

DOCUMENT ELECTRONIC MANAGEMENT

Knowledge Management encompasses a wide range of resources allowing to suitably managing documents, considering relevant information collection and treatment for the company's operations, coming from its customers, partners, and mainly from its workers. It centralizes and structures corporate knowledge, keeping the necessary flexibility for collaboration and access to data.

It also allows document electronic management (GED) where large volumes of documents (spreadsheets, texts, images, projects, reports, in several electronic file formats) are stored and made available in a structured, safe way. It also carries out document flow analysis, aiming at a standardization increasing productivity and optimizing processes.

Electronic documents may be accessed through several search keys, from any workstation, allowing different groups of users to perform several operations, always respecting the hierarchic levels. Register for each document version is kept. Accesses and operations performed can so be managed, considering the company's permission policy.

The GED of the ERP Linx system feasibility your company's employees' knowledge becoming an asset to your business.

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WORKFLOW

Workflow consists of integration of several areas of an organization so as to follow up its activities and evaluate deadline compliance. Through pendency control it will be possible to identify deficiencies or improvements related to the departments involved in the process.

To optimize processes within your company, the Workflow concept helps in coordinating and providing relevant information for task execution. It offers support for definition, execution, and monitoring of organizational processes, considering the creation of activity chronograms: forecast vs. Realized, revision control, resource allocation, result analysis, project progress follow-up (physical and financial), performance indicators, and event management, among others.

In addition, it controls all kinds of customer and supplier occurrences, organizing per subject, priority, attendance deadline, and responsible for that occurrence.

This way, it provides full management of activities, which mainly encompasses answering the following question: what (activity) must be carried out, when, by whom, and on what date.

This innovation in information management software offers an intuitive interface, easy to fit into the user's routine.