

# SafeDox

# Adaptive Case Management

---

A simple comprehensive solution  
for businesses of any size and complexity

 lizard soft

# Lizard Soft : Expertise

- AI Implementation
- Ready-made solutions
- End-to-end consulting
- Licensing
- Custom development & Outsourcing



Data & AI  
Digital & App Innovation  
Infrastructure  
Modern Work



# Lizard Soft : Numbers

2

Offices  
UA/USA

4

Designations  
Microsoft

14 +

Years  
experience

50 +

Team

200 +

corporate  
Clients

300 +

completed  
Projects

Microsoft  
Partner  


Data & AI  
Digital & App Innovation  
Infrastructure  
Modern Work

 lizard soft

## SafeDox ACM

---

### A business solution to

- Significantly save time, money, and effort on routine tasks
- Keep your data safe

### Provides

---

- **Easy automation** of business processes without significant financial investments and specialized knowledge.
- **Transparency and control:** Visualization of routes, task execution control.
- **Obtaining the most accurate** descriptions of business processes.

**An easy tool for automated accounting  
and process execution**



***HR***



***IT***



***Docflow***



## SafeDox is to manage



- Equipment requests
- Incidents
- Work orders

A screenshot of the SafeDox web interface showing an 'Incident' form. The form is titled 'Incident' and has a close button (X) in the top right corner. It contains several input fields: 'ID' with the value '0', 'Title', 'User Manager', 'Impact' (with a dropdown arrow), 'Status', and 'Incident Subject'. At the bottom of the form, there are two buttons: a green 'SAVE' button with a checkmark and a red 'CANCEL' button with an X. The background of the interface is light gray with a top navigation bar containing 'My tasks 0', a '+ NEW' button, and 'VIEWS' and menu icons.

SafeDox is to manage



- Contract approvals
- Incoming/outgoing correspondence management
- Service request registration

Invoice approval

PROPERTIES WORKFLOW COMMENTS ATTACHMENTS HISTORY

Approval Coordination Accounting

Customer's approval

Financial service approval

Signing by Director

Accounting

Contract

Approval route

id  
0

Counterparty name

Contract number

Date of contract

Contract end date

Perpetual/automatic prolongation

Sum  
0

VAT

Total including VAT  
0

Without specifying the amount

Currency

 lizard soft





## **SafeDox** is to be used by

- GM, CEO, CFO
- HR Director, IT Director
- Head of Legal Department



□ GM, CEO, CFO

SafeDox is to be used by

**Provides**

- **Transparency & control** of business processes in remote work environments
- **Control** of performance discipline
- **Reduction of time & costs** for servicing processes automated in SafeDox
- **E-signature** for working with Employees and Contractors

□ HR Director,  
IT Director

SafeDox is to be used by

## Provides

---

- **Digital workplace** for Employees
- **Creation** of Digital services catalogue
- **Transparency & control** of business processes in remote work environments
- **Control** of performance discipline

## □ Head of Legal Department

**SafeDox** is to be used by

### **Provides**

---

- **Instant access** to all documents at any time
- **Understanding** of the chain of command
- **Understanding** where approval processes are slowed down **& the ability** to quickly correct them



**Invisible**



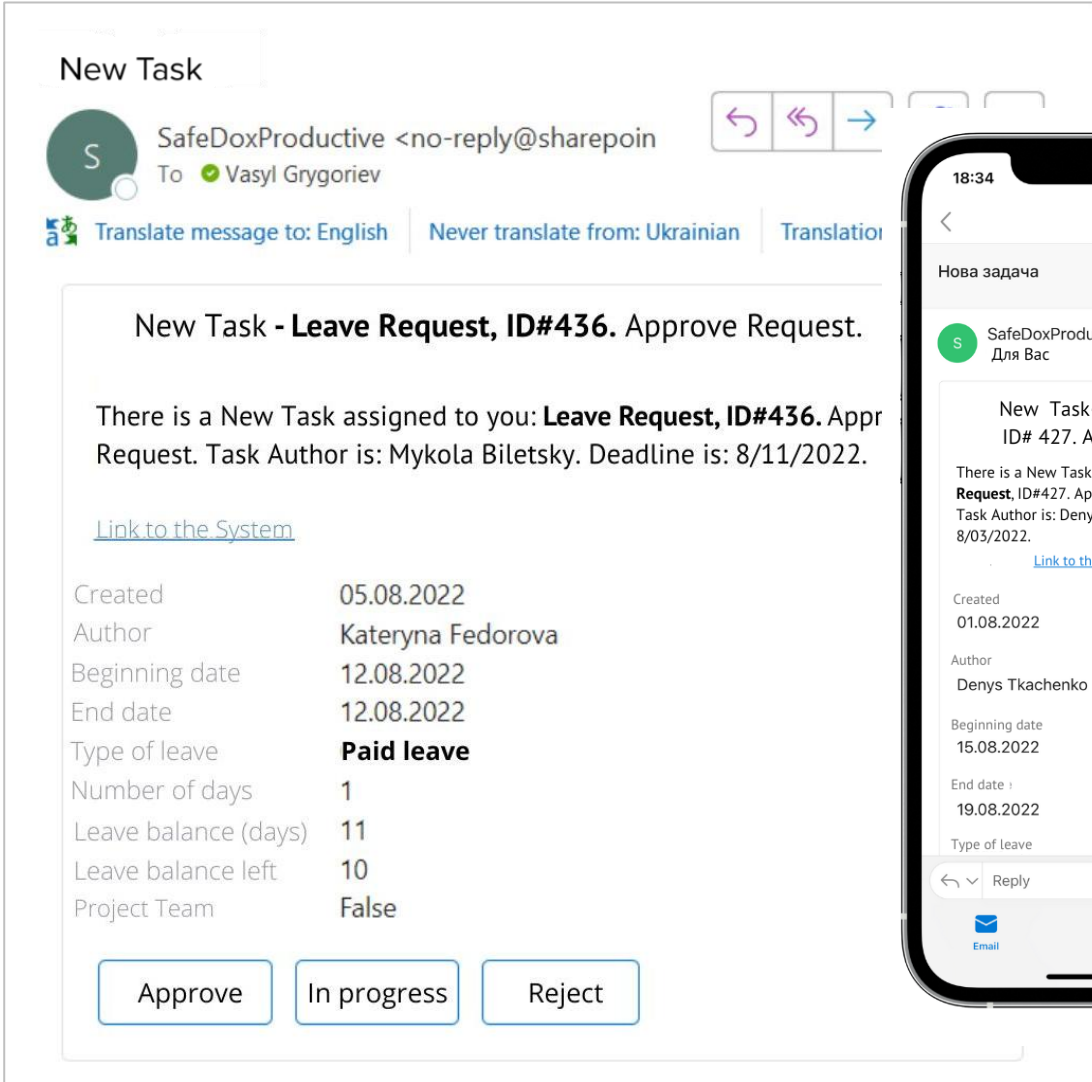
**Intelligent**



**Secure**

 **Invisible – 80%**  
of operations in **SafeDox**  
are performed from outside  
of **SafeDox**, i.e. from  
familiar apps:

- Approve tasks *from email*
- Start processing contracts *from Word*
- Submit leave request *from the Chatbot*



New Task

SafeDoxProductive <no-reply@sharepoint>  
To: Vasyi Grygoriev

Translate message to: English | Never translate from: Ukrainian | Translation

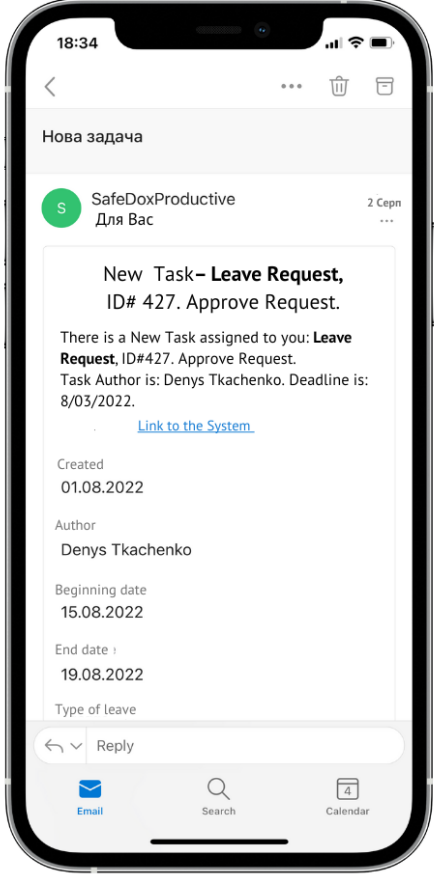
New Task - Leave Request, ID#436. Approve Request.

There is a New Task assigned to you: **Leave Request, ID#436**. Approve Request. Task Author is: Mykola Biletsky. Deadline is: 8/11/2022.

[Link to the System](#)

Created	05.08.2022
Author	Kateryna Fedorova
Beginning date	12.08.2022
End date	12.08.2022
Type of leave	<b>Paid leave</b>
Number of days	1
Leave balance (days)	11
Leave balance left	10
Project Team	False

Approve | In progress | Reject



18:34

Нова задача

SafeDoxProductive  
Для Вас

New Task - Leave Request, ID# 427. Approve Request.

There is a New Task assigned to you: **Leave Request, ID#427**. Approve Request. Task Author is: Denys Tkachenko. Deadline is: 8/03/2022.

[Link to the System](#)

Created  
01.08.2022

Author  
Denys Tkachenko

Beginning date  
15.08.2022

End date  
19.08.2022

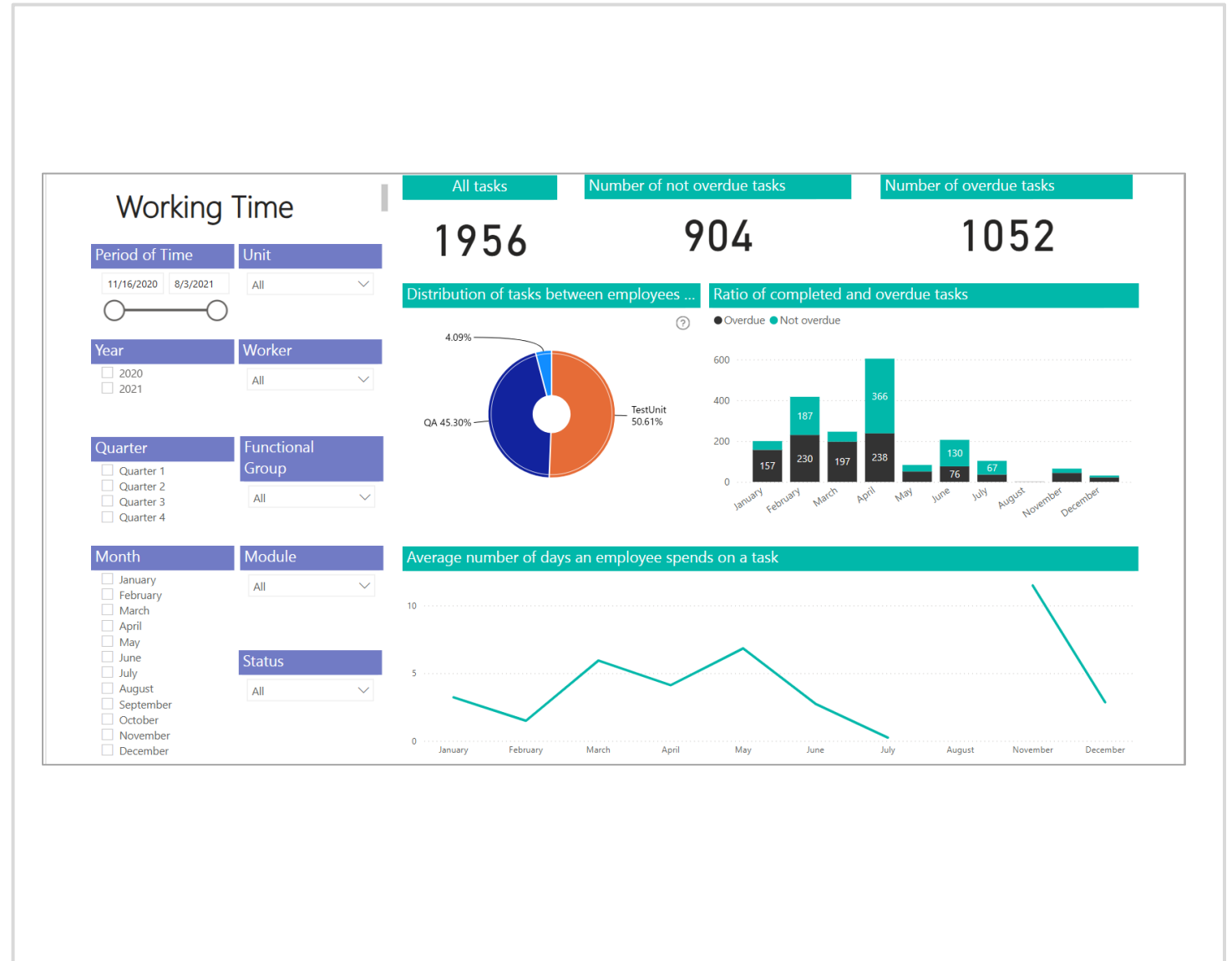
Type of Leave

Reply

Email | Search | Calendar

## Intelligent – AI-generated analytics for all processes in SafeDox:

- *Process* execution speed
- *Employee* productivity
- Company business process *descriptions* for further automation
- *Optimization* of business processes to reduce execution time



## Secure – Data security

**SafeDox** operates on the Microsoft 365 platform, using built-in Microsoft 365 security tools – external hacking and internal data leakage are impossible

- Data leakage is *impossible* even with the help of Employees
- User hacking is *impossible*
- Access to sensitive data from unauthorized devices is *impossible* even with passwords and logins
- Uploading virus-infected documents is *impossible*



## SafeDox: Technologies

**SafeDox is closely integrated** with Microsoft 365 and SharePoint/SharePoint Online

**SafeDox can operate** on both Microsoft Azure and on-premise



## SafeDox Key Advantages

- **Maximum simplicity in use:**  
No specialized knowledge required – just "build" from the constructor
- **Unlimited freedom:**  
Work from any device, from any place, at any time
- **Familiar & favorite apps:**  
Work from familiar software – Outlook, Excel, Word, Teams
- **Guaranteed security:**  
Your data is protected by Microsoft technologies

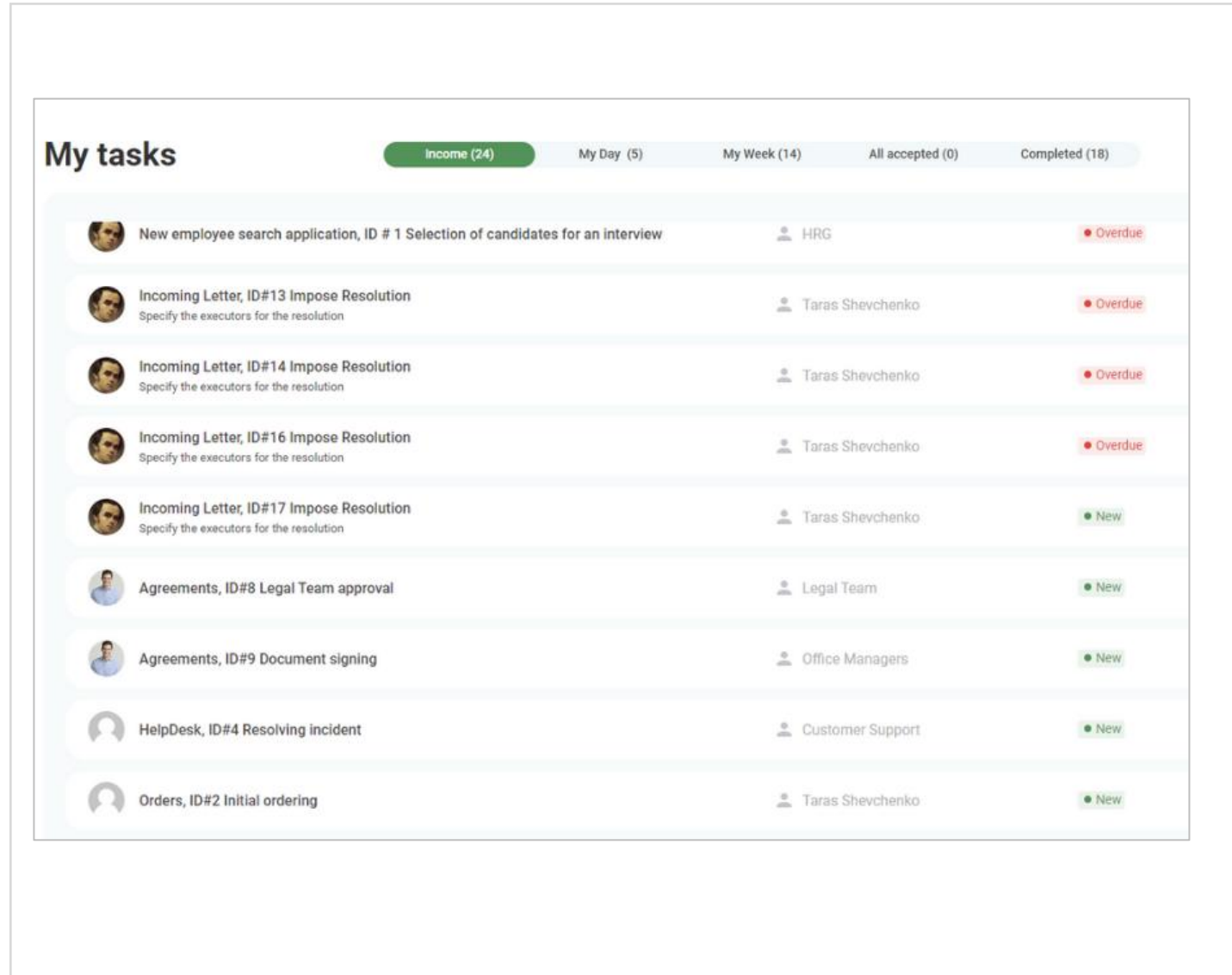


## SafeDox for the User





















### My tasks

All tasks in the system are consolidated here. All of them can be worked on within a single window – in the same interface



**My tasks**

Income (24) My Day (5) My Week (14) All accepted (0) Completed (18)

	New employee search application, ID # 1 Selection of candidates for an interview	 HRG	Overdue
	Incoming Letter, ID#13 Impose Resolution Specify the executors for the resolution	 Taras Shevchenko	Overdue
	Incoming Letter, ID#14 Impose Resolution Specify the executors for the resolution	 Taras Shevchenko	Overdue
	Incoming Letter, ID#16 Impose Resolution Specify the executors for the resolution	 Taras Shevchenko	Overdue
	Incoming Letter, ID#17 Impose Resolution Specify the executors for the resolution	 Taras Shevchenko	New
	Agreements, ID#8 Legal Team approval	 Legal Team	New
	Agreements, ID#9 Document signing	 Office Managers	New
	HelpDesk, ID#4 Resolving incident	 Customer Support	New
	Orders, ID#2 Initial ordering	 Taras Shevchenko	New



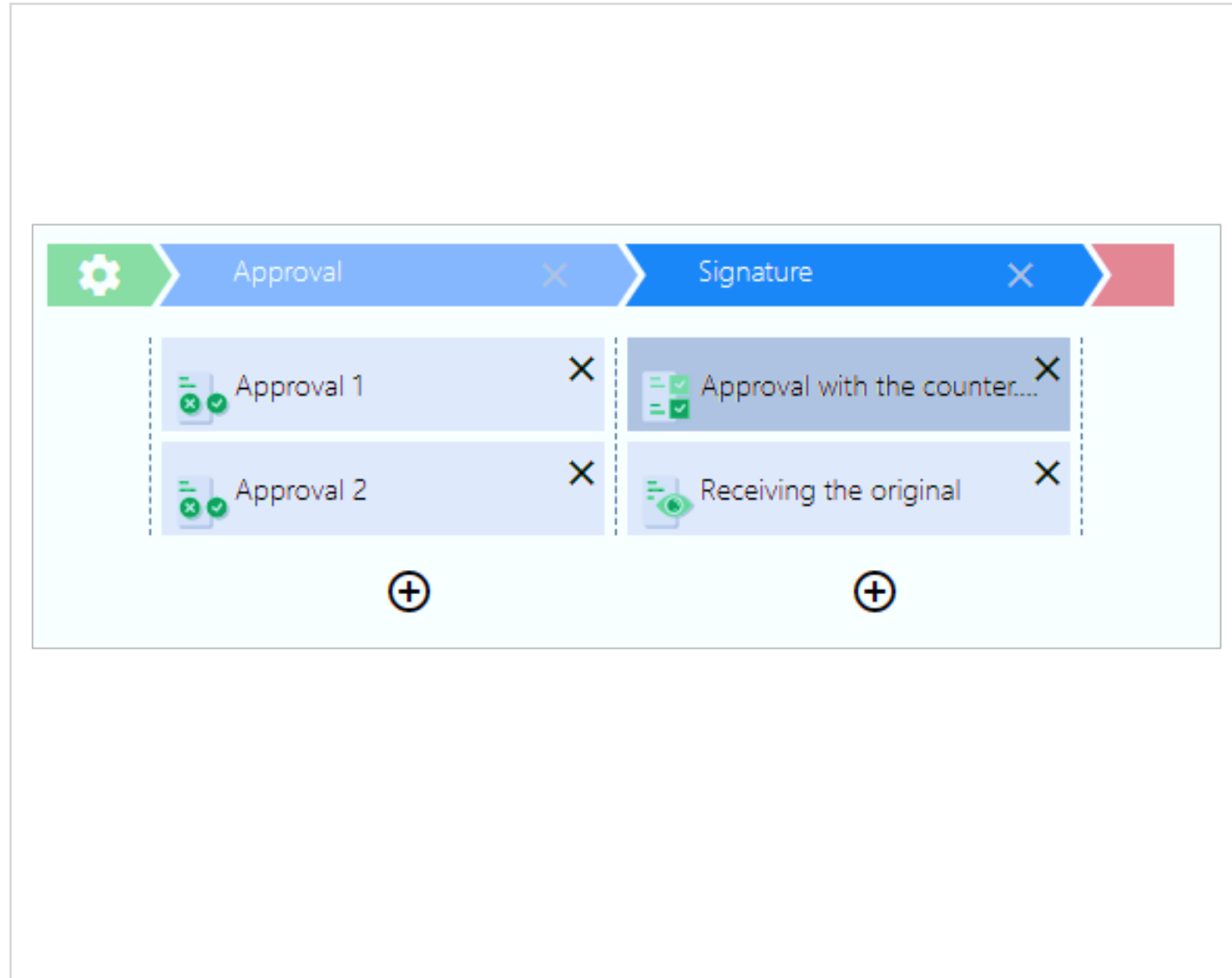
# SafeDox for the Business Administrator



## Route setup

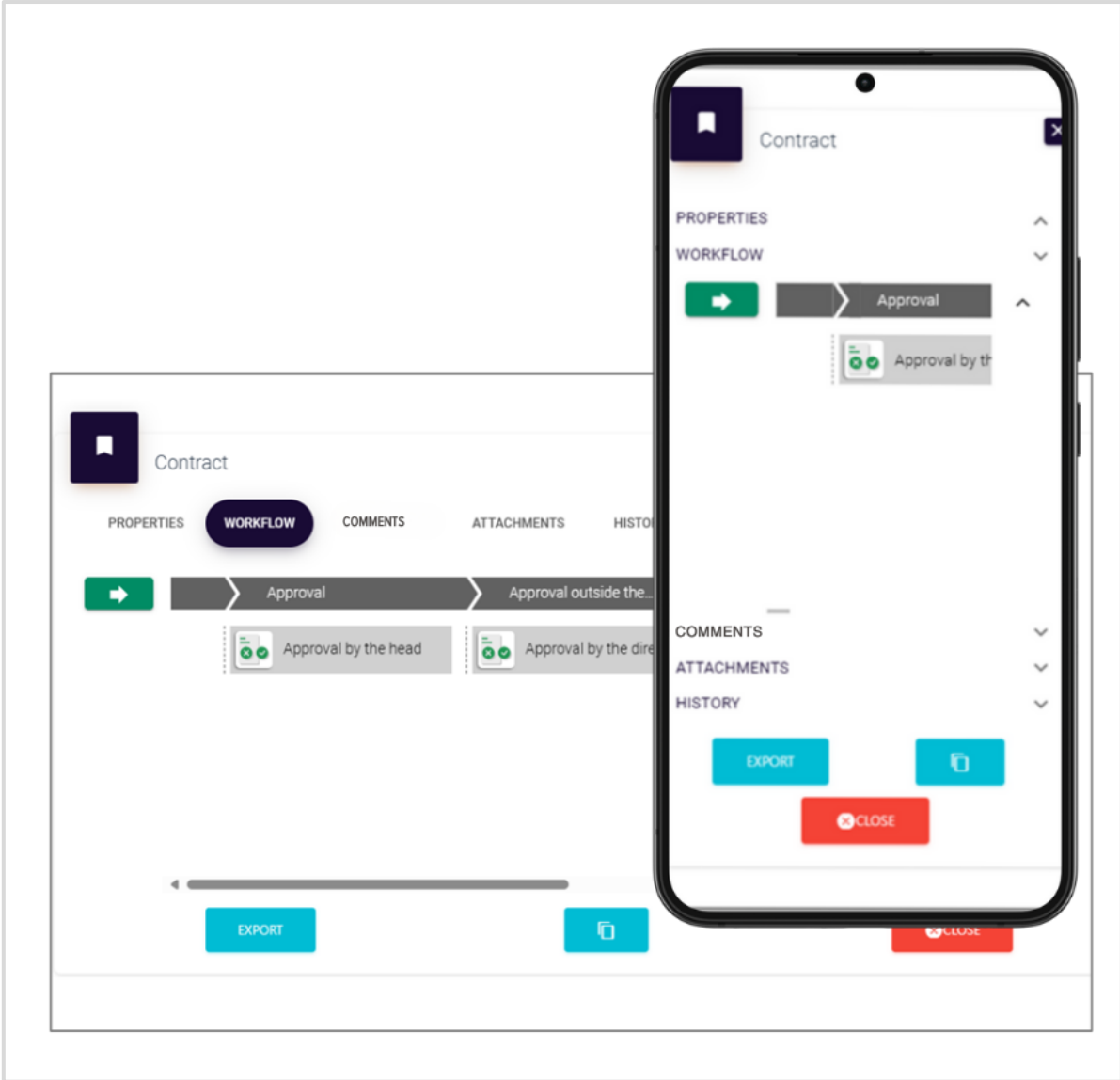
Here routes are created, edited, deleted using a simple and clear constructor

## SafeDox: Interfaces




# You immediately get from SafeDox

- Business processes are automated, maximally transparent, and controlled
- Clear, instantly generated analytics
- Business process automation is simple and takes a few minutes: no specific knowledge is needed – just "build" your processes in a simple, clear constructor
- *Lazy approval* – complete tasks from work email or chatbot without entering the SafeDox system




## Contact us to see **SafeDox** in action!



 +38 (044) 232-95-10

 [ask@lizard-soft.com](mailto:ask@lizard-soft.com)

 [www.lizard-soft.com](http://www.lizard-soft.com)

 #15, Sobornosti Ave,  
Kyiv, Ukraine, 02160

Microsoft  
Partner



Data & AI  
Digital & App Innovation  
Infrastructure  
Modern Work