



Zbix
DeskDox

DeskDox EDMS

Intelligent Document & Workflow
Management Platform

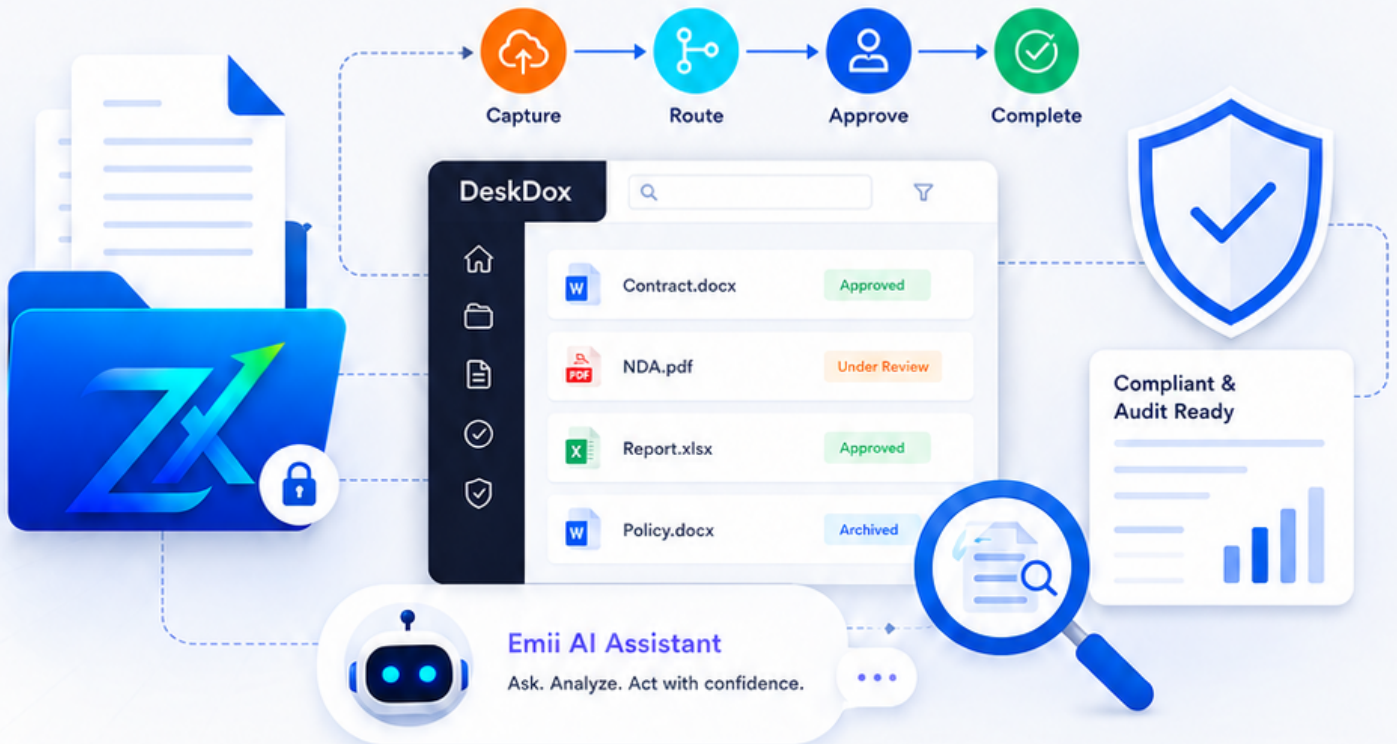
Control documents. Automate workflows.
Strengthen compliance. Unlock AI-assisted insight.

 Document Control

 Workflow Automation

 Emii AI

 Audit & Compliance



Featuring **Emii AI**

for contract risk review, clause extraction,
AI-assisted metadata capture, deep search,
and source-cited guidance.



Scan to
explore
DeskDox

 www.deskdox.com

Why Organizations Need Better Document Control

When records are fragmented and approvals stay manual, speed, visibility, and compliance all suffer.

Common Challenges



Scattered Records & Silos

Documents spread across folders, email, and local drives.



Slow Approvals & Bottlenecks

Manual follow-ups delay decisions and miss SLAs.



Poor Retrieval Speed

Teams waste time searching for the right file.



Compliance Blind Spots

Weak auditability increases operational risk.

DeskDox Strategic Response



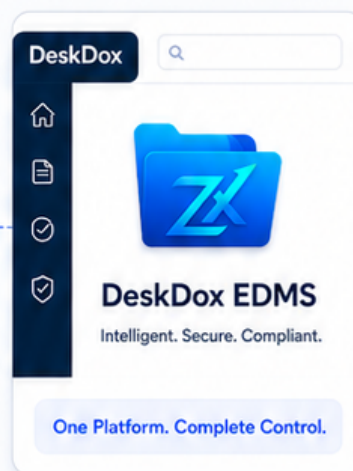
Centralized Repository

One secure source of truth for enterprise records.



Deep Search & OCR

Find content faster using indexed text and metadata.



Automated Workflows

Structured routing, approvals, and real-time status visibility.



Audit-Ready Governance

Controlled access, traceable activity, and compliance visibility.



DeskDox EDMS transforms scattered documents and manual approvals into controlled, efficient, audit-ready business operations.

Core Platform Capabilities

Everything your documents need — in one governed platform.

01



Secure Document Repository

Store and organize documents in controlled folder structures.

02



Metadata & Classification

Capture business context for search, routing, and governance.

03



Version History

Track changes and preserve the full document record.

04



File Requests & Secure Sharing

Collect and share documents through controlled access methods.

05



OCR & Deep Search

Search document content, metadata, and indexed text with speed.

06



Access Control & Audit Trail

Limit visibility by role and maintain traceable activity history.



Example Use Cases



HR Records

Securely manage employee documents and files.



Contract Management

Centralize contracts with full lifecycle visibility.



Finance Approvals

Streamline approvals with controlled documentation.



Policy Libraries


Organize and distribute policies and procedures.

Workflow, Governance & Compliance

From capture to approval to retention — every step remains controlled.




SLA Tracking & Escalations
Monitor due dates, overdue tasks, and escalation paths.




Business Calendars
Align workflow timing with working days and business schedules.



Lifecycle & Retention
Apply policy-driven expiry, archival, and governance actions.



Governance Benefits


-  Audit Trail
-  Permission-Aware Visibility
-  Policy Control
-  Operational Accountability



Meet Emii AI


AI assistance for document understanding, contract review, and guided work.


Emii AI Assistant
 



User



Summarize this contract.


10:01 AM 



Emii


Key clauses found: payment terms, notice period, SLA obligations.


10:01 AM  



User



What are the risks?


10:02 AM 




Emii

Potential issues: missing signature, unclear renewal wording, unclear effective date.


10:02 AM  






 Emii works within your permissions.
Secure. Private. Built for compliance.

- 1




Contract Risk Review

Highlights missing signatures, unclear dates, renewal risks, and termination gaps.
- 2




Clause Extraction

Pulls out payment terms, obligations, penalties, and SLA commitments.
- 3




AI-Assisted Metadata Capture

Helps identify and extract key business fields for classification.
- 4




Document Summaries

Condenses long documents into practical review points.
- 5



Policy & Help Guidance


Answers procedural questions with source-cited guidance.
- 6




Permission-Aware Answers


Responds only within the content the user is allowed to access.

Why Emii Matters

 **Faster Review**
Accelerate contract and document review.

 **Better Decisions**
Surface key insights and risks quickly.

 **Reduced Manual Reading**
Let AI do the heavy lifting so you can focus on impact.

 **Human-in-Control**
AI assists. You decide. You stay in control.

 Optional extension to WhatsApp or other channels where enabled.

Designed for Real Enterprise Use Cases

A practical platform for document-intensive, process-heavy organizations.



Banking & Finance

Loan files, approvals, KYC, and regulated records.



Government

Policy governance, records retention, and inter-department workflows.



Legal & Compliance

Contract review, controlled access, and audit-ready documentation.



HR & Administration

Employee records, onboarding, policies, and acknowledgments.



Procurement

Vendor documents, purchase approvals, and supplier contracts.



Operations

Shared services, branch coordination, and controlled procedures.

Why DeskDox



Faster Approvals



Better Document Visibility



Stronger Compliance Readiness





Reduced Search Time



Bring control, visibility, and intelligence to enterprise information.

 Zbix Technologies Pvt. Ltd.
1st Floor, 39/2475-B1, Suite K98, LR Towers, SJRRA 104,
South Janatha Road, Palarivattom, Kochi, Kerala, India 682025


 www.deskdox.com | docs.deskdox.com | www.zbixtech.com


 +91 95395 86945

 deskdox@zbixtech.com

Partner Details

Weplink Uganda Ltd

 Plot 37/39, P.O. BOX 12329
Kimera Close, Ntinda
Kampala, Uganda

 Tel: +256 414696619
Cell: +256 762887539

 sales@weplinkuganda.com

 www.weplinkuganda.com



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 www.deskdox.com