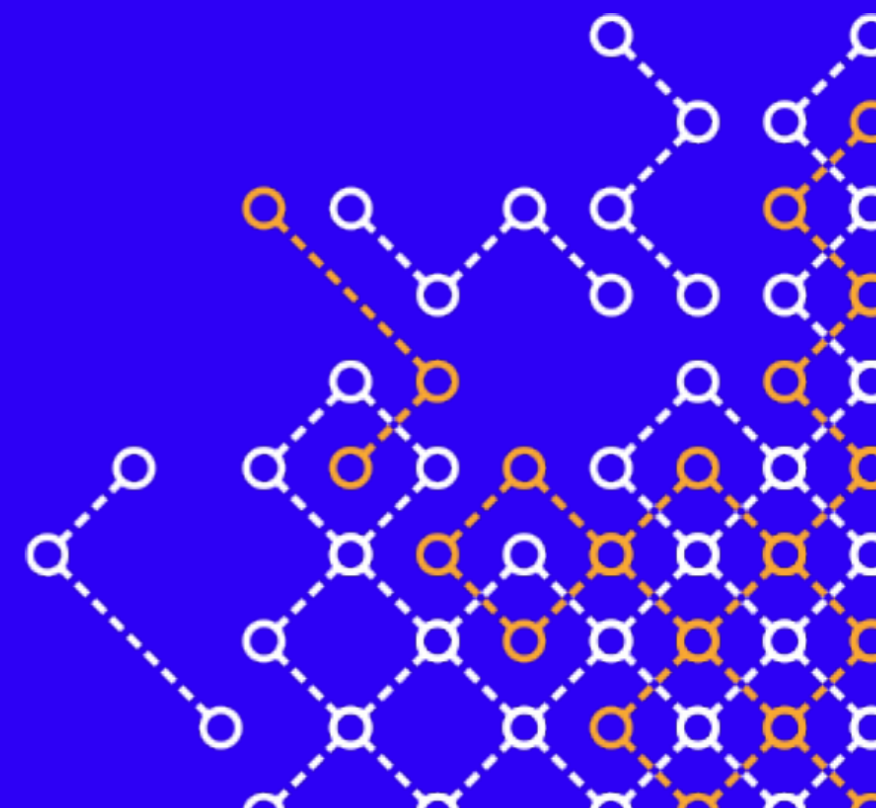DOCUMENT
LOG

ПОРЯДОК В
ДОКУМЕНТАХ

№1
CHOICE

IN KAZAKHSTAN
BY QUALITY
BY PRICE
BY FUNCTIONALITY

DOCUMENTOLOG
ELECTRONIC DOCUMENT
MANAGEMENT SYSTEM

BEST IT-COMPANY IN KAZAKHSTAN

In November 2018, the Digital Bridge Award, the first IT award in Kazakhstan, was held during the annual Digital Bridge forum, where Documentolog won the nomination

«Best IT-company of Kazakhstan».

PERFOMANCE

1 place

at EDMS market coverage in Kazakhstan

85%

of our clients choose SaaS model

100%

successful implementations

250 000

and more end users

12 years

of experience at EDMS market

300

and more clients

ADVANTAGES

Free integration with document exchange service

Documentolog customers get an opportunity to integrate with electronic document exchange service DOC24.kz free of charge. This service allows users to exchange electronic documents with any companies maintaining documents' legal significancy.

Preset configurations

Our existing process configurations satisfy more than 90% of the needs of our customers. Thus, allowing us to implement and launch projects in a short time of up to 1 month.

No hidden cost

Documentolog EDMS uses open technologies only. Therefore, there is no hidden cost. This reduces system implementation price as well as total cost of license ownership.

## Documentolog implementation methodology

We have developed our own methodology for implementing an EDMS - Documentolog Project Implementation, which allows us not only to quickly and efficiently deploy an EDMS in your company, but also to provide high-quality system support after implementation.

Proven quality

Documentolog EDMS is deployed and successfully operates in 3 National holdings of the Republic of Kazakhstan, as well as in more than 300 large state and private organizations of various industries!

Flexible pricing policy

The pricing policy is based on the types of documents, each of which automates a particular business process. This approach allows you to maximize customer satisfaction with minimal cost. Automate only those processes you need.
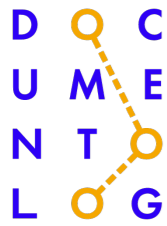
INTEGRATION WITH UEDMS

In 2018, for the first time in Kazakhstan, Documentolog successfully implemented the integration of the gateway "Kazakhstan Electronic Document Exchange Center DOC24" (KEDEC DOC24) and the Unified Electronic Document Management System of the Government of the Republic of Kazakhstan (UEDMS).

Now, the exchange of official documents with government bodies in electronic form in a **legally significant way** is available for companies using the Documentolog EDMS and integrated with the DOC24 service.

The Documentolog company carried out all the work on certification on information security of the KEDEC DOC24 gateway. Therefore, Documentolog clients **do not need to conduct information security certification of their EDMS**. The Documentolog specialists will carry out all the necessary work on the connection by themselves.

FEATURES

Documentolog EDMS provides complete life cycle of all electronic documentation within existing business processes of the company.

- Exchange of electronic documents with Government bodies in a legally significant way;

- Integration with all official certifying centers of the Republic of Kazakhstan: National certifying center of Republic of Kazakhstan and Certification center of Government bodies;

- Configuration of business processes does not require any programming. Notation BPMN 2.0 is supported;

- Preset ready-to-use configurations;

- Flexible report designer. More than 30 types of pre-configured reports are available;

- Mobile applications with digital signature support for Android and iOS platforms;

- The ability to integrate EDMS with any information systems via SOAP protocol. It is possible to integrate Documentolog with web services, the organization's website or any other systems, for example: 1C, SAP, etc.

DOCUMENTOLOG SOLUTIONS

Documentolog EDMS allows you to automate any document-oriented business processes. We offer you the following solutions, consisting of the most requested types of documents:

- General document workflow
- HR document workflow
- Financial document workflow
- External document workflow
- Collegial governing bodies meeting
- Employee performance evaluation
- Management of Internal Regulatory Documentation
- Request and incident management solution
- Electronic archive

These solutions can be used both separately and together, and can be combined with each other. It is also possible to create your own configuration by selecting only the types of documents you need.

GENERAL DOCUMENT WORKFLOW

Automation of main documents flow in an organisation from the moment they are created/received until their complete execution.

Types of documents

- incoming documents (including resolutions)
- outgoing documents
- internal documents (memos)
- personal instructions
- appeals of individuals
- appeals of legal entities
- protocol meetings
- orders
- incoming documents for administrative use
- outgoing documents for administrative use
- internal documents for administrative use
- work plan
- preconfigured reports

FINANCIAL DOCUMENT WORKFLOW

Automation of the movement, verification and processing of documents related to the financial and contractual activities of the organisation.

Types of documents

- contracts / supplementary agreements
- acts / invoices / electronic invoices
- payment requests
- extended contracts / supplementary agreements
- requests to administrative department

HR DOCUMENT WORKFLOW

Configuration designed to optimise the work of the HR personnel of the company. HR EDMS is provided in the form of processes, that include types of documents necessary for their automation.

Processes

Hiring process

- hiring initiative
- employment contract
- order of employment
- change order
- cancellation order

Process of sending employees to business trip

- business trip memo
- business trip cancellation memo
- business trip order
- change order
- cancellation order
- expense report
- production report

Employee dismissal process

- letter of resignation
- dismissal order
- supplementary agreement on termination of the employment contract
- bypass sheet
- change order
- cancellation order

Process of transferring an employee to another department

- employee transfer order
- supplementary transfer agreement to the employment contract
- change order
- cancellation order

Employee vacation leave process

- vacation schedule
- vacation leave application
- social leave application
- vacation change application
- vacation leave order
- change order
- cancellation order

Employee survey process

- questioning of employees
- employee testing
- employee survey

EXTERNAL DOCUMENT WORKFLOW

Documentolog provides free integration with the Kazakhstan Electronic Document Exchange Center DOC24, which allows you to:

- Make the exchange of any documents with your counterparties legal significant;

- Sign contracts with individuals and legal entities in electronic way via electronic digital signature;

- Create and send electronic acts of work performed / invoices / invoices for payment to your counterparties;

- Reduce the delivery time of documents to several minutes, regardless of distance;

- Refuse paper copies of documents;

- Keep track of the status and designated contractor of the sent document;

- Check the trustworthiness of the counterparty before concluding agreements in the KEDEC DOC24 system.
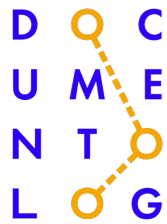
EXTRA MODULES

Electronic archive

This module is designed to organise reliable systematic archival storage of electronic documents. It is integrated with Documentolog EDMS.

Request and incident management

This module is designed to automate the work of the technical support service and includes the reception, processing and execution of employees' requests for service / incident, appeals from the contact center and applications to IT department.

Collegial governing bodies meeting

The solution is designed to automate and conduct meeting of collegial governing bodies, including voting mechanisms and monitoring the implementation of decisions made, as well as submitting issues to the meeting, agenda and protocol instructions.

Employee performance evaluation

The solution is intended to automate the process of assessing the goals of the staff, including a employee's goal map, performance reports and reports on goal fulfillment, as well as assessment statement of goal achievement.

Management of Internal Regulatory Documentation (IRD)

The solution allows you to structure and manage access to the company's IRD, automate the process of approving IRD, monitor changes in the relevance of documents and test employees for knowledge of the IRD with subsequent certification.

My office

The module is designed to store files within the corporate network and allows you to differentiate access to folders and individual files according to the internal structure of the company.

DOCUMENTOLOG BENEFITS

Direct benefits

- 100% automation of document-oriented business processes;
- Time required for review and approval of documents is drastically reduced;
- EDMS significantly reduces the time required for documents delivery (on the average, from 40 hours to several minutes);
- Transparency of business processes is ensured at all stages;
- On the average, the efficiency and productivity of employees are increased at least by 30%.

Indirect benefits

- Quick search of documents by templates;
- High security level of access to information (differentiation of access rights);
- Document loss is prevented;
- Significant improvement in employees' performance;
- Dependence on human factor is reduced.

CLIENTS

National holdings

JSC «Samruk-Kazyna»

JSC «NMH «Kazagro»

JSC «NIH «Zerde»

Government bodies

DPP «NurOtan»

NCE RK «Atameken»

JSC «Institute for economic research»

JSC «National center for state scientific and technical expertise»

NC JSC «Government for citizens» state corporation»

NC JSC «Social medical insurance fund»

Информационный сектор

JSC «National information technology»

JSC «National agency for technological development»

JSC «Kazakhstan industry development institute»

JSC «Astana Innovations»

Financial institutions

JSC «House construction savings bank of Kazakhstan»

JSC «MO «Kazakhstan mortgage company»

JSC «Damu» entrepreneurship development fund»

JSC «Astana International Financial Centre»

JSC «Investment fund of Kazakhstan»

JSC «NC «Kazakh Invest»

JSC «Kazakhstan mortgage guarantee fund»

JSC «Kazyna capital management»

JSC «Agrarian credit corporation»

Other

JSC «Kazpost»

JSC «Agency «Khabar»

JSC «NAC «Kazatomprom»

LLP «Magnum Cash&Carry»

JSC «Samruk-Energy»

JSC "National center for neurosurgery"

And other more than 300 clients

ABOUT US

Our company is the owner and developer of the Information system for electronic document management and for automation of business processes «Documentolog».

Documentolog is EDMS market leader in Kazakhstan.

- Digital Bridge Awards Winner in nomination «Best IT company» in 2018;

- Company was established in 2007;

- Member of the Special Economic Zone "Park of Innovative Technologies";

- Member of Association of Kazakhstan's IT companies.