Smart Business Processes and Document Management

Ready-to-use Solutions and Powerful Platform
Digital Enterprise

With powerful platform capabilities the DIRECTUM system becomes a reliable core for corporate digital infrastructure. DIRECTUM strategy provides an integrated approach to drive innovations:

• All documents are created and processed in digital form, and are legally valid.
• All business processes are digital.
• All employees are engaged in digital processes.
• All collaboration with affiliates, counterparties and government is digital.

- **Legal Value**
  Legally valid docflow within and outside the company: document protection by digital signatures and blockchain, long-term storage of documents, intercorporate document exchange.

- **Ready-to-use Solutions**

- **Powerful Platform**
  A robust platform for building company’s digital infrastructure: highly scalable, adaptive, easy to configure and adjust, fitted with tools to create new solutions, providing reliable basis for distributed architecture and integration with other software.

- **Smart UI/UX Design**
  User-friendly intuitive interface. The system gives hints on useful features, keeps track of users’ habits and activities, and is adapted according to their responsibilities and business roles.

- **AI and RPA**
  Artificial intelligence for extracting facts from structured and unstructured documents, data classification and smart search in natural language. RPA for accounting processes.

- **Omnichannelity**
  Various ways to access the system: web-access, mobile apps, ChatBots, integration with portals and enterprise software (ERP, CRM, OA).
Efficient Information and Business Process Management

The DIRECTUM platform allows companies to start with basic ECM/BPM functionality, and gradually build corporate digital infrastructure around more specific business processes.

Covering the fundamentals of Document Management, DIRECTUM provides users with core Enterprise Content Management (ECM) functionality:

- creating documents and versions in different formats
- using templates
- keeping document’s history
- enabling smart search by requisites, history, text
- assigning access rights to documents
- linking related documents to each other
- signing documents with digital signature
- ensuring that users work with one and the same document and its latest content

DIRECTUM Business Process Management (BPM) functionality streamlines collaboration and workflow within a company, and includes:

- assigning and delegating tasks from one user to another (or a group of users)
- using standard routes for complex business processes, both related and not related to documents
- tracing the process, internal communication and documents within a task
- setting and controlling deadlines
- granting access rights to tasks
- assigning substitutes for absent employees
- alerting users of pending and expired deadlines
A wide range of DIRECTUM-based solutions deal with all key business tasks, taking into account the specifics of large companies' processes and procedures. Business solutions complement each other, making a complete enterprise management system.
**Contract Management**
- Templates for contractual documents
- Approval and payment rules
- Unified registers, obligations control
- Tracking document originals
- Integration with financial accounting system

**Accounts Payable & Invoice Management**
- Invoice capture and recognition
- Checking for duplicates and data inconsistencies
- Predefined routes for approval
- Unified storage
- Search by requisites, counterparties or contract

**Financial Archive**
- Centralized and safe storage of financial documents
- Prompt preparation for tax inspections
- Quick search for documents by various criteria
- Control of accounting documents return
- Integration with ERP systems

**Entire contract process**
1.5 to 3 times less expensive

**Approving invoices**
1.5 to 2 times faster

**Document loss excluded**
Ready-to-use Business Solutions

Bidding Management
- Procurement planning
- Application processing and bid winner selection
- Single register of biddings and contracts
- Notifications of procurement stages
- Contract risk management

HR Process Management
- Collection and approval of job applications
- Onboarding/offboarding coordination, checklist generation
- Vacation planning and approval
- Competency and talent management, employee training control
- Personal data protection using access rights

Travel & Expense (T&E) Management
- Business trip requests management
- Calculation and approval of expected travel expenses
- Automatic creation of business trip documents (order, itinerary)
- Expense reports generation and control
- Integration with accounting system
Project Management
• Single register of company’s projects
• Templates for project documents
• Automatic assignment of access rights to project team
• Standard routes for project documents approval
• Project performance monitoring, reports and analysis

Service Requests Management
• Structured service requests within a single register
• Requests classification and ranging
• Determining schedule and responsible employees
• Request status control, reports and statistics
• History of all request processing and knowledge library

Quality Management (ISO, GMP)
• Internal audits planning and approval
• Participant notification, execution control, and result record
• Inconsistencies management (causes, corrective procedures)
• Preventive actions management
• Reclamations management

Preparing project documents 4 to 6 times faster

Service request processing 100% guaranteed

Carrying out quality audits 2 times faster
DIRECTUM mobile applications cover all essential scenarios for remote working. Various solutions for iOS and Android speed up key business processes that involve employees at all levels, from top and middle management to project managers and operational teams.

**DIRECTUM Solo for Top Managers**
- Document review by adding graphic and text comments
- Document signing and search
- Working with documents of different formats (DOC, PDF, ZIP, JPEG, etc.)
- Working offline with automatic data synchronization
- Creation of assignments (tasks) and control over their fulfilment

**DIRECTUM Jazz for All Users**
- Document viewing, editing and signing
- Document search
- Tasks creation and completion
- Alerts of new tasks and notifications

**DIRECTUM ChatBot for All Employees**
Employees not using computers in their workplace are also engaged in digital processes.
- Document acknowledgement
- Claims for vacations and days off
- Requests for services, equipment, fact sheets, etc.
Powerful ECM & BPM Platform

Scalability, Efficiency, Fault Tolerance

• Simultaneous work of thousands of users, and scale-out distributed architecture
• Quick response to user actions ensured by asynchronous execution of “heavy” operations
• Failover and load balancing support for continuous processes

Customization to Business Needs

• Simple configuration and adaptation to company’s requirements, that can be made by an in-house team
• Development tools for customizing the system to specific processes and creating tailored solutions

Cross-platform Environment

• Web client working on Linux, Mac, Windows, and other operating systems
• Compatibility with various DBMS: Microsoft SQL Server, PostgreSQL, Postgres Pro for large corporations
• Mobile apps for iOS and Android

Distributed Operation

• End-to-end processes across branches
• Centralized control over distributed architecture
• Advanced web client and mobile apps

Integration

• Open API and advanced integration mechanisms for data synchronization
• Connectors to SAP and other ERP systems
• Compatibility with Microsoft Office, LibreOffice, etc.
• Web services support

Security

• User authentication and authorization on the application server
• Access rights differentiation according to users’ departments, roles, etc.
• History of actions performed on system objects
• HTTPS encryption protocol, cryptographic protocol in mobile apps
DIRECTUM is committed to driving innovations into content management, and constantly develops its products by using cutting-edge technologies.

**DIRECTUM Artificial Intelligence (AI)**

Intelligent document processing
- Machine-learning algorithms and artificial neural networks
- Intelligent document capture and data classification
- Extracting facts from structured and unstructured documents
- Optical character recognition (OCR) and metadata extraction

**Legally-valid Digital Docflow**

Complete internal and external e-document management
- Document protection via digital signatures and blockchain
- Inter-enterprise document exchange

**Robotic Process Automation (RPA)**

RPA solutions for finance and accounting processes
- Automation of recurring operations
- Automated data exchange between systems
- Intelligent mapping of suppliers’ item codes to accounting system data
- Automated preparation of payments for remote banking and transactions in accounting system
- Robotic sick leave processing
Consulting and Implementation Services

To support customers in their digital transformation, DIRECTUM has built a reliable partner network that includes more than 100 companies. Sharing the same strategy and approaches, the DIRECTUM team provides world-class consulting and implementation services, business process modeling, user training, and after-implementation support.

- **Consulting**
  - Studying and investigating customer’s processes
  - Discovering pain points and bottlenecks
  - Suggesting ways to optimize the processes
  - Working out documentation

- **Implementation**
  - System deployment
  - Configuration and customization
  - Testing
  - Working out operation guidelines

- **User training**
  - Training lead users
  - Training administrators and developers
  - Holding seminars for management teams

- **Putting into Operation**
  - Operational testing
  - Adjusting the system according to users’ requests
  - Putting the system into operation

- **Support**
  - Providing technical support
  - Consulting customer’s specialists
  - Diagnosing the system
30 Years’ Experience
More than 2,600 Clients in 10 Countries

- Procurement request approval, limits control, currency rates
- Contract management and internal document management
- Customs declarations management
- Document approval using mobile devices

bp
PROCUREMENT

Gazprom Transgaz Tomsk

TOYOTA

Wrigley

LEVI’S®

Abbott

Bridgestone

Philip Morris

Leroy Merlin

McDonald’s

L’Oréal

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