

Organize your paper documents in electronic file format with a system design to support keyword searching, helping you to quickly find your documents



# **Organization Management**

Storing documents by each department without limitation



# **Clearing Document**

Setting document expiration date and notifying when it is about to expire



### **Document Category**

Managing document categories of each department properly



# Rename Document by OCR

Using OCR technology to rename the documents



#### **Manage Index Document**

Finding documents in each category easily and quickly with a search index



#### **Permission**

Setting individual user permission



# **Upload Document**

Uploading documents by each category and index



## Check & Monitor

Checking the access history of each user





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