

Maktabi a Turnkey Approach

Maktabi is an integrated Office Management System (OMS). It is single package software, provides key functionalities required in office management. It gives users the ability to manage, organize, find, share and access information from one easy-to-use desktop screen. It comes in three editions:

- Personal Edition
- WorkGroup Edition
- Enterprise Edition

Maktabi Workgroup and Enterprise provide teams and companies achieving faster, better-coordination response to changes and business process problems. Companies can increase staff production, reduce costs and respect customers Service Level Agreements.

■ **Dual Language: Arabic English**

Pay for one
Have many...Save Money

<i>OCR (Arabic English and more....)</i>	P	W	E
<i>Filing, Archiving and Library Functions</i>	P	W	E
<i>Document Management</i>	P	W	E
<i>Contact Management</i>	P	W	E
<i>Business Card Reader</i>	P	W	E
<i>Incoming / Outgoing Mailing Management</i>	P	W	E
<i>Voice and Phone conversation Recorder</i>	P	W	E
<i>Petty Cash Registration and Management</i>	P	W	E
<i>Request Management</i>		W	E
<i>Business Process Automation</i>		W	E
<i>E-Request (web interface)</i>			E

P : Personal Edition **W**: WorkGroup Edition **E** : Enterprise Edition

More Than Just a Document Manager

- File and organize your documents as you feel
- Manage business information (word, excel, video, E-mails, contacts and more...)
- Track your changes: Manage several document versions
- Index your data using unlimited number of indexes
- Multi search criteria. Search your data by full or part of text, by date, by user defined indexes and more...
- Support any TWAIN scanner permitting multi pages scanning
- Group documents by categories. Categories are defined by users.
- Permit scanned documents manipulation: Annotation, Highlight, Borders removal,...
- Create stamps and digital signature
- Fully integrated with Microsoft Office applications
- Transfer data from MS office applications (Word, Excel, PowerPoint and outlook) directly into Maktabi
- Archive and file your E-mails documents directly from your filing system
- Scan and recognize your business card. Create contact and import / export from / to Outlook
- Manage secretary books. Register incoming/outgoing mailing and generate references
- Multilingual OCR supporting Arabic. Scan, make OCR and create MS Office documents (Word, Excel...)
- Manage petty cash account and register transactions
- Record phone conversations, save them to contact folder and send them by E-mail
- Create additional index / searchable keys and integrate MAKTABI with others business applications
- View your documents from Anywhere using the Workgroup Document Web Viewer.
- And much more.....

Automate Your Business

- Integrated Workflow Engine
- Integrated request management tool associated with the Workflow
- Graphical Workflow design tool
- Attach documents to the workflow process
- Predefine time for each tasks
- User have one inbox for all tasks
- Track users and employees tasks
- Track requests status and history
- Team leader can track staff tasks and re-assigned tasks
- Get information on employee performance
- Analyze business processes problems and blocking points
- Define your company organization and apply it on your Workflow
- Pilot with pre-defined key indicators
- Follow and act from anywhere using the web tasks management module
- Web Intranet and Extranet dashboard

Record phone conversations



Scan and recognize your business card



Total Security

- Document privacy, security, and auditing.
- Document event logs to track every action
- Security features to prevent unauthorized access.



Maktabi

*Manage
your office*

Easy to use

*Key Indicators
and Dashboard*

*Decision
taking...so easy*

Save time

*Share and
access through
centralization*



Maktabi

maktabi.ddscompany.com