

What is GLOBODOX?

GLOBODOX is a scalable, windows-based document management software that enables medium or large organizations to securely manage and share documents.

Utilized by customer in over 50 countries, GLOBODOX is the most flexible document management software available today. It is easily deployed and allows you to manage your documents in more ways than you can imagine.

With so much freedom to manage your documents, all your plans and ideas are at your disposal with just a few clicks.



Import instantly from anywhere

Save files from any source – your scanner, your hard drive, email box, internet browser, or even your mobile phone. You can also use the virtual printer of GLOBODOX to add documents.



Reduce risk to prevent data theft

Encrypt documents or redact sections within documents to hide them from specific users. Give users different access rights based on their designation and involvement in a task.



Control and customize organization

Choose from amongst four options to organize your documents – folders, tags, documents and stacks to manage your files in the speediest and most convenient way.



Access your files on the cloud

GLOBODOX is available in a cloud environment to provide your organization with instant scalability without worrying about your hardware infrastructure.

Simple User Interface

Designed to be user friendly, GLOBODOX is easy to use. No surprises or extensive training is needed before you start using the system. The search centric design and customization options make it a great tool to manage your documents instantly.



Familiar user interface

An easy to use interface similar to MS Outlook designed to increase user efficiency.



Built-in OCR Function

Automatically indexes documents placed in the system making them instantly searchable.



Search centric design

Documents are easily retrieved and displayed using the quick and advanced search tools.



Zone Mapping Capability

Recognize scanned text and barcodes in specific areas of a document and store these values in corresponding index fields. Automate your indexing process for formatted documents (e.g. purchase orders).



Built-in file viewer

View PDF files, other image file formats & Microsoft Office Files through the document viewer.

Easy Adding and Sharing

GLOBODOX lets you create content and add files instantly through your pc, mobile device, or web browser. Using GLOBODOX's collaboration features, you can instantly share important documents with greater control.



Add multiple documents and folders

With the built-in tools, bulk adding multiple documents and folders is quick and easy.



Quick Multi User Setup

Easily configure the system for multiple users through simple guided steps.



Import and Export Index data

Import existing indexed data into GLOBODOX through the use of CSV Files.



One Click Email and Print

Email and print multiple documents with a single click in GLOBODOX.



Drag and drop function

Simply drag and drop documents and folders into GLOBODOX. The structure of folders dropped into the system is retained. Drag and drop emails together with their attachments from MS Outlook, Outlook Express, and Windows Mail. Text and images from webpages can be easily added.



Powerful Scanning Features

The scanning interface lets you quickly scan and add multiple single page or multi-page documents. Scan multi-page documents separated with blank pages or barcoded separators for better accuracy. ADF Duplex scanners are supported. A virtual duplex feature enables duplex scanning on scanners that do not support this.



Local Capture Folder

The Local Capture Folder can monitor multiple specified folders on your disk and adds into GLOBODOX any files added to those folders. You can use this feature to directly add files to GLOBODOX even when it is not running.



Virtual Printer

The GLOBODOX printers allows you to print a document from any Windows application and automatically adds the printed document as a searchable PDF file. Need to store the receipt of an online purchase you just made? Simply print the receipt to the GLOBODOX printer and it is stored in GLOBODOX and categorized for you right away.



Windows Active Directory Integration

GLOBODOX allows the network administrator to import users defined in Windows so that users do not require separate login information to access Globodex. No need to create new usernames and passwords. This is available as an optional module for GLOBODOX Standard and is included in GLOBODOX Suite.

Comprehensive Document Management

GLOBODOX is the complete solution for document management. It lets you manage your files and folders in the speediest way possible and find them with minimum effort through its search centric design. You can sort information in multiple ways and control who can view particular features to efficiently collaborate within the GLOBODOX Document Management Software.



Organize using Folders and Tags

Folders behave similarly to Windows Explorer folders. Create folders and subfolders to quickly categorize your documents. Attach simple text tags to every document. Tagging is a quick way of indexing documents that lets you search or group files according to their respective tags.



Organize Using Document Types

Document types allow you to use a more structured approach to organize your documents. Using Document Types, you can store specific indexing information with each document (e.g. Invoice Number, Invoice Date, Invoice Amount with each stored Invoice). The main advantage of this approach is that detailed information about each type of added document can be captured by creating very specific data fields. This increases the number of ways for you to search for documents.



Arrange Documents Using Stacks

Documents can be arranged in a Stack. Stacks can have their own indexing information allowing you to search for documents using stacks. (e.g. One Supplier File containing different types of documents such as purchase orders, checks, vouchers, etc.)



Link Multiple Documents and Stacks

You can create multiple links between related documents and stacks to easily jump from one document to another document or stack. For example, you can link an invoice to a check or a letter to its corresponding reply.



Draft Documents

Using the Draft feature, documents in your organization or department can go through multiple revisions and reviews. In Draft Mode, you can make edits and save the document as a minor version until it is ready to be published as the latest version.



Check-in & Check-out Feature

Documents can be checked-out when edits need to be made to prevent other users from modifying the same file until the document is checked-in. During check-out, users will still be able to view the document.



Send To Function

The Send To feature in GLOBODOX integrates with the Send To right-click menu in Windows File Explorer by adding GLOBODOX as an option. Simply select one or more files in Windows File Explorer or in your Desktop and choose this option to add files to GLOBODOX.



Version Control

Create and retain multiple versions of the same document. You can easily access the previous version of the document at any time. Version Notes can also be added to remember the changes made for that particular version.



Powerful Annotation Features

With the annotation feature you can draw, highlight, stamp, bookmark, watermark, write comments, and many more directly over an image. The redact tool lets you hide portions of a document from specific users allowing you to maintain security at the document level and page level. You can also choose to burn these annotations on the image so they become a permanent part of the image.



Use built-in stamps or create your own stamps to mark documents as approved, received, etc. Each user can also create their own digital signature. These annotation features can be shared or restricted from being seen by selected users. Annotations can be included or not during the printing of a document.



Application Programming Interface

The GLOBODOX API enables another application on your machine or network to talk to GLOBODOX and perform tasks such as adding a document to GLOBODOX, fetching a document from GLOBODOX and many more. GLOBODOX API enables you to integrate GLOBODOX with other applications. This is an optional module for GLOBODOX Standard and is included in GLOBODOX Suite.



Document Archival and Retention

GLOBODOX's document retention features help organizations retain/archive documents for a specific time period as required by law. The document retention module also allows users to have the documents deleted automatically after the retention period.

Highly Secure

GLOBODOX was designed while keeping in mind the highest level of security from various perspectives. It is equipped with the latest in encryption technology and access permissions. This provides you with an additional control over privileges and confidentiality.

Map Security Roles

Map security roles to the existing designations and jobs in your organization to decide the level of access each user has to the document repository. A single role can be assigned to multiple users and a user can be assigned multiple roles.

Control Access at Any Level

Control what actions are allowed to a user in a specific role. For example, you can configure GLOBODOX to allow a manager to view all documents in her department but only delete documents that he or she owns.

Reusable Custom Security Labels

For more specific control, create reusable custom security templates which let you decide user access on a per document or per folder basis.

Hierarchical Security Groups

This security feature ensures that users in a group can only access the documents owned by their group or documents of their subgroups.

Control Printing, Saving, and Emailing

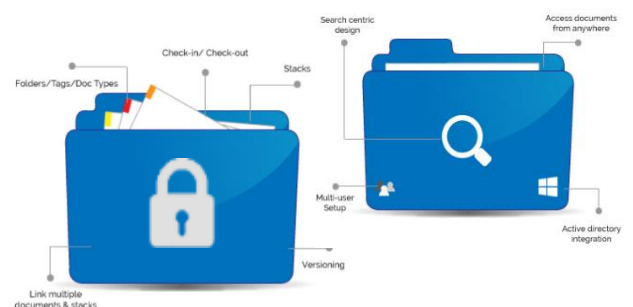
You can disallow printing, saving to local machine, and emailing by simply denying the distributed permission for a document.

Industry Standard Encryptions

Encrypt your documents using industry standard strong encryption algorithms such as AES, Blowfish, and Triple-DES.

Event Logging & Auditing

Log details about user actions within the system and per document (who modified a document and when) with the Event Logging feature. Export logged events in XLS, CSV, or HTML files.



Access Documents On-The-Go

GLOBODOX is available on PC and on mobile devices. Through the web client version of GLOBODOX, users will be able to access their files even when out of the office.



Via Internet or Mobile Device

GLOBODOX Web Client allows you to access your documents in any part of the world. The GLOBODOX Mobile App is also available for Android and iOS mobile devices. With a beautiful, simple, and responsive user interface, the app makes navigation quick and easy. The GLOBODOX Web Client is included under the GLOBODOX Suite Version

Easy Mobile Access to Archives

When out of the office, you can search for required documents on the move. Navigate your files and folders quickly and easily in the GLOBODOX mobile interface and web version.

Maintain Security of Data

You can also secure your data by providing controlled access via log-on credentials

Custom Workflow

In GLOBODOX, we know that document management will work best when it fits in well with your business processes. This is why GLOBODOX is designed to let you create document workflows which route documents to users based on the rules you specify. This is as customized as it can get and is available as an optional module in GLOBODOX Standard and is included in GLOBODOX Suite.



Route Documents with A Single Click

When out of the office, you can search for required documents on the move. Navigate your files and folders quickly and easily.

Auto Stamp, Auto Publish, & Signature

You can add a stamp, a signature, and even publish a document automatically in GLOBODOX, as part of the workflow designed. This set of activities is particularly helpful for organizations where large teams are split into multiple workgroups.

Monitor Workflows

Knowing the current state of all the workflows that are currently running. Pause, resume, or cancel workflows from here.

Receive Automatic Notifications About Tasks & Messages

Receive your tasks, messages, and notifications from the workflow in the inbuilt Inbox or your regular email client. Know immediately about the documents and tasks which need your urgent attention.

After Sales

- One (1) Year free support and upgrades
- Support backed by knowledgeable team
- Get your queries answered by phone or email
- Remote desktop support available
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