Key features

✔ 100 web-based: all features are available from any web browser
  • homogenized acquisition, classification and centralization of scanned paper documents (incoming and outgoing e-mail, faxes, office automation documents, multimedia documents, databases, etc.).

✔ Fast and easy document retrieval
  • four search possibilities: Quick, Predefined, Custom and Full-text.
  • thesaurus, indexing and multilingual searches supported to find documents irrespective of language.

✔ Document management
  • document display, use, edition, annotation, linking, notifications, versioning (minor/major, check in/out).
  • Microsoft® Office integration through the IRISNext™ toolbar in Word, Excel®, PowerPoint® or Outlook®.
  • automatic conversion of documents into PDF for optimized archiving and consultation (optional).

✔ Collaborative work
  • tasks: distribution, schedules, sequencing and follow-up.
  • indexation of a document at different times and by different persons is possible.

✔ Business Process Management
  • customizable workflows (filing procedures, routing of requests such as expenses or holidays, invoice approval, etc.).
  • management of document lifecycle and related tasks.

✔ Legal archiving
  • retention periods, legal requirements (DR550, Centera).

✔ Scalability
  • high volume storage engine including HSM capabilities (hierarchical storage management).

✔ Administration
  • system configuration.
  • monitoring of user activity, system, tasks/workflows, database.
  • security (users, user groups, roles and access control lists).
  • data export (on CD/DVD/Blu-Ray Disc/Memory sticks, etc.).

✔ Integration and Extension
  • open platform: Java and .Net APIs, scripts, documented DB schemes, compliance with standards, etc..

✔ Available add-ons
  • for document capture, conversion, classification and indexing.

Document Centric	
Document Processing	✔
Business Process Optimization	

Approved for external communication

I.R.I.S.
Document to Knowledge™

ECM SOLUTIONS & EXPERTS

We give life to your content

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IRISNext ™

Your information – your most valuable asset

The most effective organizations get the best out of their people, their collective knowledge and their intellectual property. In business nothing stands still. Technologies change. Departments restructure, relaunch, relocate. People come and go.

In order to save and centralize all the knowledge they have generated, as well as create more efficient processes and save all the knowledge, companies invest in Enterprise Content Management systems.
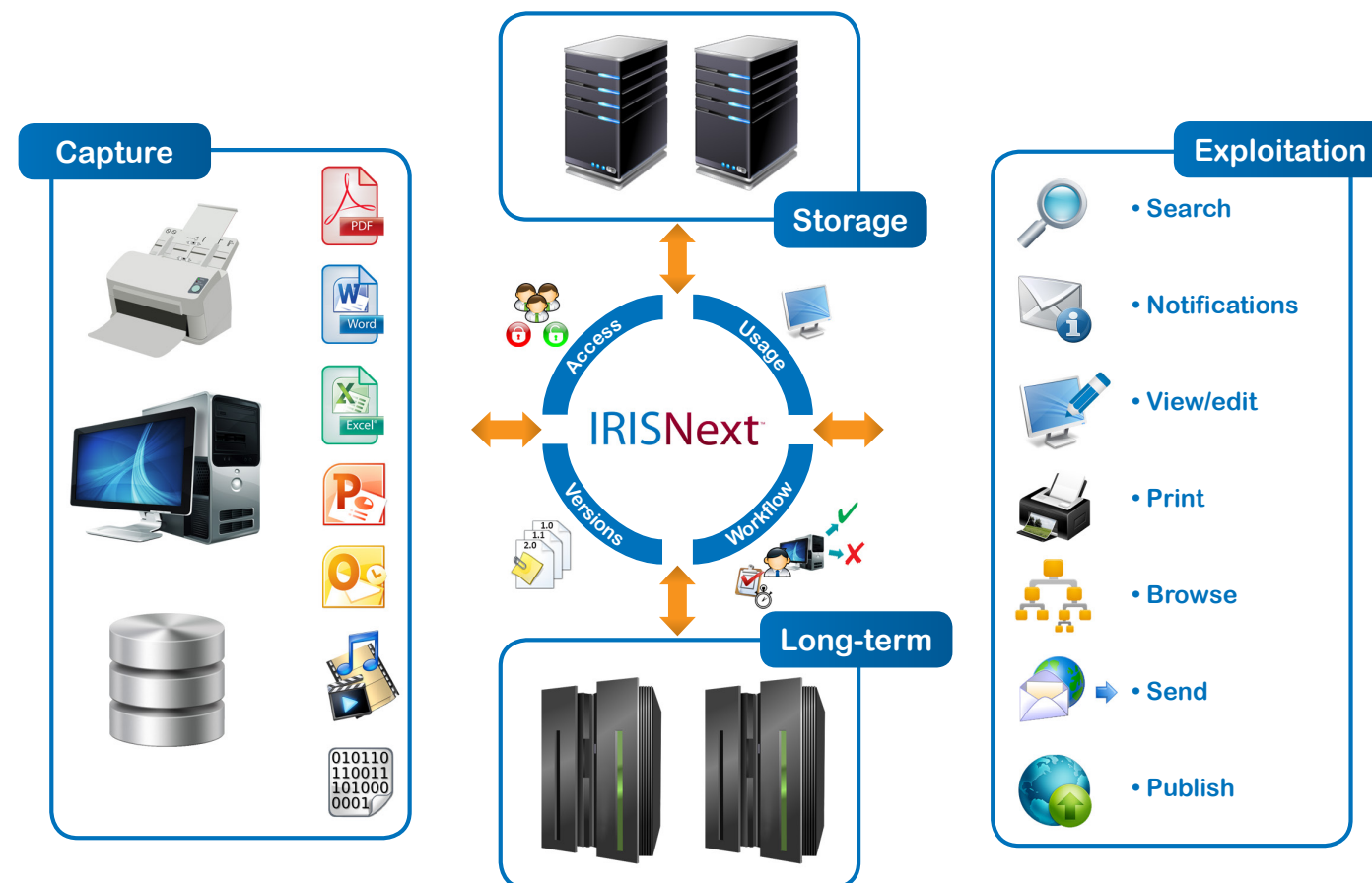
Key benefits

✔ Protect all your company's knowledge, documents and other intellectual property.

✔ Improve staff efficiency.
  • by helping manage document workflows and business processes.
  • in a single, unique working environment adapted to your way of working.

✔ Identify bottlenecks in productivity thanks to traceability and perfect insight of business processes.

✔ 100% web-based.
  • powerful performance through a user-friendly interface, with minimal training.
  • compatible with any OS, software and applications for several users simultaneously.

✔ Adapted to any sector: powerful, flexible, feature-rich, easily managed and user-friendly.

✔ Fully scalable: can be introduced in one department and later expanded to the entire organization.

✔ Open architecture for integration & extension (ex. custom tool creation such as training, archive, etc.).

✔ Fast deployment and implementation.
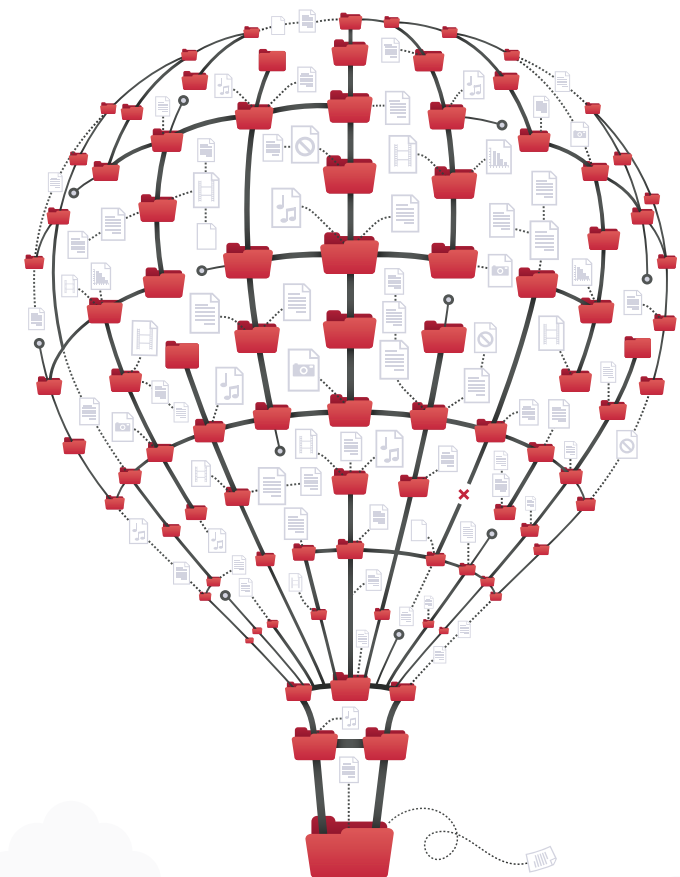
A full ECM system in your web browser

IRISNext™ offers all the features of Electronic Content Management, most importantly Document Management and Business Process Management, directly within your Internet browser:

✔ Document Management
  • dematerialized, indexed, centralized and traceable content.
  • faster, intuitive and safer document retrieval.
  • collaborative work (document edition, MS Office integration).

✔ Business Process Management
  • tasks (distribution, schedules, sequencing and follow-up).
  • customizable business workflows (ex. invoice approval, including line items, routing of requests, etc.).

Capture

Storage

Long-term

IRISNext™
Access · Usage · Workflow · Versions

Exploitation

• Search

• Notifications

• View/edit

• Print

• Browse

• Send

• Publish

Perfect integration with Microsoft® Office

100% scalable: ideal from one department to the entire organization, from small businesses to large corporations

Provide your entire staff with a single work environment where information is perfectly organized and retrieved intuitively

Perform Business Process workflows customized to your needs and ways of working (requests, approvals, filings, etc.)

Powerful, flexible and user-friendly

More than ever, the exponential number of documents dealt with by companies daily requires a solution capable of structuring archives and protecting access to them, while facilitating their sharing among authorized users.

Faced with such challenge, companies want to keep it simple with powerful performance and a user-friendly interface that requires minimal training to master just the features they need.

IRISNext™ offers a flexible configuration that adapts seamlessly to their way of working, perfectly integrated with tools such as Microsoft Office, while ensuring their entire workforce operates in the same environment, with a unique file tree where any unstructured information is perfectly organized and retrieved in the most intuitive way.

Simple and deployed fast

IRISNext™ is deployed very quickly; training takes only one day and a week might be enough for you to have a fully operational system. That is a fraction of the time it takes other systems.

IRISNext™ is a web-based system, so it works with all operating systems, applications and software versions. Every department can work on the same document no matter what systems they're running.

With an open architecture, we have made it easy to create your own tools, for example training modules and archiving applications.

Of course I.R.I.S. is there if you need us with a dedicated user and technical support team.

100% scalable to grow with or within your organization

The architecture of IRISNext™ makes it a scalable solution which, although totally ´off the shelf´, can be deployed both in very large organizations, where it manages huge volumes of documents, and in average-sized departments or companies for more limited volumes.

Even if introduced one department at a time, for example in critical processes such as Finances and Human Resources, the platform will always be ready to be expanded throughout your organization as you watch it eliminate persisting bottlenecks in your business processes.