

DIT/DUT

Document Indexing / Uploading Tool

Facilitate **Index to Upload** Process

Easily handle complex indexing rules and tasks with Infobuilder's Document Indexing Tool (DIT). DIT will facilitate faster information processing, reduce errors, and deliver accurate information for processing in the backend system. All while ensuring the security of the data being uploaded to your Documentum document management system.

Key Features

□ Intuitive **Interface**

The system's simple and intuitive interface allows business users the freedom and independence to set up indexing rules and workflows with ease.

□ Secured **Document Handling**

Avoid the vulnerability of having physical, unencrypted information lying around on desks or in filing cabinets. A web-based indexing facility is secured through user profiles and logs.

□ **Document Encryption**

Encryption maintains the security of documents even while at rest - they cannot be accessed outside of the Documentum platform.

□ **Smart Indexing**

Auto-fill fields based on input from preceding fields or external databases. Enable rich validation rules and dropdown functionalities. Smart indexing allows users to work faster and smarter.

□ **Maker-Checker Roles**

Verify entries before committing them to databases by enabling a checker role - adding an extra layer of security and accuracy.

□ **D2 Integration**

Upload document packages directly to D2 and automatically trigger document processing based on a workflow.

□ **Auto-filling, Auto-naming, and Auto-relating**

No need to manually find a folder in a sinuous tree of folders when filing away or retrieving documents. Through predefined rules, send documents to the right folder, assign file names based on indexes, and set up relationships between documents so you can retrieve related documents faster.

□ **Multiple File Formats**

Manage a wide range of formats including PDF, images, Microsoft, and CAD files.