FITdoc

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Document management, document automation, digital archive or whatever you want to call it, with FITdoc you keep all your documents in one place but still at hand everywhere. Wherever you are (on the road, at the site, with the client ...) you have access to FITdoc's secure digital archive. Find documents quickly, share, manage and automate. The possibilities are almost endless.

Welcome to the digital era, welcome to FITdoc.

Whether you are looking for smaller digitalization solutions or large automation projects, with FITdoc we always scale our solution to the size of your organization. We gladly support your digital transition or automation project. Change is not just striving for innovative technology but also taking the entire organization into this new dynamic and a digital future. Change becomes improvement.

Our possibilities

- Archiving of business documents
  FITdoc contains all the components of a modern document management (independent of scanners, type of document, automatic versioning , automatic indexing and searching via either metadata and/or content). Thus, all documents, images, plans, sketches, policies, contract, video files ... can be stored digitally in the FITdoc database.
  Not only do digital documents take up less (spatial) space, but also looking up documents using keywords or google-like search becomes a lot easier. Moreover, digital archiving offers an excellent base to further optimizing other business processes.

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- Workflows – More overview and structure

  With integrated workflows, day-to-day (complex) processes are carried out more efficiently (if X happens, Y should take place), while also drastically reducing the risks of errors and manual handling. In other words, workflows are the cornerstone of the automation process. The possibilities are virtually endless

  What can workflows be used for?

  - **Approval of purchase invoices** or other documents
  - **Sending requests** (think leave, scheduling, orders …)
  - **To do-lists**
  - **Automatic linking of documents** (e.g. order form to invoice)
  - **Reminders**
  - **Steering processes** in a chronological order
  - **Customer-specific requirements**

- Integration with other software packages

  For a coupling or integration we use the so-called API of our software and your current software packages. How far this integration should go depends in the first place on your own wishes and the possibilities of your current (office) software (ERP, CRM, accounting package, …). In this way we help you to increase your productivity and efficiency in an affordable way.
  With integration you also choose how prominent you want the role of your new software to be. You can choose to introduce our software as a new software package or to let it run completely in the background (like a digital archive, for example).

- Purchase invoice automatization (Scan & Recognize)

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- Bundling of documents and files
  Making follow-up more efficient? Comparing or matching documents (e.g. invoices and orders)? FITdoc makes it possible to link documents both automatically and manually. Thus, a single digital file is formed per customer, employee, site or other.

  What can dossiers be used for?

  - **Easy monitoring** of projects, construction sites or others
  - **Chronological succession** of dossier
  - **Digital merging** of documents (e.g. employee file, real estate file, lawyer file ...)
  - **Digitalization of the procurement process** (orders – confirmations – invoices ...)

- Scanning solutions

- Archiving and retention periods

What does FITdoc do?

FITdoc allows you to work more efficiently and automate administrative processes. With FITdoc you choose for a lot of basic functionalities with which you can already do a lot. However, it is always possible to add extra tailor-made functionalities (e.g. specific workflows, processes, etc.).

How does FITdoc work?

1. ## Adding: unlimited in number, in the cloud or locally

   Full integration with Outlook/Gmail for adding files (mail traffic, invoices, contracts, drawings,...). Easily add communications to the FITdoc archive with a click.

   Drag & drop: drag, drop to and from FITdoc.

   Scan documents directly to the FITdoc archive or choose to scan documents in bulk via QR/barcodes.

   Add photos, (site) documents and other files via the mobile application.

2. ## Retrieval and search: google-like search by content and keywords

   Search like in Google with one click on the button to the right file

   Filter by (document) type, date, author, client,... to refine searches and get quick results or use boolean search functions such as AND, OR, NOT, PROVIDED,...

3. Work remotely via mobile app or web application

Processing & dispatching: take your administration and teamwork to the next level

Print or mail files directly from your digital archive

Share files with colleagues or external persons (e.g. suppliers, contractors,...) via an anonymous online link

Subscribe to your favorite or frequently used documents and stay informed of all modifications

Determine all rights and access to the documents based on person, department, site, file, function,...

4. Workflows and approval: circulate documents digitally via automatization

Ideal for optimizing internal processes or defining step-by-step approval and actions

Not limited to invoice approval but also assigning POs, purchase orders, contracts, files,... to people or departments

Set reminders or request specific actions

5. Integration with other packages: to and from FITdoc, export and exchange data for further processing

Communicate with other packages and retrieve information from other software applications (ERP, financial administration,...)

Export files and data to other software applications to enable further processing (e.g. invoices, orders,...)

6. Document recognition and AI – ARGUS: automatic recognition and reading of documents

Automatic recognition and analysis of invoices and other documents

Reading forms - also on paper - such as order forms, delivery notes,...

Assigning files to the correct type, folder, etc.

Applications

The wide range of possibilities, ensures that FITdoc can be used as office software in any type of organization. FITdoc offers solutions for all digitalization and automation issues. We have an appropriate solution for each issue.

- Automatic document bundling
  Automatically bundle administrative documents (e.g. CMR, delivery notes, pickup note ...) and digitize the order process.
- Working from home and working remotely
  All documents available anytime, anywhere: online, mobile, at home, on the job or in the office.
- Matching of receipts and invoices
  Reduce turnaround time and link receipts (requisition statements, shipping notes, delivery notes, orders ...) to invoices easily or automatically.
- Digitization and scanning solutions
  Digitize your paper records through easy scanning.
- Digitizing receipts and (construction site photos)
  All receipts or photos immediately to the correct file, without detours and fully automatically.
- Automated invoice processing and recognition
  Reduce manual operations and errors through AI driven recognition.
- File & chronology
  Bundling all employee documents or reminders on policies or training courses? Via the chronological timeline you will never lose track again.

A secure environment

Security

Security is held in high esteem at FITdoc. Each database or archive environment is constantly monitored by our people and updated where necessary. Through periodic updates, the general security of FITdoc is also updated each time using the most innovative technologies.

Retention of documents & legal retention periods

There are different retention periods for each type of document. As a rule of thumb, the Federal Public Service Economy (Belgium), which follows the European legislator in this, recommends that all documents be kept for 10 years. In this way, you will more than satisfy the specific retention periods. The exception to this rule is all documents relating to immovable property. For these, a retention period of at least 15 years applies.

Who?
FITdoc lends itself to large, medium and small companies

FITdoc offers solutions to all digitization and automation challenges for both large and small players, and this completely sector-independently. Central is always our own document management system FITdoc, which forms the core of our digitization story. With FITdoc, we always start from a scalable and appropriate solution. After all, every organization is different, has different emphases and dynamics. Finding the right FIT for each working method is a challenge we gladly accept.

Whether you need a simple scanning tool, want to archive, automate a complete administration or rather a standard solution with little fuss? We are happy to customize our solutions according to your DNA, your way of working and your pace.

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If it can be a little bigger ...

In a digital world, the demand for more complex processes and tailor-made automations is also growing a lot. Do you already have specific ERP, accounting or niche packages? With a growing portfolio of customers and years of experience, we are able to make the necessary integrations and links with almost all packages. Even when you choose for the functionalities of FITdoc but want to use them in the background, next to your own applications, we are happy to help you on your way.

Need a more compact solution?

Do you need a small and scalable solution, limited in size and investment? Then you can turn to FITdoc Lite. Our Lite version, was developed specifically for small businesses and organizations up to 5 employees with the aim of simplifying and streamlining office administration. Besides a mobile app, FITdoc Lite comes standard with all the basic functionalities of FITdoc. Compact, scalable and efficient.

Looking for a specific solution or have a specific question?

You have a specific question, you are in a niche sector or you already have a solution in mind that you want to roll out? If so, we will be happy to help you further and find a suitable tailor-made solution.

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Features

FITdoc is an all-in-one package: no modules, no extras to pay for settings. In short, what you see is what you get. FITdoc comes standard with a wide range of options and possibilities.
With numerous administrative options, various options for document recognition, paper scanning and automation, FITdoc is the digitization tool for any office environment.

General functionalities

Google-like search

Google has become virtually synonymous with online search. Entering only a few keywords retrieves the correct file.
FITdoc fully adopts this logic and allows information retrieval in the same intuitive way where documents are also searchable by content. This way you can easily search by invoice number, customer, PO, project name ...
Filter by (document) type, date, author, customer ... to refine searches and get quick results or use boolean search functions such as AND, OR, NOT, PROVIDED, ...

Secured environment & rights management

The FITdoc database provides a secure (archive) environment to store and process documents. Rights can be assigned at different levels: by document type, sector, department, function in the organization, customer, content ... Even within the software package, different rights can be defined: who has write, read, etc. rights. Everything can be set by the user as desired.

Unlimited storage and volumes

With FITdoc, you take control of your own documents and archive. The settings, like the volumes, are unlimited. Whether it's about 100 documents or 25 million documents, we provide a suitable solution for every customer in our portfolio.

Cloud, on permise or mixed?

Looking for a digital archive in the cloud? Or rather directly on your own server? Or maybe a mixed system with backups? We would be happy to explore the possibilities with you and adapt where necessary.

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Administrative functionalities

Version control

Always having the most recent version of the document on hand? FITdoc creates a new version for you (automatically), so that you can retrieve any specific versions later. It also keeps track of who made changes to the document.

Automatic document splitting

When scanning documents in bulk, documents can be automatically split. This can be done through separation pages or barcodes on the documents themselves or through keywords in the document content.

Memories

Deadlines? Meet payment deadlines? Approve order, leave or other process steps in a timely manner? A reminder notifies you in time of the steps to be taken. This not only benefits the throughput time of the process, but also frees up more time to focus on your core tasks.

Treeview

Your folder structure is sacred but you still want to use the advantages of a digital archive? Why not combine the two? The standard feature 'treeview' allows you to search within a folder structure in FITdoc.

Files & timeline

Via the built-in timeline, actions (to do's) can be attached to people or documents. Different files that need to be followed up (e.g. quotations) or documents where chronological documentation (e.g. damage files) is important, are bundled into one file.

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Deadline / validity of documents

Contracts, insurance documents or certificates that are expiring? Documents with a specific expiration or follow-up date? Check invoices in a timely manner? Delete documents automatically? With FITdoc, expiration dates can be monitored and respected more easily.

Sharing with external parties

Documents can be shared with external users (suppliers, one-time users …) and can be consulted via an anonymous link. Another possibility is to make a protected digital vault (online portal) available to external users.

Working remotely

Online web-portal

Besides the local version, FITdoc can also be consulted via the online portal. Just like the local version, all rights are carefully protected so that everyone can easily work remotely.

Mobile app

Via the app, documents can be quickly requested but also easily added to the digital archive. Think of construction site photos, notes from a meeting, receipts, expense reports …

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Automation

Workflows and action processes

Workflows are Ideal for optimizing internal processes or defining step-by-step approval and actions. However, these are not limited to invoice approval. Other processes can also be set up via workflows: assigning POs, order forms, files to persons or departments …

Approval processed

A single approver? Multiple approvers? A case manager who can only consult? A SPOC (single point of contact), site manager or department head who works on a customer-specific basis? When it comes to setting up an approval process, FITdoc has no limits.

Scan and recognize

Built-in OCR function

When adding a document to the digital archive, the document (regardless of type: pdf, word, excel …) is read in the background to make it fully readable and searchable. This OCR function is an integral part of FITdoc and is included as standard. There are no additional costs or clicks involved.

Document recognition and AI (ARGUS)

With our ARGUS application, documents (invoices, delivery notes…) and forms can be read and recognized.

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Digitalization of paper documents

Documents can be retrieved from external packages (ERP, Outlook ...). To digitize paper documents, we have several possibilities: scan directly to FITdoc, via QR/barcodes, scan to a mailbox and have it automatically added ...

Integration with existing software

Outlook/Gmail

To easily store communications (mail traffic, invoices, contracts, drawings,...) centrally, FITdoc can be integrated with Outlook or Gmail. This way, documents can be emailed more easily from FITdoc, while mail traffic can be added to the digital archive with one click on the button.

Moreover, invoices or other documents sent to a central mailbox (e.g. invoices@) can be added and exported to your accounting package fully automatically.

ERP, financial administrative of specific niche software

FITdoc easily establishes the necessary integrations to other office software in your current environment. Communication can take place from and to FITdoc. Information can be retrieved (e.g. PO numbers, orders, booking numbers, general ledger accounts,...) or files can be exported to enable further processing (e.g. invoices, orders for post calculation,...).

Benefits

Too much paper? Cluttered administrative processes? Time wasted filing and bundling files? Entering invoices manually? Does this sound familiar? Then FITdoc might offer a suitable solution for your office environment.
Why do our clients choose FITdoc?

Time savings - Perhaps the most obvious but also the most underestimated benefit. Also a real quick win when manual actions such as entering invoice data are limited.

Efficiency - Find documents and files faster. Spreadsheets and endless scanning become a thing of the past. Reminders, bundling files, reading documents or simply having everything at hand digitally are just a few of the countless possibilities.

Easier search and retrieval in a fully searchable archive - The Google-like search function allows you to search via keywords, on content, file name, etc. Keeping documents in folders and arranging them according to client or file name is a thing of the past. Would you still like to keep your folder structure? Then we take it over completely and make it searchable too.

Take your administration and teamwork to the next level - All documents and information are centrally archived and accessible (according to rights policies) to everyone. Administrative processes are streamlined through reminders, actions and workflows.

All office information available anythime, anywhere - Through the mobile app, web application and local application, the digital archive becomes available in the office, at home and on the road. Externals can also access specific files via a web link.

Bundle files and link information together - Digital documents offer so many more possibilities than their paper counterpart. References on invoices (e.g. site number, policy numbers,...) can all be bundled with the main customer or project.

Retrieve information from other software applications through easy integration - Communicate with other packages and retrieve information from other software applications (ERP, financial administration,...) Or export files and data to other software applications to enable further processing (e.g. invoices, orders,...)

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Argus scan & recognize

Automated invoice handling

Streamline the entire invoicing and approval process. Automate, manage and choose for more insight and financial control.

Choosing for automated invoice processing, means choosing to minimize manual actions. The entire invoicing process is scrutinized and automated where possible: from receipt to processing of the invoice. As a customer, you always have the last word of course, and can choose from an endless range of possibilities.

The attentiveness and decisiveness of Argus, make our AI (artificial intelligence), the flagship of FITdoc. As an integral part of FITdoc, Argus is responsible for automatically analyzing and recognizing documents and invoices. Argus continues where normal scan and recognize (OCR) applications stop: effective, quickly implemented and moreover fully geared towards booking time savings.

How does Argus "scan & recognize (OCR)" work?

1. **Import of invoices**: Whether they are paper invoices or digital, for both processes we have the appropriate solution in place to enable fast processing.
    All invoices are retrieved from a central mailbox (e.g. invoices@qastan.be) or after scanning from a shared folder and added to FITdoc's digital archive. Thus, a complete digital archive is created from the first step.
2. **Analysis and recognition**: Our AI module Argus automatically extracts all desired data from the document (VAT number, suppliers, invoice number, date, etc.). Would you like to extract specific data from the invoice: e.g. reference, yard or PO? Then we easily adjust this for you.
3. **Approval/authorization process**: Streamline approval and verification of invoices via our online portal or mobile application. Split across multiple approvers, sites or project managers, anything is possible. In addition, this process can be done both before and after the booking proposal.
    Linking to various other documents is also possible: for example, linking delivery notes or dispatch notes to purchase invoices.
4. **Booking proposal**: All extracted data is exported in a structured format (UBL/XML) to the desired ERP or accounting package to enable further processing (booking, post calculation, …).

The power of Argus?

Easy integration

Argus works independently of ERP or accounting packages. This means that we can easily link Argus with your existing systems.

Short implementation phase

No hassle but a fast implementation phase allows you to get started almost immediately and focus on your core business.

Available anytime, anywhere

Process, assign and validate invoices 24/7, including remotely (app and web portal).

Endless possibilities

You draw the authorization steps as you see them. FITdoc and Argus adapt to your organization.

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Benefits

Quickly available anywhere: All invoices are always available digitally via the local version, web version or mobile application. From the moment the invoice is imported into FITdoc, the invoices become fully searchable. Through a Google-like search, you can find the right invoice at any time using keywords (article information,...) as well as specific search terms (supplier name, site or PO number,...) or request the status.
Efficiency and time savings: Manual booking is no longer a necessity but becomes an exception. Argus creates real-time booking proposals, leaving only the visual check at the time of booking.
Consulting invoices in existing systems: If you choose FITdoc, you choose integration. Not only are all invoices stored in your digital safe (FITdoc), they are also available in your existing ERP or accounting package.
Status and Overview: At all times you are in control of the system and can keep a close eye on the status of invoices.
Efficient invoice processing: Streamline the entire invoice process. Argus creates real-time booking proposals, leaving only the visual check at the time of booking. You choose how the approval process will look like: Do you need one or more approvers? Project leaders or department heads who have access to the invoices? Separation of cost and goods invoices? Anytime, anywhere access to invoices, even from your desk or on the road? Then Argus will help you a lot.

Matching

Setting up a digital archive in FITdoc makes it possible to match various documents with each other. Once the documents are digitally available (e.g. via Scan & Recognize) the matching process can be started to significantly shorten the turnaround time.

What is matching?

With order matching, invoices are matched to orders created in the ERP system. From the purchase or supplier invoice, one or more orders (POs), purchase orders or delivery notes can be matched via the PO number that is mentioned on the invoice.
Packing slips or delivery notes can be assigned directly to a supplier upon receipt.
Link purchase invoices to one or more orders (POs) and purchase orders.

Scanning solutions

Despite the huge increase in digital office documents, the amount of paper remains significantly high in some industries. In particular, the large number of different documents means that scanning and assigning the document to the right client, project, file or folder is hugely time consuming.

Scanning of office documents and administration

With FITdoc you can easily digitize all paper documents (contracts, invoices, policies, specifications, ...). Before scanning, the necessary basic information is assigned to the document (e.g. customer, location to be assigned, etc.) via a barcode. This information can be read from an existing database (e.g. existing software package or Excel list) or supplemented manually. In addition, the document can be further enriched with extra information that can be found on the document (e.g. contract numbers, references, ...). After the scan job the document becomes fully digitally searchable (OCR) and you can consult it at the desired location: your own folder structure, cloud, FITdoc DMS, etc.

Also if you have larger quantities of paper, FITdoc can work with this. Discover our solutions for scanning archives and large quantities of paper.

Destruction of paper archives

After a scan order, the paper documents can be further preserved or destroyed by us. If desired, a certificate can be issued for this destruction.

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Retention of documents & legal retention periods

There are different retention periods for each type of document. As a rule of thumb, the Federal Public Service Economy (Belgium), which follows the European legislator in this, recommends that all documents be kept for 10 years. In this way, you will more than satisfy the specific retention periods (see below for details). The exception to this rule is all documents relating to immovable property. For these, a retention period of at least 15 years applies.

However, the European GDPR/AVG regulations imposed a limitation on this period when it comes to the retention of personal data. For example, the GDPR/AVG regulations state that: "data may not be retained for longer than is necessary for the purposes for which the personal data is processed'".

Document	Type examples	Retention periods	Effective date
Tax documents / accounting documents	Invoices, certificates, bank documents …	At least 7 years	To be counted from January 1 of the year following the specific fiscal year.
Internal accounting records	Documents not in evidence against third parties	3 years	To be counted from January 1 of the year following the specific fiscal year.
Personal and family documents	Medical records, diplomas, deeds, life insurance …	Lifetime	As of issuance
Documents related to real estate	Mortgage loan, claims files …	15 years	
Personal data	Registrations	No longer than necessary	

*FIT Group is not liable for any errors or change in legislation.

Rules of evidence

Digital documents have become an integral part of our society. However, the basis of the retention and evidence rules is still largely formed by those of paper documents. The starting point for documents (both paper and digital) and the establishment of a digital archive are always threefold:

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Assure readability: both now and in the future, the readability of a document must be assured. Here the authenticity of the document (e.g. supplier clearly on invoice) must be assured.

Unchangeable (in time): the content of a document (e.g. invoice) cannot be changed or copied. This characteristic is thus primarily applicable to originals that bear a signature. To ensure immutability, a user can, for example, choose to attach certificates to individual documents. This attaches an immutable time lock to the document, a digital stamp or signature as it were.

Stability and sustainable character: where a durable data carrier is seen as "a device that (...) enables a person to store information in a way that makes this information accessible for future use for a period of time appropriate to the purpose (...)" (Article I.1, 15° of the Economic Code).
The digital document is also sufficient for control or audit purposes, provided that the above conditions are met and that the data can be easily consulted.

Security

Security is held in high esteem at FITdoc. Each database or archive environment is constantly monitored by our people and updated where necessary. Through periodic updates, the general security of FITdoc is also updated each time using the most innovative technologies.
Security in FITdoc is reflected on two different levels: and overall security of the software and the individual rights policy of each user.

General security: The general security level assumes a fully encrypted security using the most modern technologies to keep the database up-to-date. Here the security and the database function as separate parts so the risk of data leakage or breach in case of an external attack is very small. Moreover, FITdoc is also not susceptible to cryptolockers or other malware. Like all other parts, additional security layers can be applied - if desired - via so-called custom made functions.

Rights Policy: The FITdoc database provides a secure (archive) environment to store and process documents. Rights can be assigned at different levels: per document type, sector, department, function in the organization, customer, content,... Also within the software package, different rights can be defined: who has writing rights, reading rights,... Everything can be set as desired by the administrator.

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