

InfoGuardian

Case, Document and Workflow Management System



Introducing technologies into industries for the purpose of information collaboration and dissemination while

applying workflow capabilities and document management process to relevant and authorized users by employing the **World Wide Web** as the primary communication channel

Overview

Information Technology has practically entrenched itself in almost every known industry today. The levels of usage of technology differ from one industry to the next and are also further differentiated by countries and the manner in which the government regulates, supports and encourages the usage of information technologies. Technology must be considered seriously where tedious and repetitious functions can be relegated to these tools of technology.

InfoGuardian is a purpose built tool to enable high levels of information collaboration over the Internet. InfoGuardian is suitable for deployment in Government Departments, Financial Institutions, Management and Accounting Firms and Legal Firms. InfoGuardian is also a general purpose archive tool suitable for all industries wherever there is a requirement to store documents for extended period of time due to legal obligations or statutory requirements from authorized bodies.

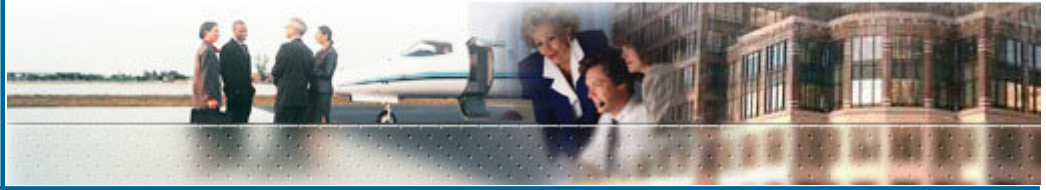
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The Purpose

The business world survives on information sharing between relevant parties. All businesses rely on one another for information in the form of documents, documents and more documents. Much of these documents, when subjected to high occurrences of physical contact or handling, can and inevitably will get misplaced or damaged. The higher the incidents of physical access, the higher possibilities of the same important documents going missing. InfoGuardian is designed from ground up to manage large volume of documents in digitized format. Physical documents are converted to digital images and businesses executives are encouraged to utilize the digitized images to work, leaving the physical documents in storage until they are physically required. The same images are published over the internet to enable authorized and secure

access to provide consistent information over this super cost efficient network known as the World Wide Web.

Features

InfoGuardian incorporates useful features to enable quick and successful deployment of the solution. Designed with focus on ease of use, scalability, maintainability, transportability, not forgetting FLEXIBILITY (user defined templates and variables) and COST as the primary parameters of the solution, minimal training is required for InfoGuardian to be successfully adapted into businesses. InfoGuardian low cost of deployment together with its unrivalled scalability provides unprecedented capital investment



protection on hardware and software. InfoGuardian is at ease if your business operates on one single information folder or 500,000 separate information folders.

InfoGuardian can be deployed in a single firm, disallowing external access or hosted on a web server to services the entire world.

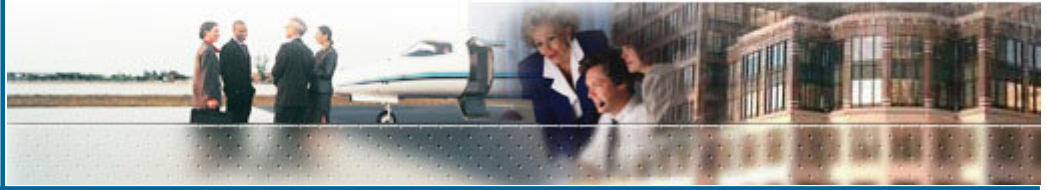
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Features Brief

Scalability

InfoGuardian is designed to grow in line with your company's requirements. Built on solid technology, database engines and user friendly industry standard tools, the strength of InfoGuardian being the right choice is further strengthened with the introduction of Open Source System technology into the system.

User definable variables

To provide maximum flexibility to users of InfoGuardian, the system enable user to define new variables/fields into the system on the fly. There is no limit to the number of variable you may choose to add into the system.

User definable templates

User Definable Templates (UDT) provides the tool for standard business or company correspondence format to be built into InfoGuardian. These UDTs will extract data from the file repository to create uniform letters, notice and other correspondence with minimal effort from the user.

Workflow templates

User definable workflow steps and procedures further add flexibility to InfoGuardian. All business processes, when viewed from a different angle is basically a series of logical steps which must be performed in a specific fashion. InfoGuardian provides the ability for the users to design and define their own business processes, then modify them when external forces required such changes.

Ease of Use

InfoGuardian is designed to enable quick and effective deployment. Using standard Microsoft Internet Browser as the interface tool between users and computer system, it removes the sense of unfamiliarity from the start, making the learning curve short and users become productive quickly.

Internet or Intranet

Whether the system is to be deployed in Intranet or Internet environment, InfoGuardian was designed to operate just as effectively. Users have various choices of option in which to host the system best suited to their needs

Capital Investment Protection

InfoGuardian is designed from "ground up" to provide maximum CAPEX investment protection. Industry standard browser interface provides the choice to do away with expensive hardware, costly software licenses, never-ending upgrade requirements and the perpetual hassle and cost of employing in-house IT professionals. InfoGuardian ASP model enable the user to do away with all those hassles leading to better deployment of valuable resources.

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