

Manage processes and information using DigiOffice Enterprise

Work
more
efficiently



All of your important information in one straightforward system

DigiOffice
Fully 360° in control



Working online requires a new way of working. Are you in control?

The amount of information available to your organization grows every day, hour and second. If you can use this information optimally to your customer's advantage, you have the future in hand. Better service, together with time- and cost-savings, are the main reasons companies want to continue to digitalize.

Use DigiOffice Enterprise to manage all of your business processes and information on one platform: from quality-control documents to sales processes, and from corporate identity management to document management. Using DigiOffice, you are fully 360° in control.

The advantages

Using DigiOffice Enterprise, organizations experience:

- Added value for clients;
- Control of information thanks to oversight and insight;
- Efficient work through automation of business processes;
- Time savings by using workflows and less work by hand;
- Optimal collaboration thanks to a good digital workspace;
- and safer work thanks to secure data and storage.

All tools, technology and expertise to run your business efficiently on one powerful platform

Process management



Improve processes from beginning to end. More work in less time, with better results.

Information management



The right information available any time and from any place, enabling you to make the right decisions.

CRM



DigiOffice CRM gives you access to the most important customer information, at any time and from any place.

DMS



Grip on all information using document management, find anything quickly thanks to powerful search functionality.

Corporate identity



Use DigiOffice to quickly and easily create documents in your corporate identity.

Integrations



Integrate DigiOffice with your favorite platforms and work anywhere using the most up-to-date information.

Installation choices



Managed in the cloud or on your own local servers? DigiOffice offers both possibilities.

Optimize your business and information processes

Use DigiOffice Enterprise to digitalize and automate your business processes so you can get more work done in less time and with better results.

Process management

Implementing efficient business practices can be a big challenge for your organization. You want systems to work together seamlessly and for information to be available to everyone at all times. You need oversight but also insight in the progress to give you more time to spend on really important business such as customers and relations.

How can you achieve that? By digitalizing business processes and automating tasks that require human interaction. Examples are a fairly simple invoice process, or complex processes such as onboarding new employees or processing investment requests.

"Selling cars is a lot of work involving many people, tasks and documents. Now that we have digitalized the process, everything goes twice as quickly." - Johan Berden, Sales manager for BMW dealer De Maassche Venlo.

Information management

More information means more need for grip on information. DigiOffice Enterprise makes your information processes more efficient, more effective, and better prepared for the future.

As the amount of information within companies increases, questions about information management come up more often. DigiOffice allows for efficient organization and management of your information. Whether you are looking for an overview or detailed insight, DigiOffice allows you to make information available and present it in various ways in real-time to your stakeholders, so that they can make the right decisions.

"To work more cheaply and efficiently, that is why Hazenberg Construction chose digitalizing with DigiOffice. Thanks to centralized information management and use of automated workflows, our construction company can do more work with the same employees." - Hazenberg Bouw

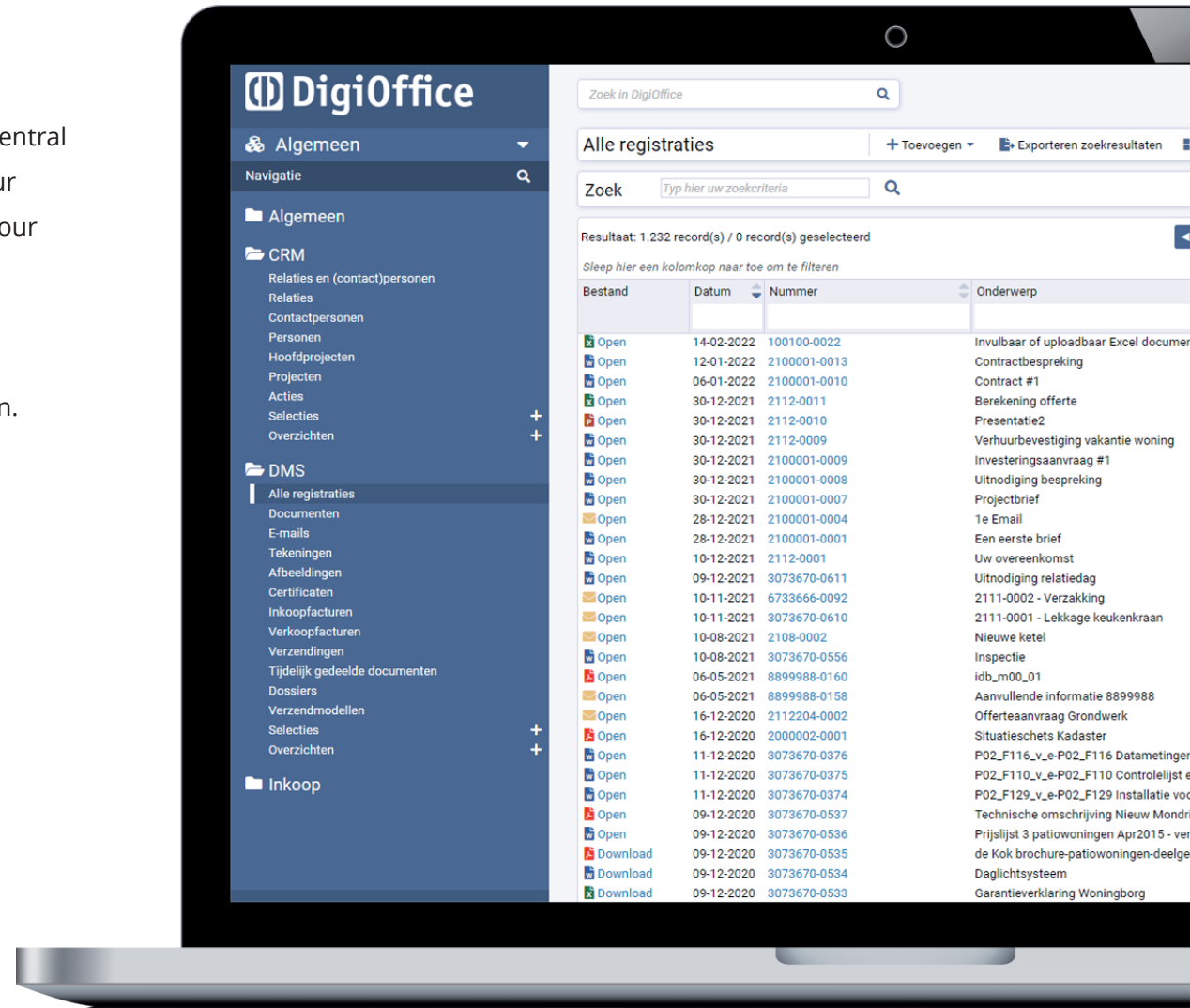
Smarter digital work thanks to DigiOffice Enterprise

DMS document management

Document management solutions help companies automate their information processes and reduce costs. Thanks to one central information system in a secure environment, you can base your business decisions on accurate information and better serve your customers, even as the amount of information grows.

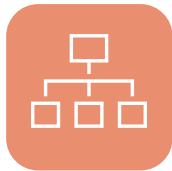
CRM relationship management

Customers expect clear communication from your organization. DigiOffice CRM supports this process and helps you make the difference by always having access to the most important and accurate customer information. Increase the added value with a customer-focused approach and get everything possible out of each contact.



Features of DigiOffice Enterprise

DigiOffice has all the tools you need to optimize information and business processes on one powerful platform. Look [here](#) for a summary of all the features.



Workflows & notifications

Save time by automatically starting workflows and tasks for your coworkers or external parties.



Version control

24/7 access to the correct version. Work together efficiently at any time, from any device and any place.



Security & privacy

Share your information securely with internal and external parties thanks to security based on role/function/group.



Search and find

Find all of your documents, e-mails and information quickly and easily.



Projects

Give everyone in each project phase secure access to the most recent information and the correct documents to ensure the quality of your project.



Dossier management

Experience full control over your dossiers and automate management using actions and workflows.

Corporate identity management using DigiOffice Enterprise

Centralized corporate identity management enables each employee to easily create documents that use your company's professional and recognizable image. Choose for uniformity and create all your documents, presentations and e-mails automatically with the right images, layout, addresses and text blocks and slogans. Professional and efficient.



DigiOffice for Word

Use DigiOffice for Word to automatically compose documents using the correct corporate identity and using accurate company and customer data. Changes are managed centrally, and are automatically applied to new documents, and, if desired, to old documents.



DigiOffice for Outlook

90% of business communication is by e-mail. DigiOffice for Outlook allows you to make easily recognizable communications by enabling consistency in images, corporate identity and company information, even when using multiple brands or identities.



DigiOffice for PowerPoint

DigiOffice voor PowerPoint provides uniformity. Thanks to custom templates, your employees can always create slides with text and graphics in line with your corporate identity.



DigiOffice for Excel

Also in Excel, fonts and colors can be centrally managed, as well as default notations for values and data fields. Headers and footers can be filled with company logo and information as well as the document subject and version number.

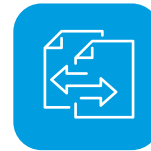


DigiOffice DocumentGenerator

Generate documents easily in your corporate identity using data from your ERP or HRM financial system. Create documents in a standard layout, and fill them with accurate customer and corporate data.

Work together and share using DigiOffice Enterprise

Whether you start in Microsoft SharePoint, Microsoft Teams or DigiOffice: you want each platform to have the same possibilities, even if you are an external user. In other words, access to the same information with the ability to easily search, find and collaborate in the most recent version of your documents. Start workflows and send notifications, work and share securely thanks to security rules.



DigiOffice Extranet

Allow for optimal collaboration by making your information securely available to external relations, organizations and suppliers. Use DigiOffice Enterprise to make information and documents available on customer and project Extranet portals.



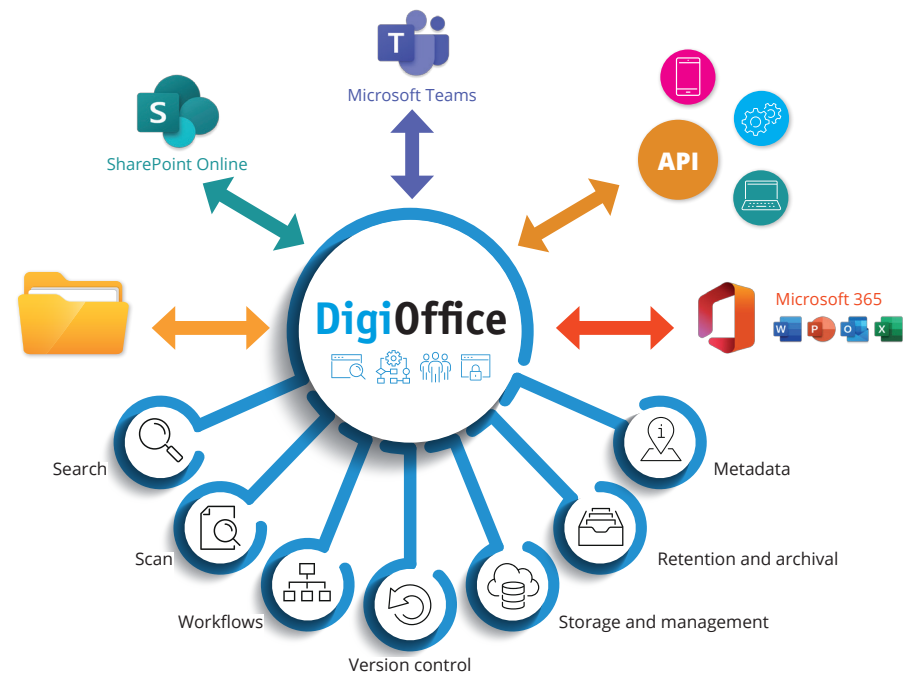
Microsoft SharePoint

Use DigiOffice for SharePoint to create your own project portals, sites and libraries. You can also (automatically) manage the storage and security of your information and documents so that you are less dependent on your application manager.



Microsoft Teams

Combine the flexibility of Teams with the structure of DigiOffice. You manage information in one place in DMS and can work with multiple people at the same time in the same document. With DigiOffice DMS integrated into Teams, you can use the powerful search functionality and version control, as well as start workflows and work securely based on roles and permissions.



Integrations and links to DigiOffice Enterprise

As an organization, you often use information about employees, relations and projects in multiple systems or applications, such as information systems and processes for HRM, CRM, ERP, project management, or invoicing. DigiOffice Enterprise has standard links to, among other systems, Microsoft Active Directory, Azure Active Directory, SharePoint and ValidSign.



De Vries en Verburg

The integration between 4PS as a strong ERP built on a reliable Microsoft platform and DigiOffice as the best and well-proven DMS definitely gives us added value in our daily work activities!

- Ton van der Spek, Financial director, De Vries en Verburg



Dijkhof Bouw

We use the link between AFAS and DigiOffice to work quickly through our bid and project trajectories.

- Dennis Dijkhof, Director, Dijkhof Bouw

DigiOffice uses web services and unique interfaces with other applications to securely exchange or synchronize data. This means that you don't have to enter data twice and ensure that different systems always contain correct information.



DigiOffice Enterprise installation options

Whether you want to manage your critical business processes in the cloud or on your own local servers: DigiOffice works either way. Together we can advise a solution that best suits your organization.



DigiOffice On-Premises

Install DigiOffice On-Premises on (virtual) servers in your own environment and choose to keep databases, agents and websites under your own management. The DigiOffice servers are dependent on the local infrastructure and the Active Directory environment. The primary responsibility for the availability and keeping the servers up-to-date lies within your own organization.



DigiOffice Private Cloud

Give management of DigiOffice – including (virtual) servers – fully over to IDB Groep. This can be realized in your own network in your organization or in a data center with a network connection, or use our hardware.



DigiOffice Public Cloud

DigiOffice Public Cloud gives you a fully isolated environment with your own websites, agents and databases. Storage and security is in SharePoint Online and/or Microsoft Teams. DigiOffice runs on servers in the IDB Group data center and is fully managed and kept up-to-date.



Dillen Bouwteam N.V.

DigiOffice combines easily with Microsoft Azure, SharePoint and Office 365.

It allows us to securely store project documentation.

- Geert Dens, Prevention Advisor – Purchasing, Dillen Bouwteam



DigiOffice for the accountancy sector

Automating work, working together more efficiently and minimizing risks are often the reasons for digitalizing within accountancy organizations. The amount of information in these organizations is huge, making management of digital documents extremely important:

"Baker Tilly works with DigiOffice for processing, creating and archiving documents and dossiers. Good document management enables collaboration between subsidiaries and disciplines. It also ensures the quality of our work."

Matthijs de Zoeten, ICT manager for Baker Tilly

More about the choice by Baker Tilly:

- What were the biggest challenges?
- What were the main reasons for choosing DigiOffice?
- What are the results?

[Download customer case*](#)

**in Dutch*



DMS in addition to ERP, why?

For many companies it is a familiar dilemma: choose an extensive ERP system with basic DMS functionality, or choose a basic ERP system and extend it with specialized DMS?

De Vries en Verburg chose to have DigiOffice next to their all-in-one ERP solution:

"Our NAV supplier is very strong in delivering a reliable ERP solution that supports the entire logistical process; complimentary to that, DigiOffice offers by far the best DMS. And, not unimportantly, the link between the two systems is excellent."

Ton van der Spek, Financial Director at De Vries en Verburg

More about the choice by De Vries & Verburg:

- Why was ERP alone not enough?
- What is the added value of DigiOffice?
- What are the results?

[Download customer case*](#)

**in Dutch*

PALA GROUP

DigiOffice for automotive

Selling cars is a labor-intensive process involving many people, tasks and documents. To better organize this process, Pala Group uses DigiOffice as a central hub. Processes are streamlined thanks to digital workflows, and employees can work together more efficiently:

"I'm not exaggerating when I say that working with DigiOffice Enterprise gave us 50% savings in time. And the impact at the main office is possibly even more."

Johan Berden, Sales Manager, BMW dealer
(member of Pala Group)

More about the choice by Pala Group:

- How did the selection process go?
- How does DigiOffice make a difference?
- What are the results?

[Download customer case*](#)

**in Dutch*

DC VASTGOED

DigiOffice for real estate companies

Better e-mail archival, that was the initial need at DC Vastgoed. And yet now they use DigiOffice for all of their document management. All information is centrally available to everyone, linked to the correct contact persons and presented in the correct corporate identity. That resulted in great savings:

"Our secretaries spent about 40 percent of their workweek storing and archiving documents such as e-mails, contracts and drawings. Thanks to DigiOffice, now they can spend that time on our core business."

Hans Peter de Ruiter, Financial Director at DC Vastgoed

More about the choice by DC Vastgoed:

- How did the selection process go?
- Why choose DigiOffice?
- What are the results?

[Download customer case*](#)

**in Dutch*

Do you also want to make the right choice?

The Netherlands has more than 200 providers offering document management systems, how do you find the best solution for your organization?

The DMS Selection Toolbox contains various instruments to help you choose a solution that meets the needs of the organization and aligns with your ambitions for the future.

To help you make your choice, you receive:

- the DMS handbook: How do you develop a DMS strategy?;
- a sample list of requirements;
- a checklist to use during provider selection;
- training in business model canvas as preparation;
- the whitepaper: DMS as a pillar in company processes;
- a checklist: Get the maximum out of Microsoft Teams.

[Download selection toolbox*](#)

*in Dutch





DigiOffice Enterprise, fully 360° in control

Optimal collaboration and getting the most out of digitalizing your work. That is what we want DigiOffice to mean for your organization, to be ready for tomorrow's challenges.

Get to know us

- Focusing on our customers since 1987.
- We are ISO/IEC27001 certified.
- Valued for our user-friendly software.
- Forward-thinking approach.
- 100% Dutch-made software.
- We are based in Woerden.
- Microsoft Gold Partner.
- Strong partner network.

Do you have more questions after reading this brochure?

Or would you like to see our solutions in practice?

Call us at (0348) 46 55 00 or [leave](#) a message.



DigiOffice

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