

Electronic Document Management

Manage all stages of the **lifecycle** of your **digital documents** in a completely **centralised way**, regardless of their type. E-mails, letters, PDFs, Word, Excel or Powerpoint are **stored**, **indexed** and **accessible** in no time.



Key features

- Access documents from anywhere via your computer, tablet or smartphone
- Indexing of all documents and their contents to ensure efficient searching
- Advanced search engine with many filters to immediately find a document
- Create templates in Word for all types of documents
- Save e-mails in the right customer file with the help of suggestions or automatically
- Integration of artificial intelligence tools such as «machine learning»
- QR code system for automatic document scanning
- Collaborate simultaneously on the same document with real-time display of changes
- Document versioning management
- Strict management of access rights by directory and document
- Full document history (date created, modified, user)
- Download locally all documents in a directory for offline access
- EDM pane displayed directly in Outlook for easy filing of e-mails
- Access EDM to send documents directly from Outlook
- Transfer documents via e-mail directly from the EDM
- Last imported documents at the top of the list for immediate sending before indexing
- File automatically e-mail conversations follow-up
- Save attachments independently of e-mails
- Numerous indicators to categorise previously filed e-mails
- Employees involved are notified when an e-mail is filed

Flexible and powerful, our modules are available individually and can be used independently. However, it is also possible to combine them while maintaining full integration.

The deployment of our ERP is organised around your operational priorities and continues at your pace, ensuring a progressive investment according to your business needs.

In order to guarantee our customers an ever more efficient solution, we are constantly listening to their inputs ; as a result, Agora is always evolving and we are continually improving its modules.

