e‑grou for innovative information management

e-grou controls and manages your company´s documents, contri-buting to increase productivity, process efficiency and information security, regardless of the format and physical media used for the contents.

e-grou eases access and allows for unified management of the documents created by the various software applications used to support the administrative and technical activities of your organiza-tion, reducing the time spent for searching, handling, approval and distribution of these documents.

The workflow component can be used to circulate mail and approve documents without requiring any paper copies, reducing space requirements, speeding up document circulation and approval pro-cesses, while improving traceability and accountability.

Integration with other software solutions, such as *ERP* and *CRM* solutions is made easy with e-grou´s API. This API is used by the e-grou connectors to integrate with *MS Office* applications and the *Autodesk* suite of products (AutoCAD, Inventor and Revit), to ease work to information creators

Unified and organized working environment

e-grou gives you an organized and unified working environment to:
• Register, control and distribute all incoming and outgoing mail regardless of its physical media: paper, electronic file, or email;
• Locate and access documents in security, according to each user's access rights;
• Manage and control the change and approval of document con-tents;
• Manage document versions;
• Participate both in mail distribution and document routing and approval workflows.

Save time, space and money

Save time improving your company´s document management pro-ductivity:
• Locate and access quickly, the information you need;
• Make information readily available to others in safety;
• Shorten the time it takes to distribute mail and documents and make the process traceable;

Save space improving your company´s document management efficiency:
• Get rid of paper copies for mail routing;
• Eliminate email and document personal archives and information redundancy;
• Quit printing paper copies for personal security;

Save money improving your document´s management profitability. e-grou offers you:
• A flexible licensing model and competitive licensing prices per working seat;
• Out-of-the-box functionality to shorten implementation and confi-guration times;
• Ease of maintenance without need of any programming.

Main features

e-grou provides support to all document management activities taking place in your organization: mail management, life cycle docu-ment management; mail and document workflow and task notifica-tions; transition between electronic and paper central archives.

Mail management

e-grou registers, organizes and routes all incoming and outgoing mail in paper, electronic format and email. Mail records are orga-nized in smart folders, according to predefined criteria and can be accessed only by authorized users, according to their access rights.
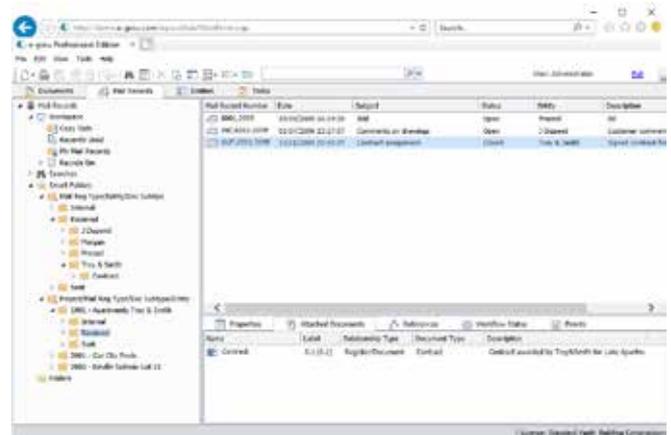
You may create both structured and unstructured mail routing workflows. e-grou provides a complete audit trail of the mail routing process: participants, actions and dates.

By using the e-grou connector with *MS Office Outlook* you can register incoming emails and import attached documents directly from *Outlook*; and send emails with attachments from e-grou.

Connectors with other *MS Office* applications allow users to regis-ter and import the documents created from within these applica-tions, without the need for quitting the application and entering into e-grou. From within e-grou you can scan and import documents from scanners that support a *twain* driver.

Life cycle document management

e-grou manages and controls access to change and approval of document-based information. Documents are organized in smart folders and access is controlled according to assigned user rights.

You may create as many document types as needed and for each of them specify the revisioning scheme, the approval workflow, the attributes, the security, the templates, etc.

You may use both structured and unstructured workflows for document routing and approval. The life cycle of document-based information is captured including, for each revision, who changed it and the what, why and when.

Integration between e-grou and the suite of *MS Office* applications makes possible to send to e-grou documents from within these *Office* applications.
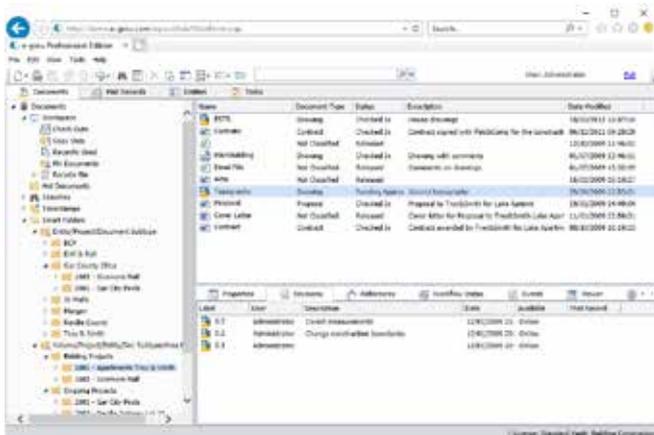
Workflows and notifications

e-grou supports both structured and unstructured workflows. Workflows can be associated with mail and document routing and document approval. To define a workflow you must identify the tasks and order them according to the process logic.

For each task you can define the type of task, the participants, and the notifications to be sent. There are automatic tasks that are launched when certain events occur based upon the value of document attributes. Notifications initiated by workflow tasks are sent by email via SMTP.

You may also request to be notified when mail dispatch and circulation workflows end and when the content of your documents is changed or approved. You may also be notified when your local copies of e-grou documents are outdated.

Integration with *MS Office* and *Autodesk*

e-grou local clients are integrated with the *Microsoft Office* applications and the *Autodesk* suite of products, facilitating users from both the administrative and technical areas access to the main document management functions from within the applications they are using.
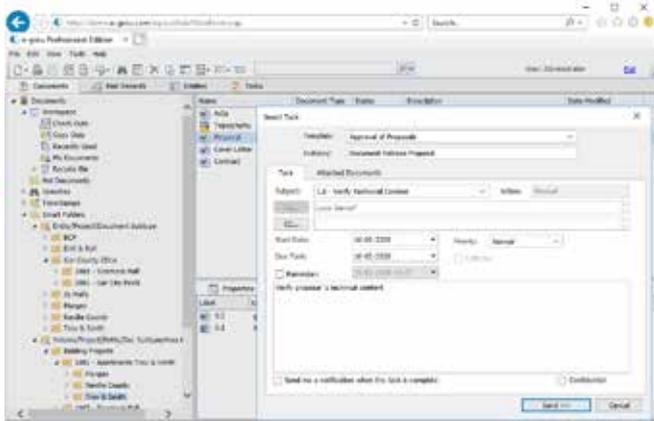
Protect your information

e-grou saves all documents to protected operating system folders located in a single server or distributed across the network. Access to documents is controled by e-grou, according to assigned user rights. Direct access to documents is not allowed.

History of user interaction with the documents is saved in a log file to help tracing back all user actions used to audit the e-grou system.

Document attributes and configuration information is kept in an *MS SQL Server* data base only accessible to the e-grou Administrator.

e-grou provides two levels of backup and restore. An internal level, using a recycle bin to allow that any item – document, register, process, etc. – removed by a user be recovered or definitely removed by the e-grou Administrator.

The other level, external to e-grou, is concerned with the overall system, data base and documents. The System´s Administrator can configure the procedures to automate security backups of the OS folders used by e-grou and of the *MS SQL Server* database. Backup data can be easily restored.

e-grou clients and licensing model

e-grou clients may be *Windows* or *Web* based. Both types can be used for remote access and e-grou allows undifferentiated use of any of them. Remote use of the *Windows* client requires a *VPN*.

There are three types of e-grou licenses, all of them concurrent. To change database or document contents or start a new workflow you must use a Standard license.

To search and visualize information and perform workflow tasks only a Search&View license is required.

CadConnector licenses are used to integrate e-grou with *AutoCAD, Inventor and Revit* and provide access to the main e-grou document management functions from within *Autodesk products*.

e-grou products

There are two e-grou products available: e-grou ProEdition and e-grou EnterpriseEdition. Both Standard and Search&View licenses are available for the two products. The ProEdition is the right choice for companies that choose to use e-grou software as a service (*SaaS*), benefiting from all the advantages of using a document management solution, without having to worry about the associated system administration issues and fixed costs involved

The EnterpriseEdition is the right choice for companies that want to have their document management solution hosted in-house.

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e-grou
DOCUMENT MANAGEMENT SOLUTIONS

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