KOMI Doc

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Store, protect, organize, and manage all your files in a single Platform

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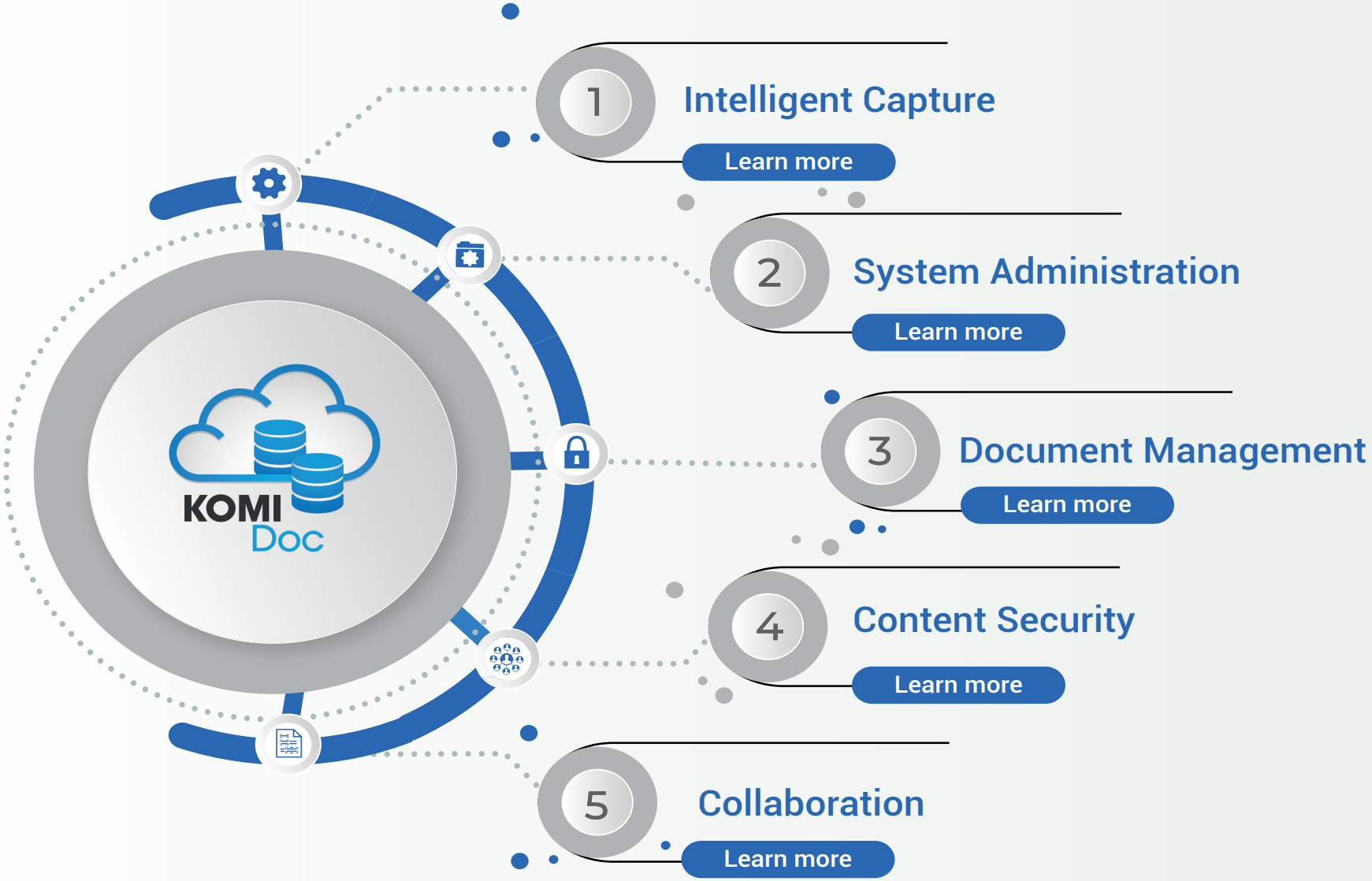
KOMI Doc platform's core features



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Intelligent Capture's key features

Capture from email

Automate the Capture of email and associated attachments

Capture from Business app

Automated document capture generated from your ERP, HR, CRM business tool.

Data extraction

Automatically extract data from any invoice layout (incl. line items).

Document matching

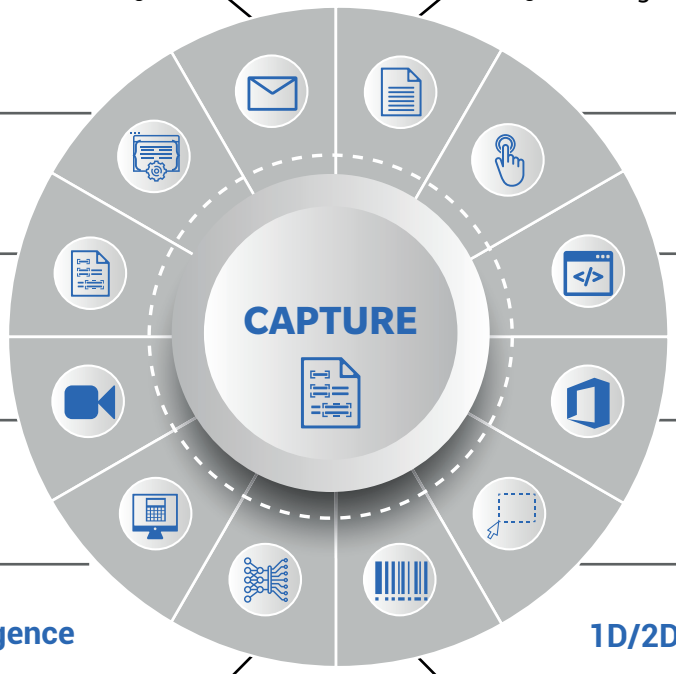
Automate the matching of documents with AI-based OCR.

ERP integration

Post accounting transactions in the general ledger through pre-built ERP integration.

Artificial intelligence

Automate document processing with Machine Learning and Artificial Intelligence Data Capture.



Third-party DMS

Integrate documents from a third-party DMS.

File from MFD

Index and file documents from your MFD's control panel.

File with metadata

Capture and file scanned documents by adding metadata.

File from MS Office

Directly file documents from MS Office (Word, Excel, PPT, Outlook).

Zonal OCR

Extract metadata from documents thanks to Zonal OCR.

1D/2D Barcode recognition

Use 1D/2D Barcode recognition to file documents.

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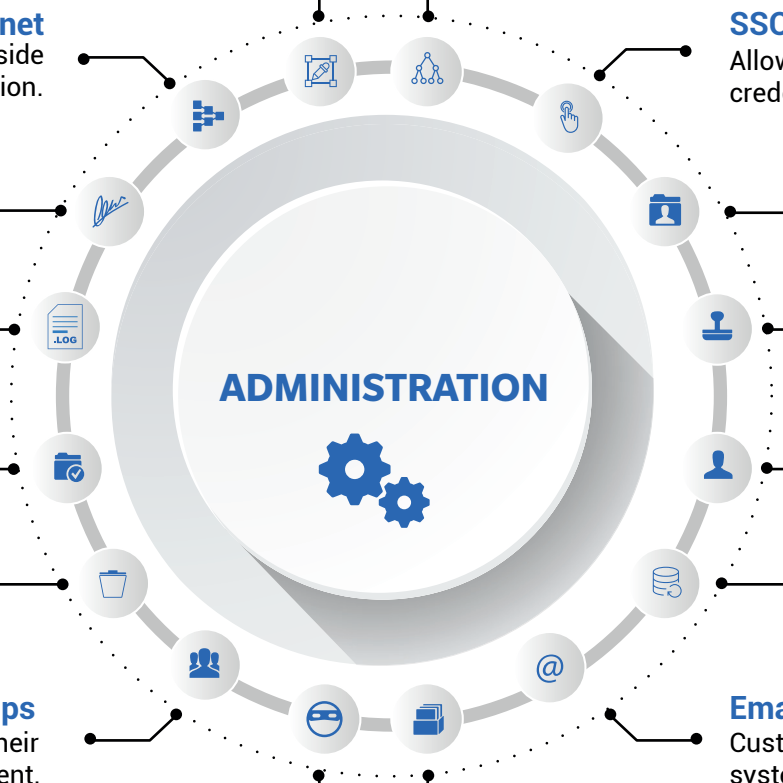
System Administration's Key Features



Customization
Custom visual and textual elements of the user interface (connection page, color, logo).

Active Directory integration
Import users from an LDAP authentication source (typically Active Directory).

Extranet
Share documents easily and securely with users outside your organization.

SSO (Single Sign-On)
Allow users to access KOMI Doc with one set of login credentials.

Electronic signature
Manually or automatically affix an electronic signature on PDF documents.

Subscriptions
Check and manage other users' subscriptions: dynamic notification assignment.

Logs
See all actions performed by users.

Watermarks
Apply watermarks on a document as part of a workflow.

Completion rules for folders
Define the fields to fill in to consider a folder as "complete".

Users
Add and modify user accounts.

Recycle bin
Definitively delete or restore documents deleted by users.

External SQL connection
Connect to an external database to dynamically import metadata.

Groups
Associate users to groups to simplify their management.

Email customization
Custom the content of emails dynamically sent by the system.

Alias
Dynamically associate a document to a user in workflow according to metadata.

Roles
Define different types of users to limit access to specific application's features.

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Document Management's Key Features

Actions on documents and folders
Multiple possible actions: downloading, editing, moving, deleting, sharing...

Simple search
Quick search of all documents and folders based on metadata, keywords, description, full text, title...

Advanced search
Document search by keying in advanced criteria for detailed and multiple metadata queries.

Navigation
Support of folder browsing to locate a specific document.

Online editing
View and edit Office documents in Office 365 Online.

Smart view
Folders and sub-folders' display in a tree structure to facilitate access to the different levels.

Electronic form
Design of customized electronic forms to be completed by users. Electronic Forms creation, capture and processing of the metadata fields and associated documents.

Locking
Protect a document from unwanted modifications by others.

Digital Vault
Store, backup and organise all of your important files in one highly secure location.

Import from a ZIP
Import a large volume of folders or documents in a tree structure from a ZIP folder.

Synchronization
Desktop sync to automatically and seamlessly synchronize files and folders between Windows computer and the DMS file server.

Documents and folders' history
Traceability of all actions performed on a folder or a document via an audit trail.

Search from business application
Search of documents stored in theKOMI Doc platform from third-party with keyboard shortcuts.

ZIP export
Export of documents and folders in a ZIP archive.

Classification from MS Office
Classification of MS Office documents right from a button integrated into the office software.

Document filing
Previsualization and dynamic filing of documents scanned or downloaded in the KOMI Doc platform.

Analytics
Creation of graphical reports on the use of the application and on classified documents' types.

Filing rules
Renaming and dynamic filing of documents in a tree structure according to provided metadata.

Mobility
Access, share, edit, download and directly file pictures or any documents through a mobile device with the iOS or Android app and from your web browser.

Lifecycle
Document lifecycle management (retention, destruction, migration) according to a due date.

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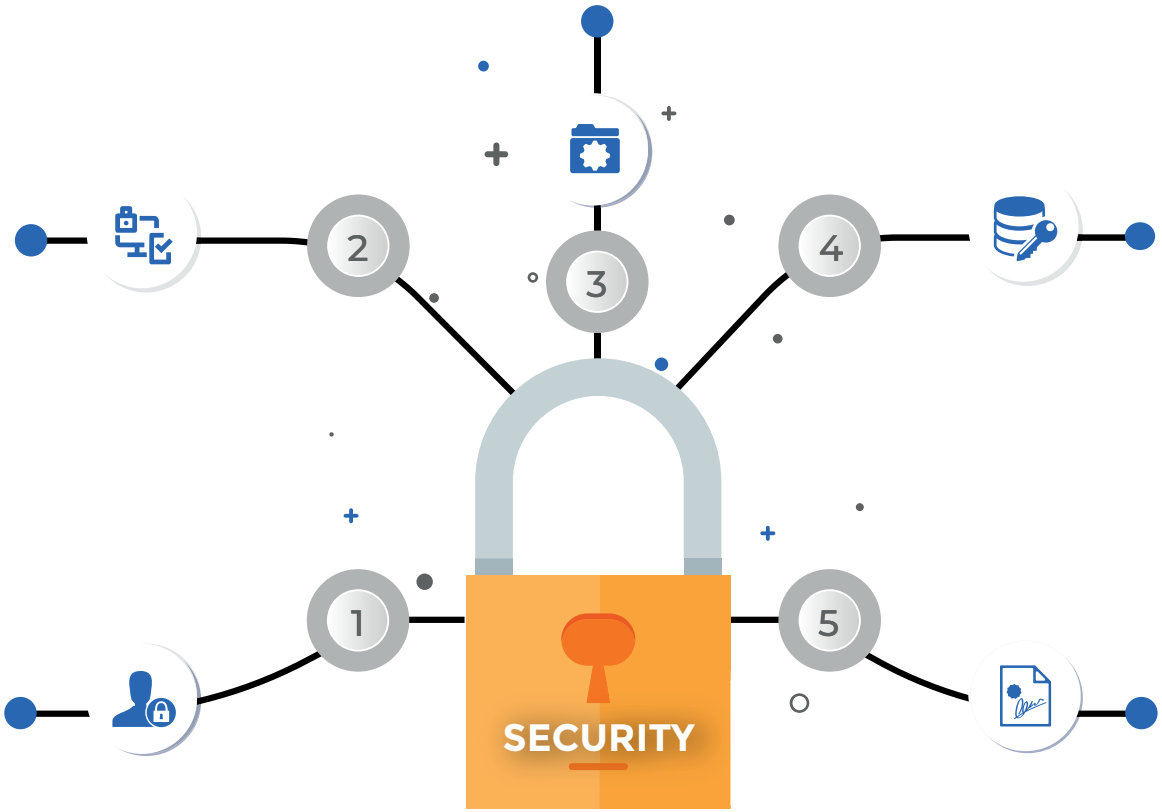
Content Security's Key Features

Advanced rights management

11 different user security roles ranging from "read only" to "System Administration" to provide an appropriate level of user access permissions.



Two-factor authentication

Add a security level by requiring a second factor authentication using SMS, email code or Google authenticator.

Data encryption

Secure documents stored by encrypting DMS data and metadata using an AES-256 encryption algorithm.

Secure login

Connect safely to the environment by entering a login and a password.

Digital watermarking

Dynamically apply watermarks displaying individual user information to prevent the use of Windows print screen and screen grabber applications.

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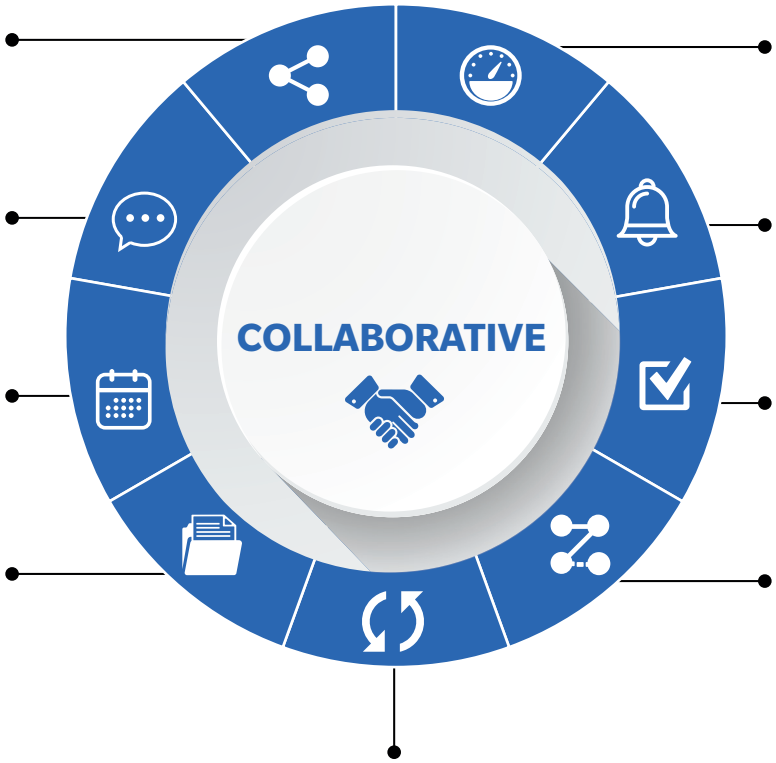
Collaboration's Key Features

Documents linking
Link related documents together.

Date reminder
Set a reminder on a document's due date.

Discussion threads
Create discussion threads with contacts on documents and folders.

Simplified sharing
Share a document through a secure and temporary link with one or more users not registered in the application.



Dashboard
Gain total visibility over your content with a quick access to your notifications and favorite documents.

Notifications
Be notified in real time of tasks to be performed or actions made on documents.

Tasks
Assign tasks to others.

Workflows
Manage document approvals or reviews by assigning tasks to different people for completion in real time.

Versioning
Manage multiple variations of the same document to display the one of your choice.

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If you need any further assistance or information,
please email us at: marcom@bin.konicaminolta.in