

# Cloud storage brings ease of use and peace of mind!



## Document Management

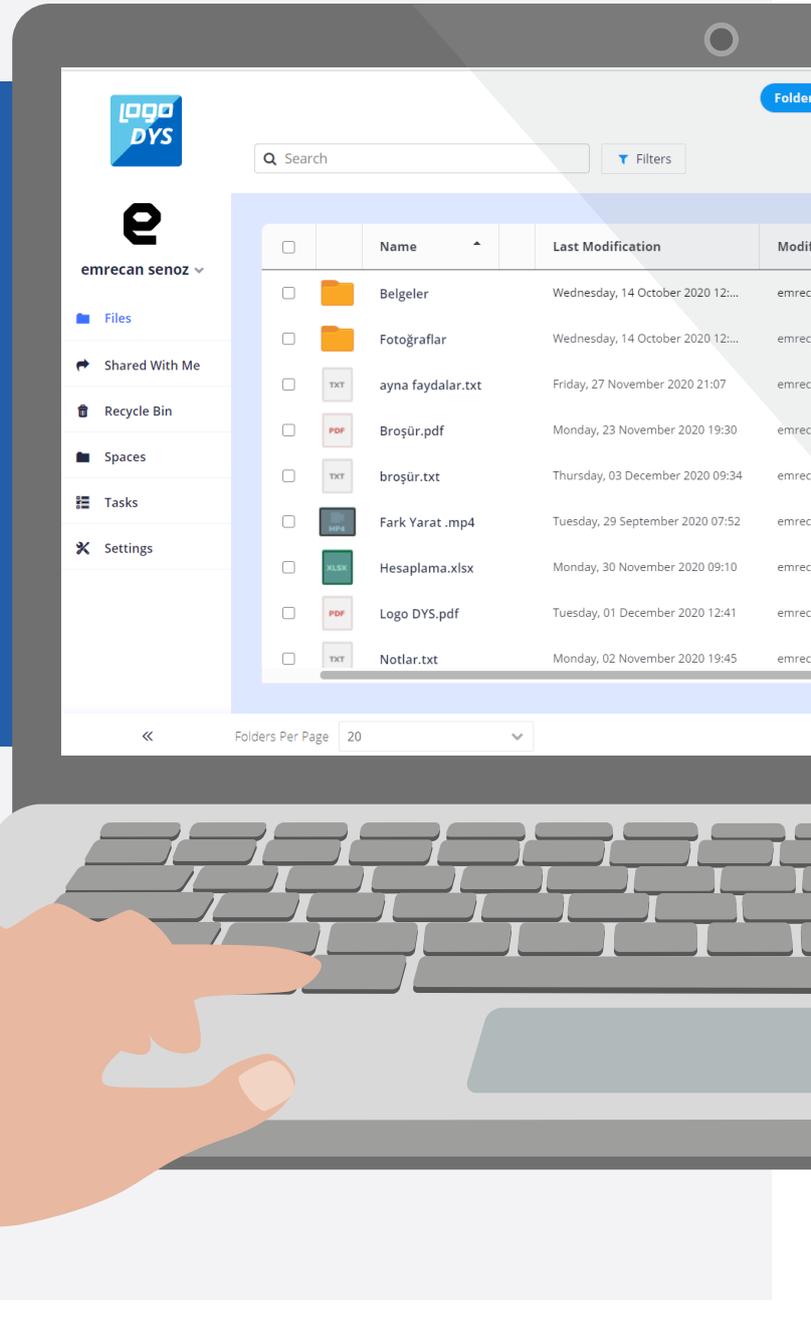
# Move all your corporate documents to cloud, use and store them safely thanks to the Document Management.

While the volume of documents generated during corporate communication with internal and external stakeholders is gradually getting bigger, retaining these documents in hard copy is costly and on devices is risky in terms of security. The Document Management Service allows all these documents to be stored and managed on the cloud under the guarantee of Logo. The system that is readily set up without the need for a further investment does not only enhance efficiency and security in document management, but also reduces the workload of employees.

# Increase efficiency and security by storing your documents in the cloud.

As the interaction with internal and external stakeholders in business processes increases, the more documents are shared, which starts to be a considerable burden for businesses of all sizes. The processes, such as document retention in hard copies or on corporate devices or serves, backward document scanning, etc., have consequences for corporates either in terms of cost or workload. The cloud-based Document Management Service securely facilitates and speeds up this process, thanks to its document search and share features and provide secure storage on the cloud without setup and additional costs. All of your data is stored in a cloud environment in Turkey; thus, you will have peace of mind as your business prospers.

With Logo Document Management Service, all documents are securely stored, managed and organized in a cloud environment in Turkey!



# What are the advantages of Document Management?

| All documents can be stored and managed in digital environment

| Easy cloud configuration, instantly available for use

| Savings on software and hardware costs

| Instant online access from every device

| e-Mail integration

| Effective data security with Logo's expertise

| Saves paper and space

| Easy document sharing inside and outside of the company

| Increased efficiency due to shorter document query times

| Flexible structure, adjustable per needs

| High level of data security enabled by the authorization system

| Adjustable to corporate infrastructure in cases of increasing storage needs

| Document security against all threats to business continuity

| Safe, fast and easy use

# All of your documents at your fingertips with the comfort and security of cloud.

Contracts, offers, presentations, correspondence, receipts and many other documents come with workloads for corporations of every scale. The Document Management Service, developed by Logo to reduce this workload, completely functions on the cloud and therefore does not constitute any load on the corporation's technological infrastructure. All documents can be securely stored and utilized in a Turkey-based cloud. The workload is further reduced thanks to functions such as document search, check, call up or editing. The Logo Document Management Service does not require any installation and it can be accessed using fixed or mobile devices with no restrictions of simultaneous access instances.

*Store in the cloud, use anytime and anywhere with your fixed and mobile devices!*



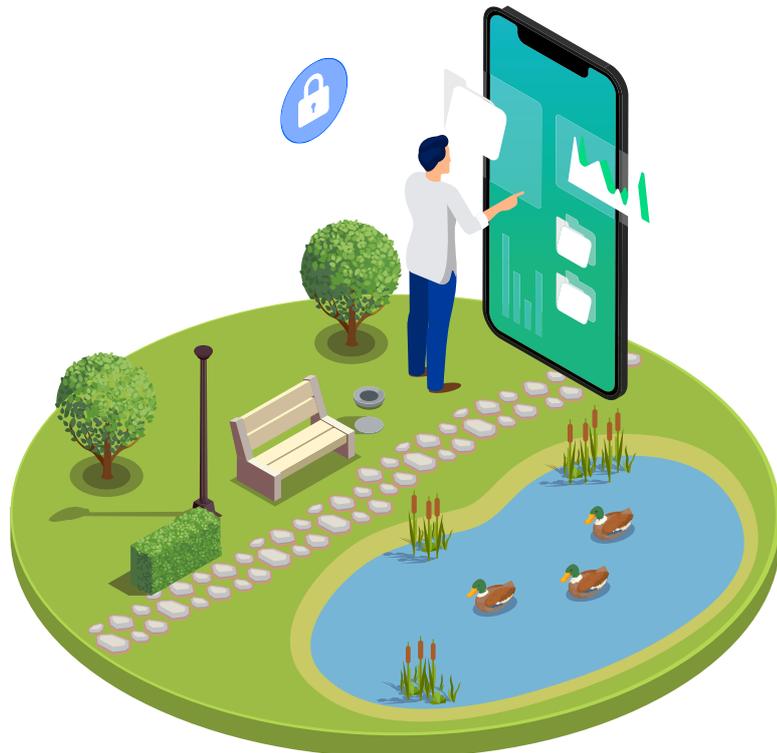
## Access at any time from anywhere

Cloud solutions offer expedited management of business processes, made all the more attractive by data accessibility any time, anywhere. Available in desktops or laptops, tablets or smart phones, the Document Management Service makes it possible to execute processes regardless of time and place thanks to its online access. In addition, it is possible to upload data to the cloud from mobile devices.



## Most secure environment to protect the business continuity from all threats

Storing documents on company servers brings about the possibility of a cyber attack, no matter how advanced the corporate data security applications are. In addition, the hitches arising from natural disasters or human-induced mistakes can be an element of threat to document security and thus to business continuity. The Document Management Service provides extra protection against all threats thanks to the storage of documents on the cloud.





## Searching for documents made easy

Finding a specific document among the many documents accumulated at companies over the years is one of the most time-consuming procedures. The advanced search and full text search function of the Document Management Service allows you to find what you are looking for quickly and easily, no matter how large your document archive is, which reduces your workload.

*It only takes a moment to find a document, regardless of the size of your archive!*



## Extra security offered by authorization-based work spaces

Thanks to the Document Management Service that allows user authorizations to be defined, corporate documents can only be added, viewed or edited by authorized users. In addition, all activities on the document can be tracked at any time through extensive control reports.



## Support services powered by the Logo brand

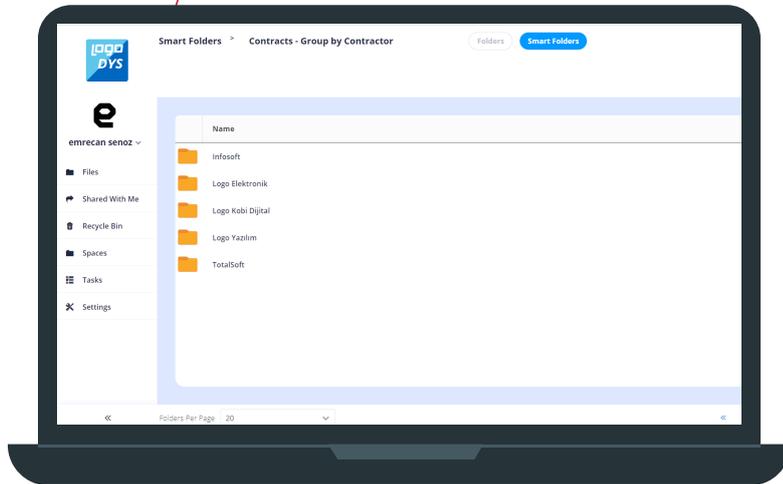
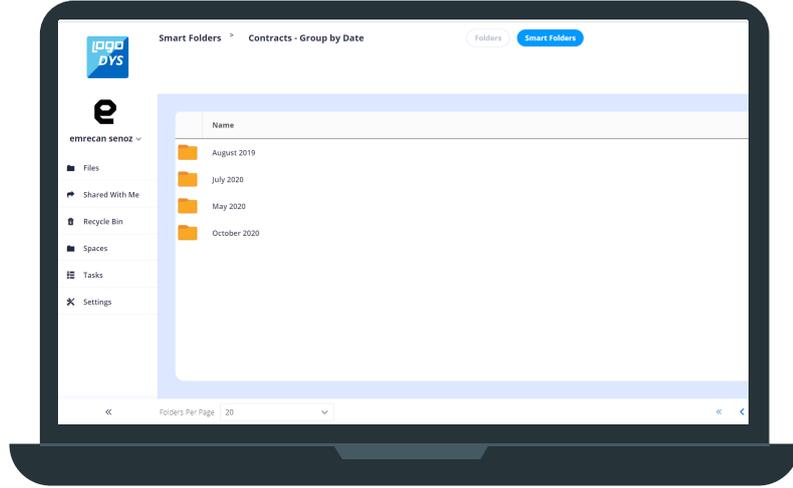
Logo's expert team of specialists are there to support you at all stages, from the purchase of Logo Document Management System to system configuration or with any questions you may have concerning usage! Our competent support team offers quick and solution-oriented answers to any questions related to Document Management System.





## Instant document grouping by Smart Folders

Enabling you to categorize documents in any way of your choice, the Document Management Service offers the opportunity to instantly categorize documents located at different points, based on metadata fields. Thus, categorization can be performed temporarily to work on specific documents, allowing to switch back to the folder structure at any time.



## Contribution of effective document management to organizational memory

The Document Management Service additionally provides management of documents along with different versions, beyond storing them. Offering metadata management additionally, this solution makes corporate data further detailed and easy to find. This literally turns the information in all documents into organizational memory.

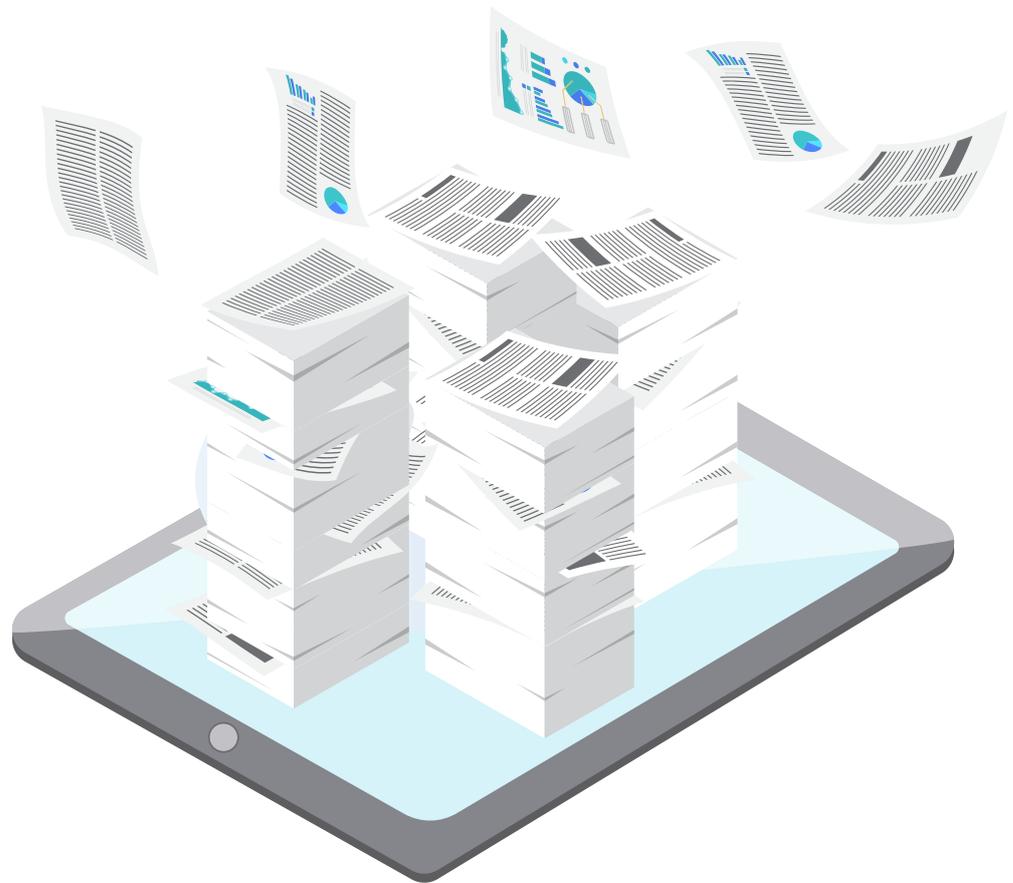




## Secure and fast document sharing

The Document Management Service allows for the easy sharing of any intended file or document with internal or external stakeholders, regardless of its size. Sharing is possible either indefinitely or within a time limit. No document gets lost within e-mail messages thanks to the ability to send documents directly through the system without using the e-mail service.

*Document Management Service allows you fast access, easy document view and secure sharing!*



## Direct document transfer from e-mail

The Logo Document Management Service can be integrated in to Office365 and Gmail e-mail accounts. Thus, any e-mails and attachments coming to the defined mail boxes are transferred to the system directly.

## Ability to view documents without downloading

If it is not required to work on the document, all documents from images or videos to PDF or Microsoft Office (Word, Excel, PowerPoint, etc.) files can be viewed online from stationary or mobile devices.



# Benefit from the advantages of Logo technology

A pioneering establishment in digital conversion, Logo reflects all of its technological competence to Logo Document Management System; once again proving its leading position with cloud-based solutions.



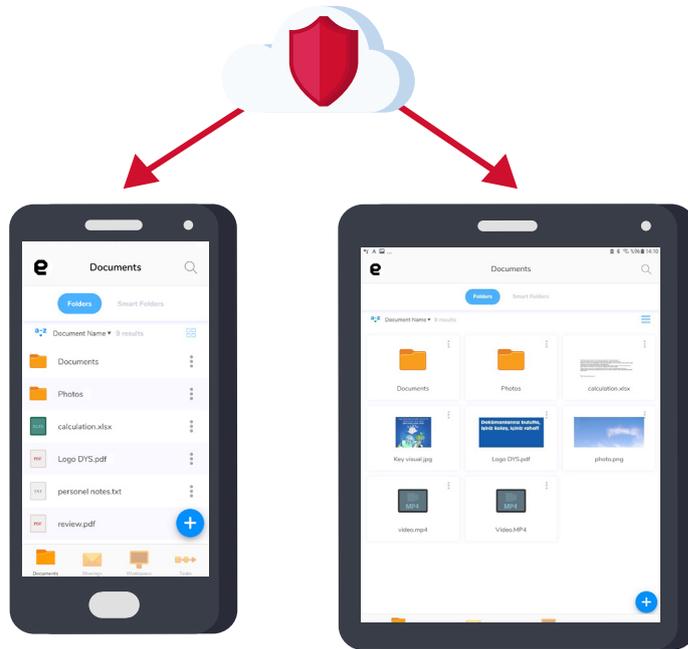
## Secure use enabled by the Logo expertise

Any data stored on the cloud is always protected under the guarantee of Logo who uses the latest technologies in cloud solutions and increases its extensive experience gradually. So, there are no security vulnerabilities such as the loss or sharing of data in the Logo Document Management Service with any authorized person. Additionally, all the data is stored in Turkey, not transferred to cloud environments abroad.

*The cloud-based structure means no hardware, installation or maintenance costs!*

## Mobile app advantage

Easy to use on all mobile devices running on Android and iOS operating systems as well as stationary PCs, the Document Management Service provides access to documents anytime and anywhere. While continuous document monitoring is enabled by push notifications, it is possible to transfer pictures and videos from mobile devices to the system. Thanks to the offline mode, documents can be viewed even in case of Internet connection.



## Direct use without initial investment

Cloud-based solutions feature prominently in Logo's portfolio of business tools; bringing vital cost advantages for businesses as they require no installation costs. The Document Management Service that requires no additional hardware such as a server or setting up an individual software on company computers can be put into use immediately, and since it is cloud-based, it further eliminates any hardware maintenance cost.

*Cloud-based Logo solutions mean convenience and ease of mind!*



# Document Management features

- | Document management
- | Version management
- | Metadata management
- | Improved search
- | Full text search
- | Smart folders
- | Document sharing in and out of the organization
- | Common working areas
- | Audit reports
- | Android and iOS applications

# The most valuable IT brand of Turkey



|                           |                        |                          |                  |
|---------------------------|------------------------|--------------------------|------------------|
| Ecosystem of 5000+ people | 800+ Business partners | 90.000+ Active customers | 1.200+ Employees |
|---------------------------|------------------------|--------------------------|------------------|

Logo is coding the future together with its customers, business partners, employees, investors and all stakeholders as a company contributing to the sustainable success of its customers with its products and services that appeal to all companies from micro size to enterprise level. It creates value for its customers with passion and agility.

Turkey's largest public software company and most valuable information technology brand\* Logo, operates in software sector as one of the leading companies since its establishment in 1984. Logo offers application software to enterprises ranging in size from micro companies to large scale corporations. The company, by increasing innovation and creativity in its products and services, lays the foundation for sustainable success by accompanying more than 200,000 companies so far on their journey of growth, with more than 1,200 employees and 800 business partners in 4 different countries at 7 different locations.

In addition to Enterprise Resource Planning, Logo's offerings comprise many complementary solutions such as Customer Relationship Management, Human Resources Management, Workflow Management, Warehouse Management Systems, Business Analytics Solutions and Retail Solutions. Having taken the lead in the ERP sector in terms of number of customers for many years, Logo has a large and dynamic ecosystem that extends from partners to Logo users, from academicians to students and industry professionals. Along with the power stemming from this ecosystem,

Brand Finance "Turkey's most valuable and strongest brands report", June 2019

and believing in the dreams of its customers, sharing the same goals and working diligently to fulfil them, Logo carries out its business with the vision of coding Turkey's future together.

Since its foundation, Logo has been the innovative leader of its sector with the innovations it brought with its products, services, and business processes; more importantly with the added value it created in the digital transformation. Logo has invested in different businesses and technologies, and in recent years has made great leaps and revenue growth due to organic and inorganic growth. Logo has always adopted a fair and transparent management, and currently has a 66% free-float rate. The company became the first public software company in Turkey in 2000.

Logo completed a significant portion of its 35-yearlong history as the market leader in the industry, and after a series of strategic investments aiming at transferring the know-how and experience gained in the Turkish market to abroad, it continues on the path towards becoming a regional player. Logo has been pursuing its firm growth with 41% revenue CAGR (compound annual growth rate) in the last 10 years.



## Logo solutions:



Offers high performance



Offer an affordable total cost of ownership



Provides an open platform



Quickly installed



Upgradeable functions in line sector-specific needs



Creates a synergy with common solutions and platforms

Find the closest business partner...



**LOGO**

