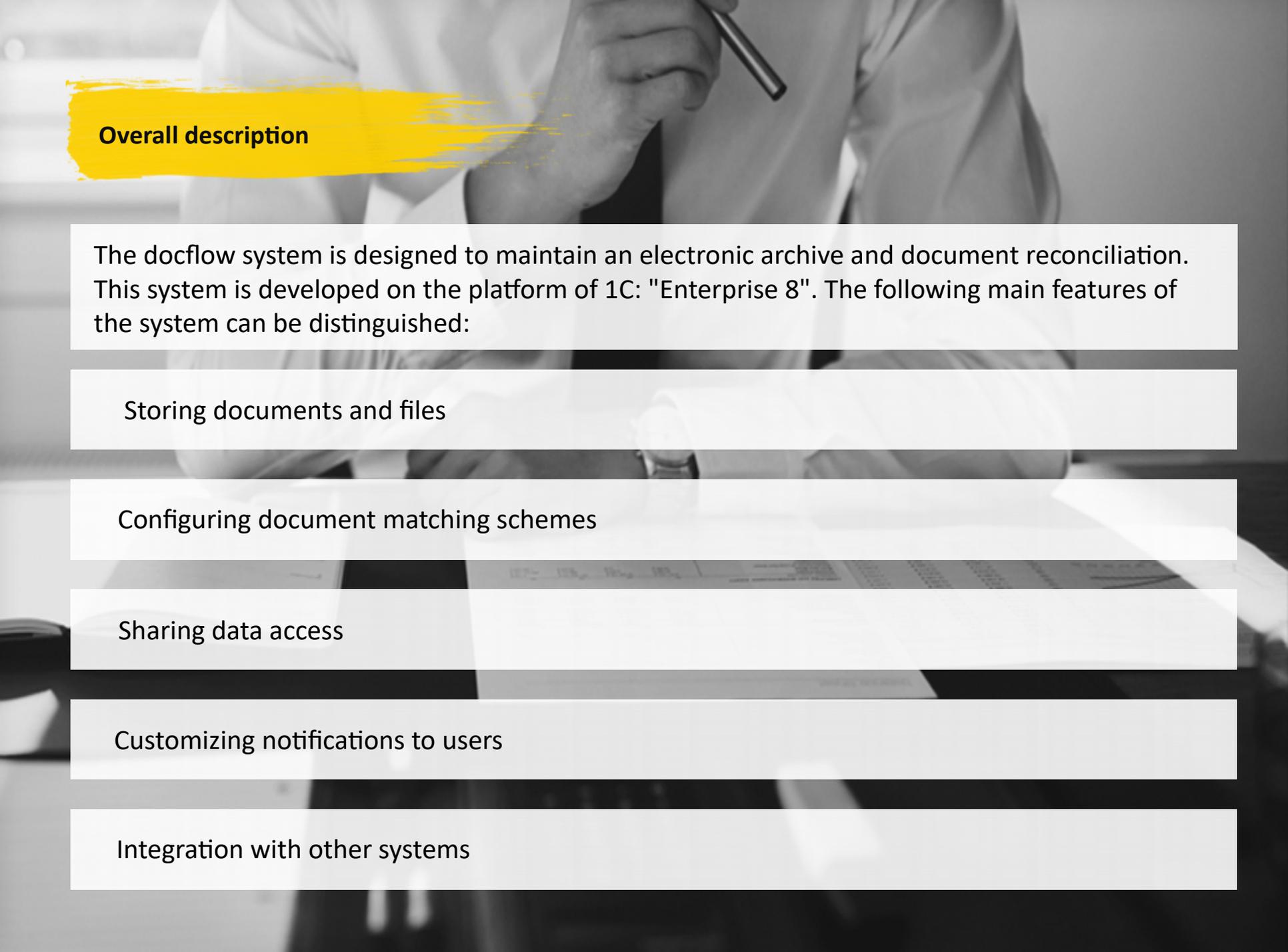




SMART  
INTEGRA

**Docflow**



## Overall description

The docflow system is designed to maintain an electronic archive and document reconciliation. This system is developed on the platform of 1C: "Enterprise 8". The following main features of the system can be distinguished:

Storing documents and files

Configuring document matching schemes

Sharing data access

Customizing notifications to users

Integration with other systems

## Documents and Files

All documents in the system are divided into various types. Each type has a standard set of details such as the date, number, title and description of the document. For each type, you can define your own set of details, such as "Counterparty", "Amount", "Currency", etc.

Files can be added to documents. All file changes are stored in the system.

A link can be established between the documents. The document card shows the documents associated with it. The system has a convenient search for documents.

### Agreement № 1 or XX.XX.XXXX

Kontragent LLC  
100 000 rub.  
Other details  
Attached Files

### Addendum № 1

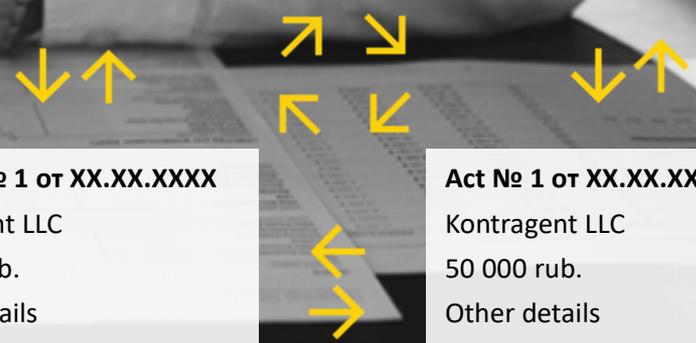
Kontragent LLC  
Other details  
Attached Files

### Invoice № 1 or XX.XX.XXXX

Kontragent LLC  
50 000 rub.  
Other details  
Attached Files

### Act № 1 or XX.XX.XXXX

Kontragent LLC  
50 000 rub.  
Other details  
Attached Files



## Processes

Entering a Document Card



Running the approval process



Issuing tasks to users



User tasks processing



Transfer of the document to the archive



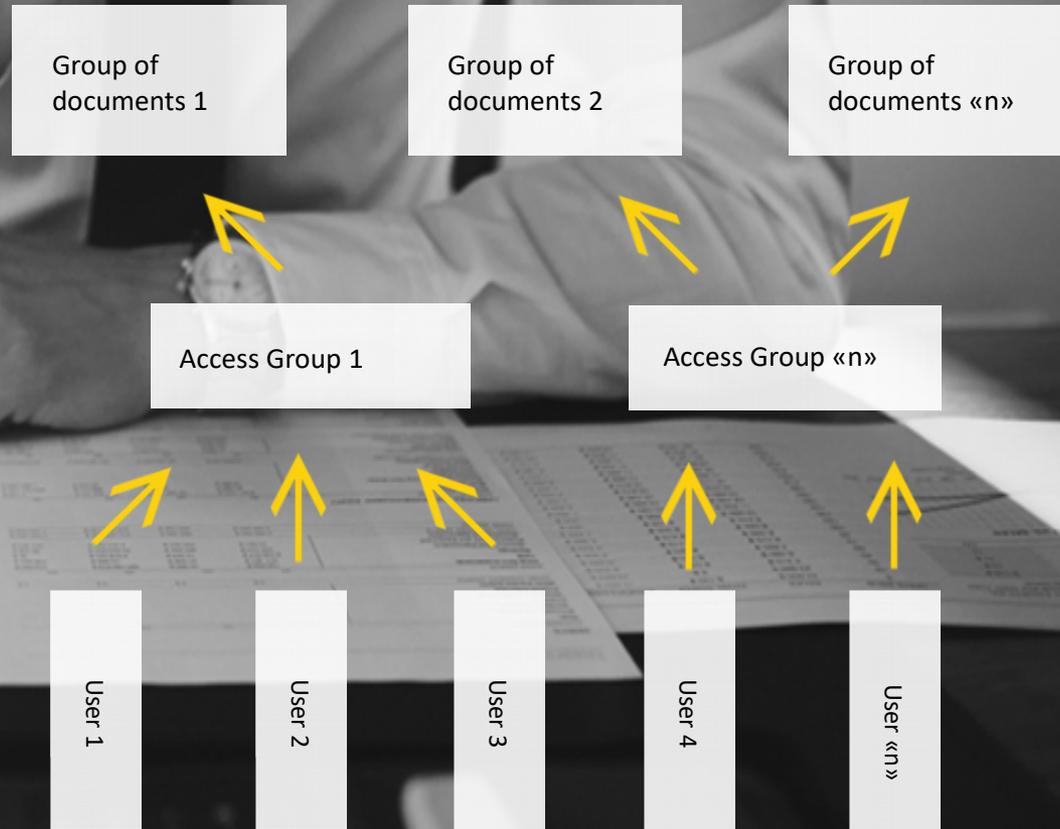
Printing the sheet of approval

The system makes it possible to define any routes of approval. The route includes matching, instructions, conditional transfers, etc.

For any document, negotiation process can be started for a given route. After starting the process, the system automatically processes the route and issues tasks to users (agreement, order, control, etc.). At any time, the initiator can interrupt the process if necessary.

## Access rights

The system makes it possible to distribute access rights to the objects of the system such as documents, files, processes, etc. The separation of rights can be configured by types of documents, organizations, units, categories, users and other characteristics. To determine the rights of new users, it is sufficient to add them to a certain access group.



## Notifications

The onset of an event



User notification

The system makes it possible to configure user notifications for certain events, for example: expiration of the term of the contract, changing the status of document approval, changing the file, etc.

It is possible to configure notifications for a single user or for a group of users. After the event, the user receives a message on the occurred event.

## Integration

The docflow system has mechanisms of integration with the "Lease" system.

The mechanisms make it possible to automatically upload the signed accounting documents such as "Invoices for rent", "Invoice", "Act", etc. to the document management system in accordance with the bar code.

It is also possible to integrate the document management system into any other software.

The "Lease" System

The "Docflow" System

Printing and signing invoices for rent, invoices and certificates with bar codes

Uploading Documents to Document Workflow and Creating Electronic Document Cards

Scanning documents

Barcode recognition

