



iDMS  
(IXI Document Management System)

WHITE PAPER

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## 1. About IXI Document Management System (iDMS)

### A. System Features

Declarations: Features & functionalities shown below are common used features, customization for other feature is possible.

#### General

1. **Shared document library**  
*A place where files of all kinds could be shared with hierarchy control (E.g. shared within the project team/ department/ entire organization).*
2. **Knowledge base**  
*A place where valuable knowledge and experiences shared in the form of document, picture, and video.*
3. **Notebook**  
*A place where texts, files attachments and pictures could co-exist in the same page for entire team collaboration.*
4. **Document sharing link**  
*A link to share with authorized user.*
5. **Global Search**  
*Searches any item/record from any page could locate all related document, and user may narrow down result shown with date range, as well as filter by category and author.*
6. **Sort & Filter**  
*To sort and filter records in a list/library to quickly locate your document.*
7. **Multiple Editing**  
*To have bulk edit for a list/library like editing in an excel spreadsheet.*
8. **Multiple item selection**  
*To perform action for multiple items at once. E.g. To delete multiple document.*
9. **Document Alert**  
*To receive notification on changes of a document.*
10. **Document modification/Deleting Report**  
*To view a summary of user records whom performed modification or deleting of document/record to the system.*
11. **Ease of updating system info**  
*Updating/Editing the portal could never be easier with Microsoft Office environment.*
12. **Sync with local PC**  
*Ability to automatically sync document of a library to your local computer to get rid of DOWNLOADING & UPLOADING hassle.*
13. **Drag & Drop document**  
*It allows dragging a file and dropping into the system for auto-uploading (no troublesome file browsing & user input).*
14. **Recyclable document**  
*Document is never really been permanently deleted until you empty the recycle bin.*



**15. Integrate with Microsoft Outlook**

To easily drag and drop files from and to the system in Outlook.

Workflow

**16. Document circulation and read workflow**

(Data Entry > Upload > Circulate > Send Reminder (if unread) > Read acknowledgement)

**17. Document approval workflow**

(Draft > Submit > Review > Approve; multiple level is allowed)

**18. Letter generation workflow**

Generate letter from list of templates with letter head and data from the system.

**19. Document comment workflow**

To add comment to a document and route to intended recipient.

**20. Workflow Report generation**

Able to generate report of document circulation records, approval flow records, letter generation records, document comment records, such as when and who performed what stage in a workflow.

Construction Sector Specific

**21. Manage document by category**

E.g. Correspondences, Transmittal Notes, Instructions, etc.

**22. Retention Policy**

To specify action to perform for document with different category by your retention schedule.

**23. Audit Log**

To generate audit report for record creation, modification, deletion, content viewing, and downloading by user with date.

**24. Manage project timeline**

To import and sync Microsoft project schedules into the system at project page as an overview of project progress.

**25. Document/Log Report generation**

To export document list and registered log to excel for record keeping purpose.

**26. Auto generate document reference no. with different prefixes**

E.g. Letter issued by HQ: IXI/PJHQ/20130612/0001  
Letter issued by SO: IXI/PJSO/20130612/0001

**27. Assign Task**

To assign task to project members and set deadline.

**28. Review Task progress**

To monitor task progress with % completed, status, due dates and assignee details.

**29. Tags & Notes**

A feature to ease locating a frequently accessed document and post notes like social network.

**30. User accessibility control**

To control user access to different department/ project/ folder level.



**31. User rights control**

*To control user with the rights to read, edit, and delete a document/record.*

**32. Document version history**

*To track document revision, restore to previous version, and view comments for each revision updates.*

**33. Deletion Rights**

*Users are only allowed to mark a document/record to "canceled" and to be reviewed by document controller for deletion action.*

**B. System Modules**

1. Master Communications
2. Main Correspondence
3. Project Requirement
4. Meetings
5. Schedules and Progress
6. Drawings and Instructions
7. Progress Claim or Payment
8. Variation Order
9. Sub-con and Suppliers
10. Government Authorities
11. Materials Record
12. Plant, Machinery & Equipment Records
13. Inspection & Test
14. Safety & Health
15. QMS
16. Technical Report and Record
17. Notebook
18. Shared document library
19. Media albums
20. Discussion Board (Forum)
21. Poll for votes
22. News Feed (Announcement)
23. Address Book

**C. iDMS Framework**

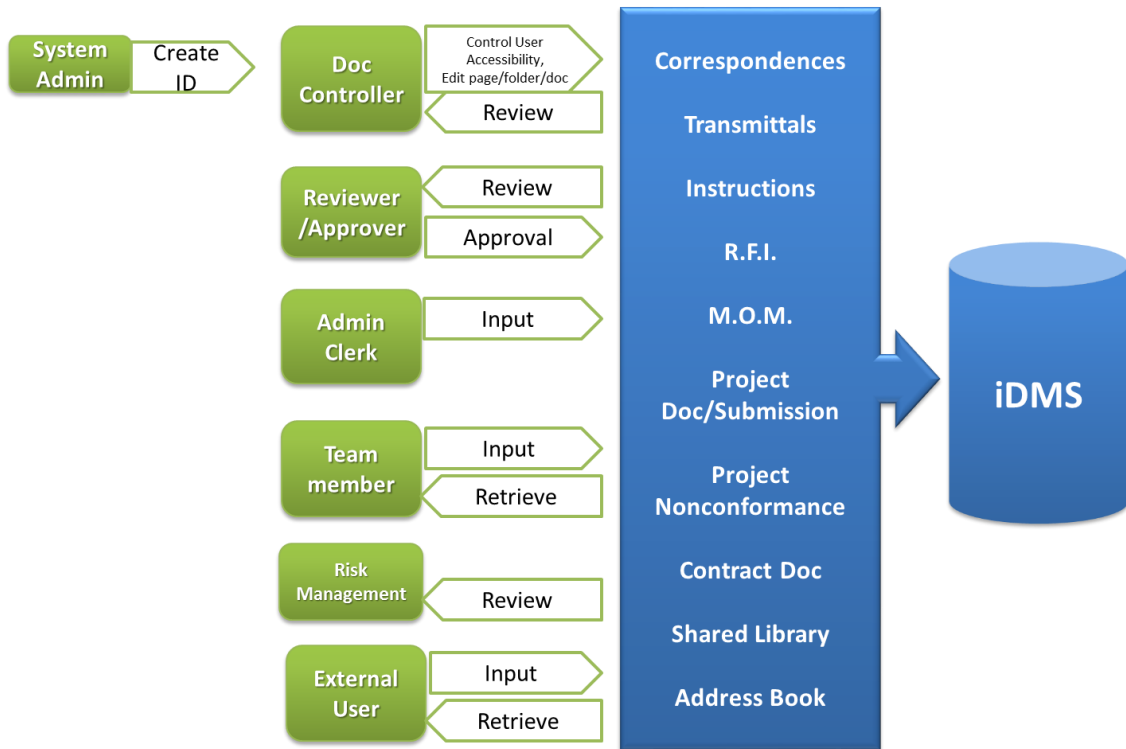


Figure 1 FRAMEWORK - Overview

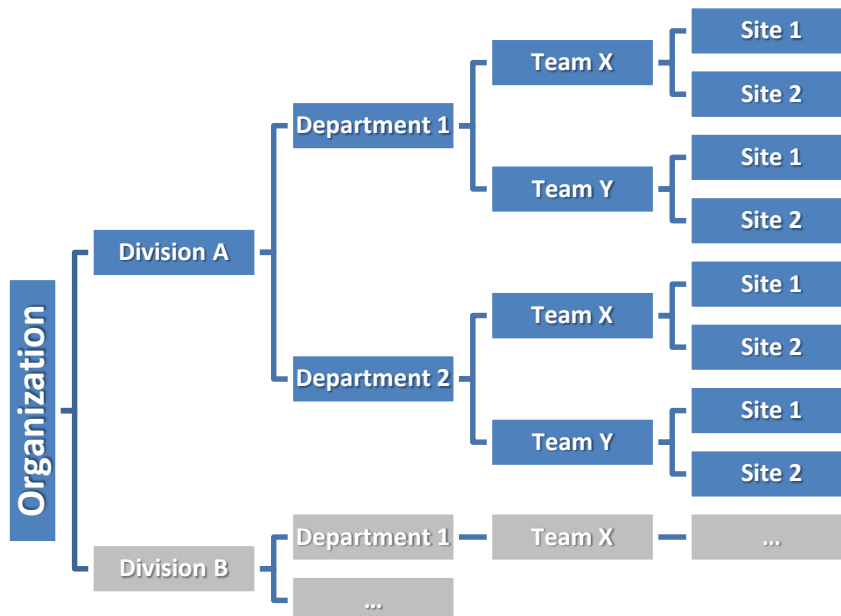


Figure 2 Sample of Site Hierarchy



## 2. IDMS - ON CLOUD

### A. Nature of system

- **NO infrastructure expenditures** like server hardware, back up devices, storage devices, firewall, and other appliances.
- **NO operational expenditures** like application hosting, leased line, cooling system, server space, back-up tapes, etc...
- **NO perpetual license expenditures** like server OS license, software server license, SQL server license, software user license, SQL user license.
- **Available** in HQ, site offices, **anywhere** with internet connection.
- **Accessible** using **web browser** of PCs, tablets, and smartphones.

### B. System Characteristic

#### 1. **Shared Storage**

*On subscription basis up to maximum of 100GB per site and 25TB (25,000GB) per organization.  
Free 10GB upon sign-up.  
Addition free 0.5GB for each user subscription.*

#### 2. **Personal Storage**

*Each user will be provisioned 7GB cloud storage on SkyDrive Pro for individual use.*

#### 3. **User Subscription**

*NO full license to purchase, just subscribe when needed.*

#### 4. **Upload File Size**

*Maximum 2GB per file.*

#### 5. **External User**

*Able to invite external party like consultant/contractor for collaboration (input & output).*

#### 6. **99.99% Uptime Service Level**

*The application host warrants 99.99% of application availability, the details could be perused in Service Level Agreement (SLA) upon request.*



### 3. IDMS - ON PREMISE

#### A. Nature of system

- **Require infrastructure expenditures** like server hardware, back up devices, storage devices, firewall, and other appliances.
- **Require operational expenditures** like application hosting, leased line, cooling system, server space, back-up tapes, etc...
- **Require perpetual license expenditures** like server OS license, software server license, SQL server license, software user license, SQL user license.
- **Available** in HQ, site offices, **anywhere** with internet connection.
- **Accessible** using **web browser** of PCs, tablets, and smartphones.

#### B. System Characteristic

1. **Flexible Storage Capacity**  
*Storage capacity is based on your hardware capacity.*
2. **Application Ownership**  
*You grant full ownership of the application which allows you to perform complete customization without limitation.*
3. **Upload File Size**  
*Maximum 2GB per file.*

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