, or roughly 30% of the workday, searching for information....60% [of company executives] felt that time constraints and lack of understanding of how to find information were preventing their employees from finding the information they needed." Source: [Information: The Lifeblood of the Enterprise.](#)



Document search time has **increased 13%** (since 2002) - *IHS Knowledge Collections (OutSell)*.



Workers take up to **8 searches** to find the right document. - *SearchYourCloud*



Employees spend **1.8 hours every day** searching for information (le. Working only 4 days out of 5 work days). - *McKinsey Report*.



19.8 per cent of business time – the equivalent of one day per working week – is wasted by employees searching for information to do their job effectively.” – *Interact Research*.



“The knowledge worker spends about **2.5 hours per day**, or roughly 30% of the workday, searching for information.”

Summary: 1 out of 5 days is spent searching for documents

Improved communication and collaboration through social technologies could raise the productivity of interaction workers by 20 to 25 percent.

% of average workweek

Interaction workers' tasks

Increased value-added time

Productivity improvement, %

Reading and answering e-mail



28



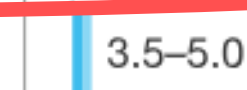
25–30

Searching and gathering information



30–35

Communicating and collaborating internally



25–35

Role-specific tasks



10–15

Total



20–25

Source: International Data Corporation (IDC); McKinsey Global Institute analysis

ROI Calculation Based on Time Spent on document search

- $20 \text{ staff} \times \text{RM}4,000 \text{ pm} = \text{RM}80,000 \text{ per month}$
- $20\% = \text{RM}80,000 \times 20\% = \text{RM}16,000 \text{ per month}$
- $\text{So } 1 \text{ yr} = \text{RM}16,000 \times 12 = \text{RM}192,000$

		20%	12
Number of Employees	Average Monthly Salary + cost (RM)	2hrs or 20% of time spent on document search (RM)	Cost to company for one year (RM)
20	4,000	16,000	192,000
50		40,000	480,000
100		80,000	960,000
200		160,000	1,920,000

A group of four business professionals in an office setting. A man in a blue suit and a woman in a light-colored blazer are shaking hands. Two other people, a man in a dark suit and a woman in a light blazer, are standing behind them, smiling. The scene is brightly lit, likely from a large window in the background.

Customer References



Inventory & Asset Management



Document Management

Trusting Remicle with their most sensitive documents, Remicle is currently fulfilling phase 1 of the project by scanning all files and documents like sales contracts, vendors agreement and even HR documents. Additionally, on our asset management module, Remicle is tagging all assets within Mitsui for easy referencing and accountability.



Medical



Document Management

Highlights :

- Electronic Medical Records Management
- Cloud based solution
- Integration with all future micro clinics and hospitals in the group

 Parkway Pantai

 | Gleneagles

Gleneagles Group, one of the largest and busiest hospital and medical group in Kuala Lumpur, had too many patient records to handle.

We provide scanning services for their physical documents. Softcopy documents are then uploaded into MULTIDOC for archiving. Further integration to their HIS enables staff to access patient records via their HIS.



Banking



Document Management



MBSB Bank is the second-largest full-fledged Islamic bank with 46 branches nationwide. We have implemented our EDMS system with integration to their IB system. Customers can access their account statement stored in MultiDoc.

Highlights:

Integration with Internet Banking (IB) system



Inventory & Asset Management



Document Management



Trusted as one of the best money en-route security companies in the world, Safeguards is using Remicle's Inventory & Assets Management, and Electronic Documents Management System.



MultiDoc

Features



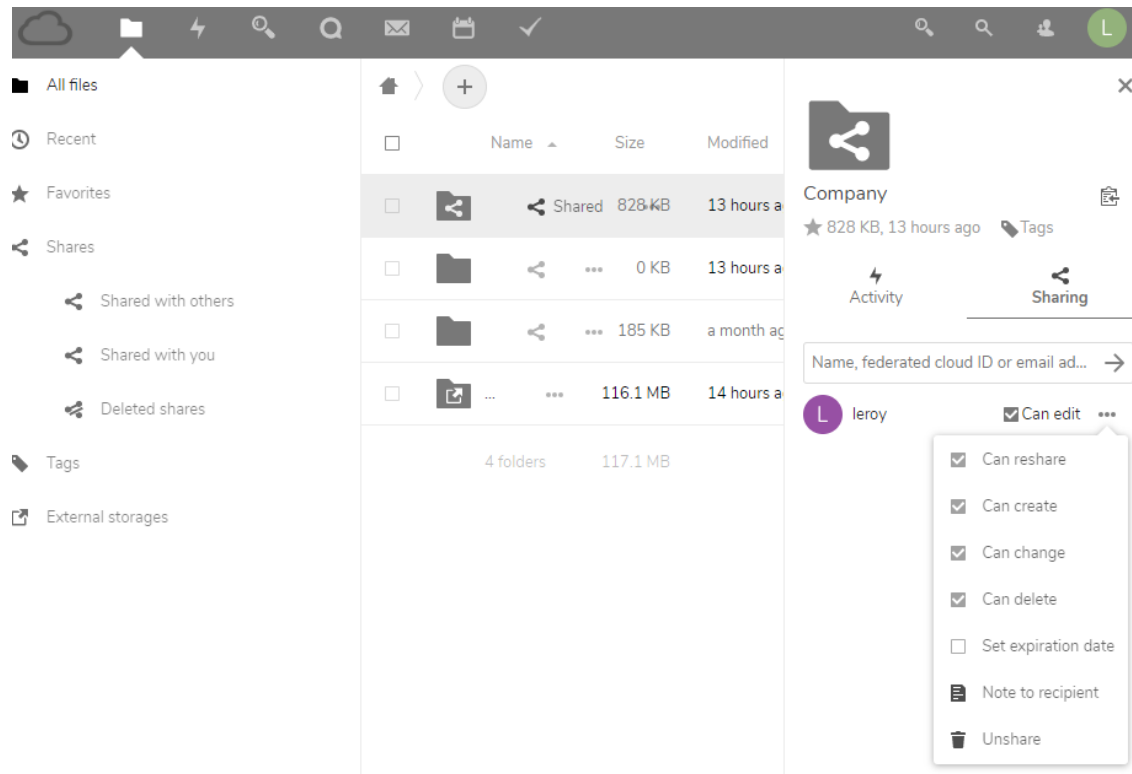
Universal Document Access

- Be confident that wherever you are, you have access to the documents you need in a moments notice, 100% secure.
- Tablets, mobile devices, laptops and desktops all have access to the same files at a moments notice.



Secure Document Sharing

- Provide your employees, clients and partners with documents for review or joint editing. Thanks to dedicated user and group management, everyone only sees what they really need to see.



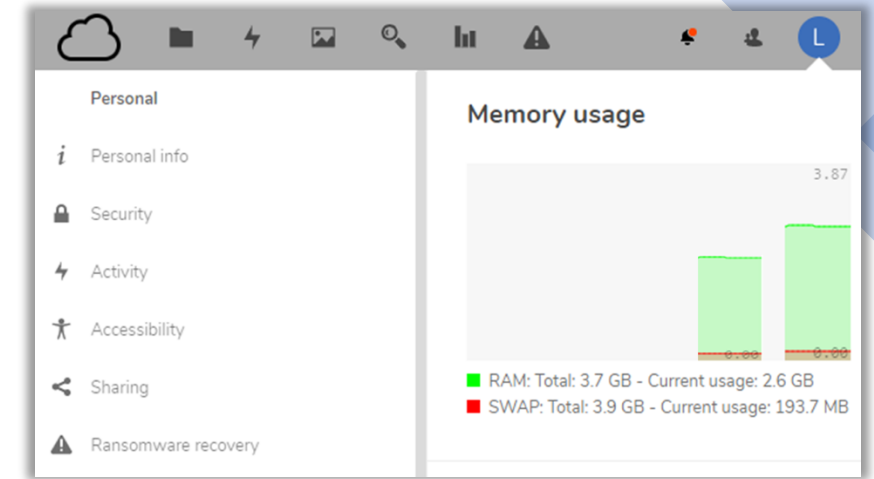
Full-text search

MultiDoc can easily be extended with powerful document management feature : full-text search, enabling quick search of content in your documents.



Monitoring and auditing logs

MultiDoc offers built-in powerful monitoring capabilities, enabling organizations to ensure smooth performance. Systems can be monitored using the web interface or through monitoring and systems intelligence tools like OpenNMS, Splunk, Nagios or others. A full auditing system logs all user actions, enabling fully compliant usage of file sync and share.



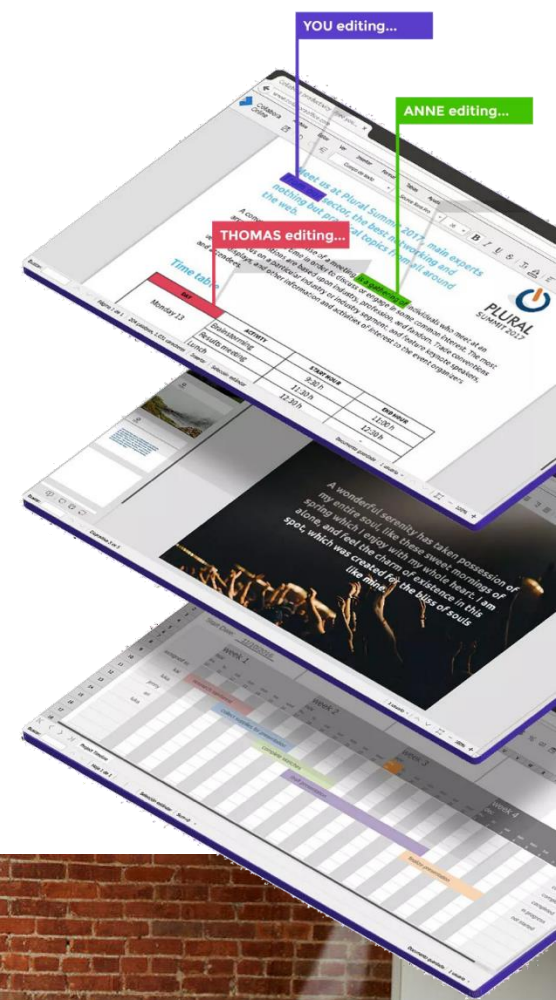
File Access Control

The File Access Control feature enables IT to codify legal and policy requirements, blocking unauthorized users uploading or downloading data following defined rules. Criteria include IP address ranges, group membership, file type and size, time and more. Data retention can be controlled as well, enabling administrator to limit the lifetime of certain files.

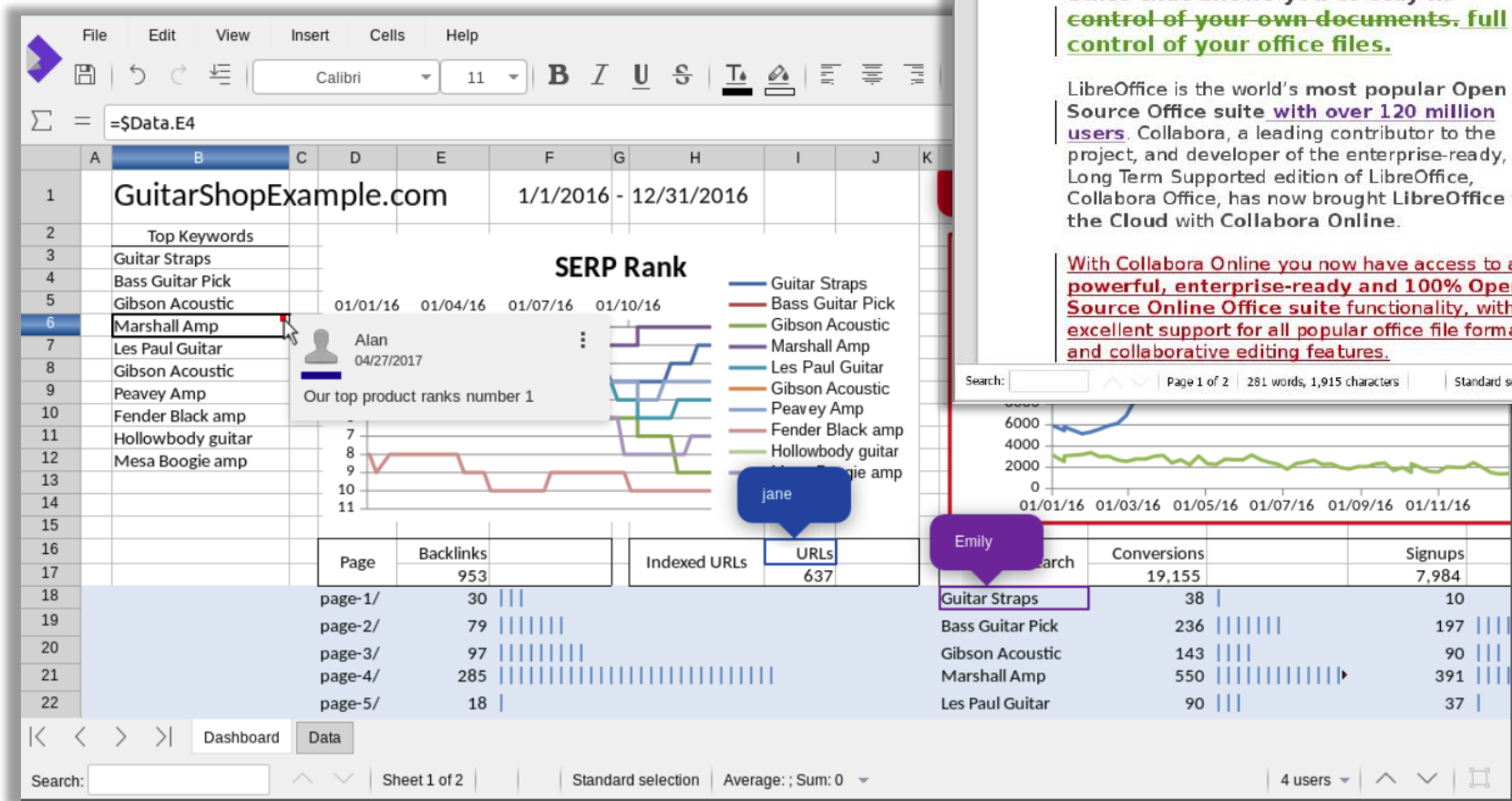


Collabora Online

- Documents + Spreadsheets + Slides
 - Viewing and Collaborative editing
- Interoperability with Microsoft formats
 - DOCX, DOC, RTF, XLSX, XLS, PPTX, PPT
- Import filters / Viewing for
 - PDF, Visio, Publisher
 - +many more
- Powerful WYSIWYG rendering



Collabora Online



Collabora Productivity

Collabora Online v 4.0

Collabora Online 4.0: the enterprise-ready LibreOffice-based Online Office Suite that allows you to stay in control of your own documents, full control of your office files.

LibreOffice is the world's most popular Open Source Office suite with over 120 million users. Collabora, a leading contributor to the project, and developer of the enterprise-ready, Long Term Supported edition of LibreOffice, Collabora Office, has now brought LibreOffice to the Cloud with Collabora Online.

With Collabora Online you now have access to a powerful, enterprise-ready and 100% Open Source Online Office suite functionality, with excellent support for all popular office file formats and collaborative editing features.

YOU editing...

ANNE editing...

THOMAS editing...

john
Thu, Apr 27, 2017
Insert "v"

john
Thu, Apr 27, 2017
Insert "v"

jane
Thu, Apr 27, 2017
Can we add the version number here too?

Unknown Author
Fri, Mar 1, 2019
Insert "Note"

Emily
Thu, Apr 27, 2017
Great ideal! Let's check the rest of the document too, and let's add a link: [collaboraoffice.com](#)

Alan
Thu, Apr 27, 2017

Search:

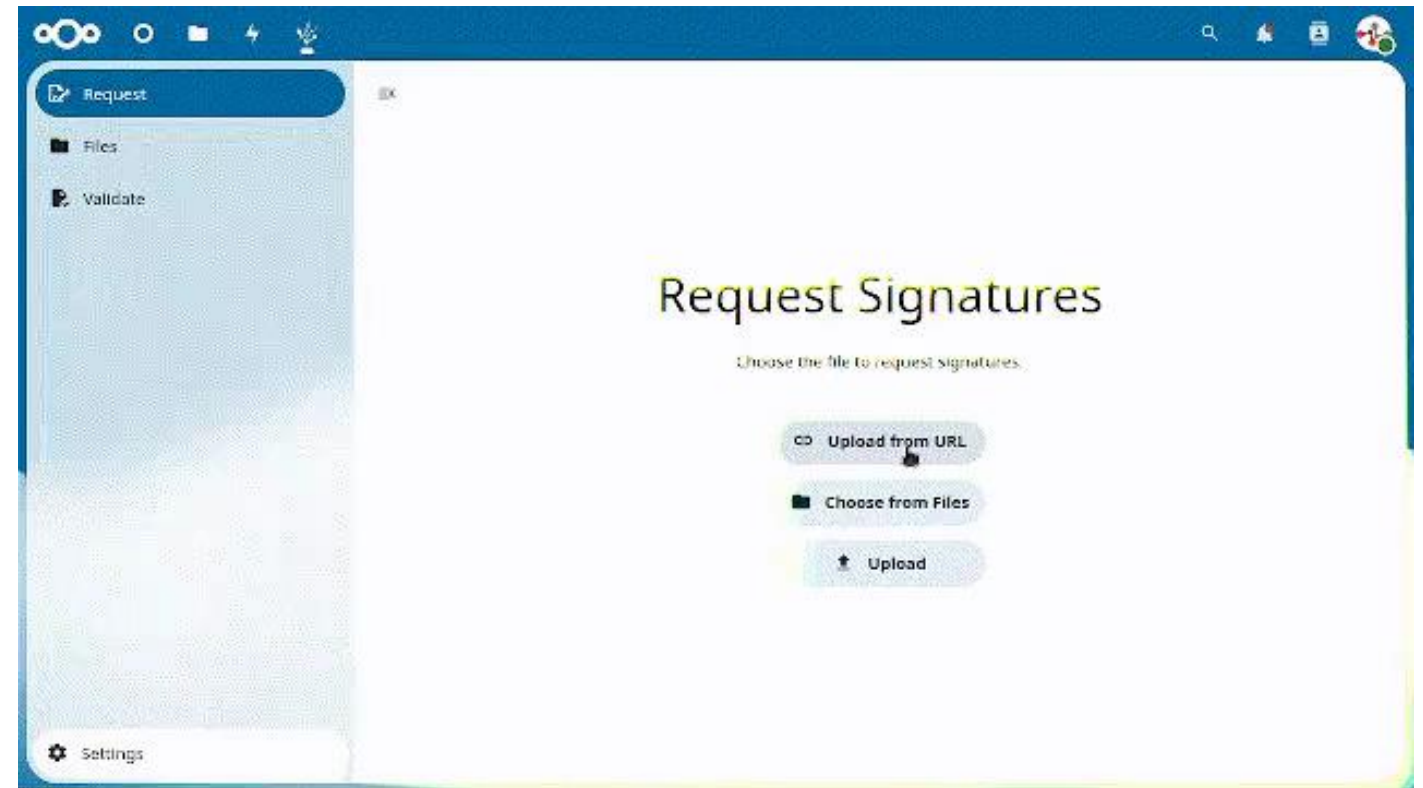
Page 1 of 2 | 281 words, 1,915 characters | Standard selection | English (USA)

1 user

6000	4000	2000	0
01/01/16	01/03/16	01/05/16	01/07/16
01/09/16	01/11/16		
Search	Conversions	Signups	
Guitar Straps	38	10	
Bass Guitar Pick	236	197	
Gibson Acoustic	143	90	
Marshall Amp	550	391	
Les Paul Guitar	90	37	

LibreSign

- For electronic signatures. This tool emphasizes agility and security in business transaction.
- LibreSign adheres to robust security standards to ensure the inviolability of electronic signatures.



Other features

1. **Federation data access engine**
(SMB/CIFS, SharePoint, S3, FTP, Dropbox, Google Drive, Local, WebDAV)
2. **Authentication** (LDAP, Kerberos, SSO/SAML, 2-Factor)
3. **Data Control** (Logging/monitoring, permission, Fine grained file access control, Virus scanning, Data retention)
4. **Cryptography** (Server-side encryption, Key Management, End to end Client-side encryption)





Thank You