



BROCHURE

EAZZY FILING



Company Profile

KM ORIZZON LTD is the software specialist for the following Professions/Industries:

- Offshore Management Companies and Company Secretarial Offices
- Insurance companies / Insurance Brokers & Agents
- Commerce/Maintenance/Workshop/Garage
- Notaries

All our solutions have been integrated with the powerful EAZZY Filing, which is a Document Management Software.

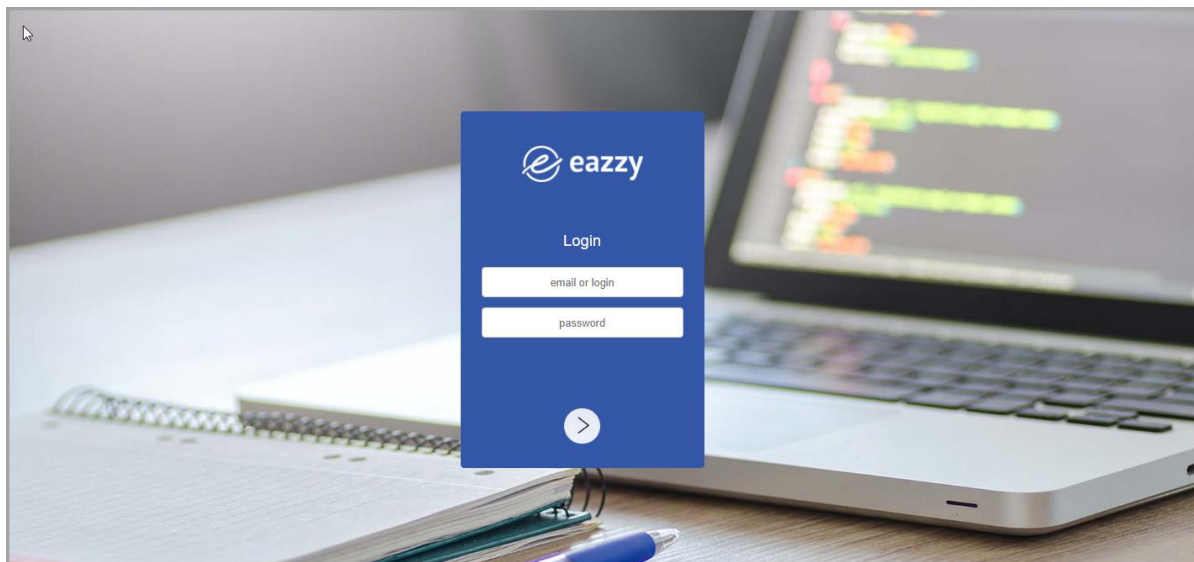
We also have many add-on modules to cater for the specific needs a company may have.





Eazzy Filing

A Common Language to Access Information



The concept or objective behind Eazzy Filing, is to create a clear, common, easy to understand structure via a customised road map/way to access, file and manage documents. The customised Filing Directory is in line with your activities/operations to ensure that the way documents are managed by users, make sense.

It is a combination of tools to :

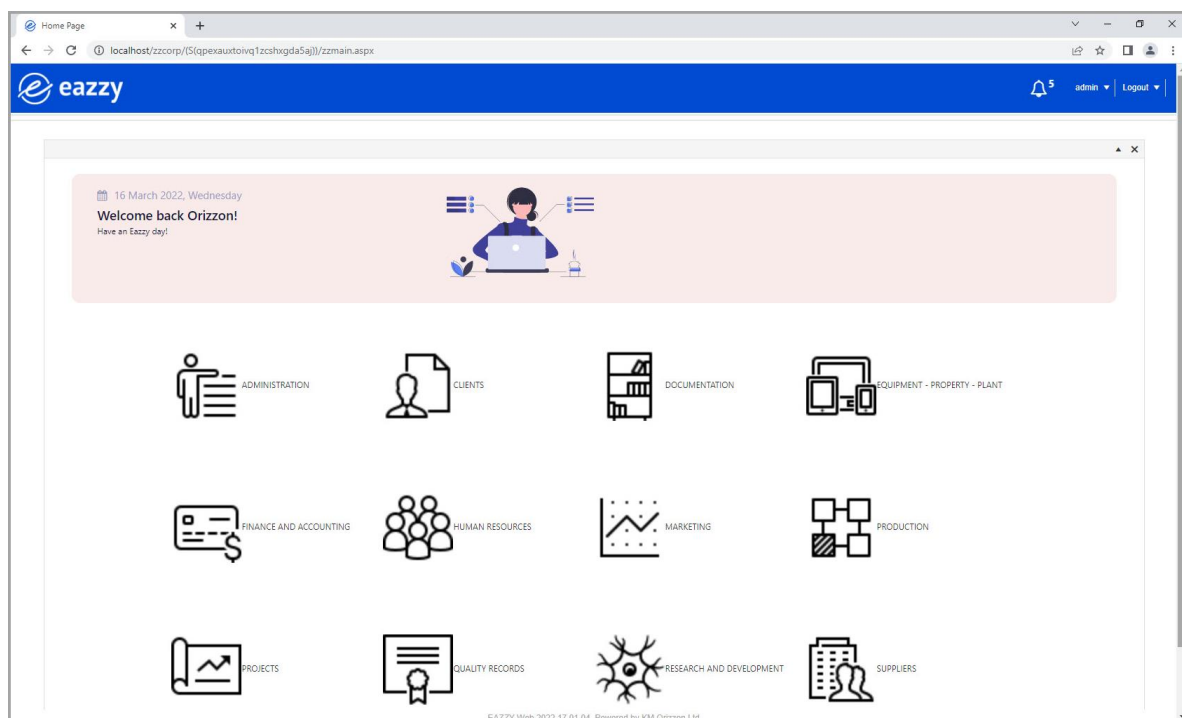
1. Manage filing directories and documents in a structured way;
2. Ensure that the memory of the organisation is kept over time;
3. Have an organised security matrix on documents' access;
4. Improve collaborative work ;
5. Reduce time or space losses in terms of document management;
6. Improve the flow in the use of documents

We assist you in the creation of this « Common Language of Information » and provide you with the **FUNDAMENTAL RULES OF FILING DIRECTORIES**



Eazzy Filing

The Homepage:



The new Eazzy Filing Browser version may be used on the web or on premise; Eazzy gives you the choice. You may also choose to link it to SharePoint or Windows Explorer.

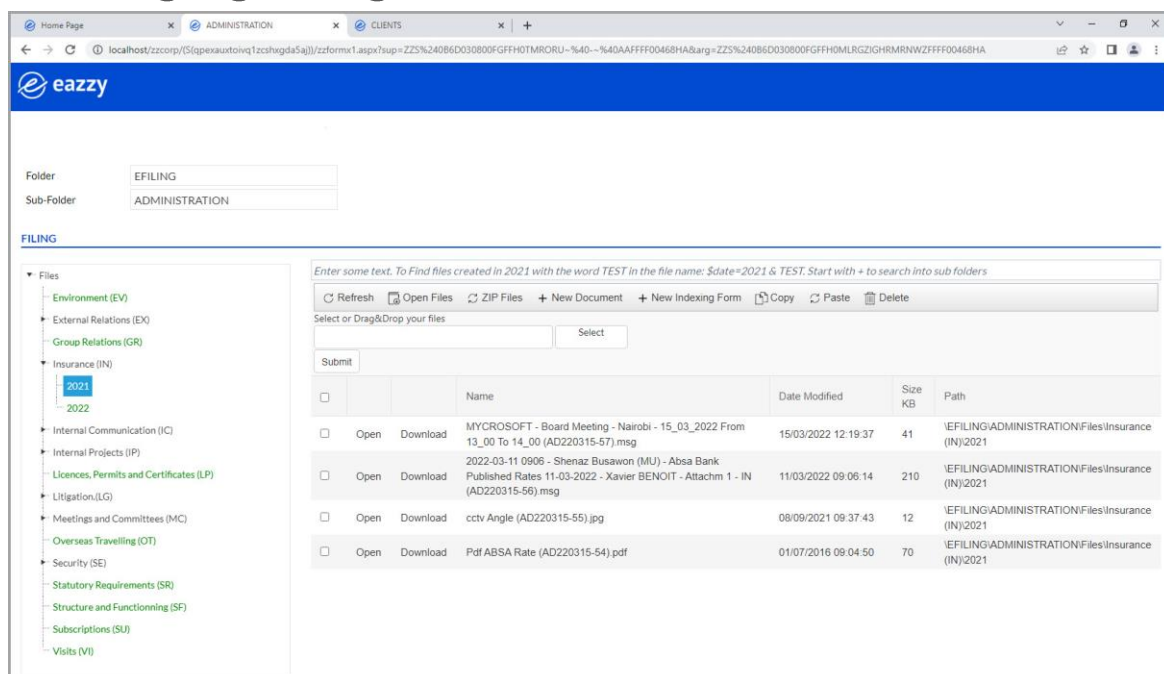
With this new version, you will be working on a browser, with all its advantages.

Login into Eazzy Filing with your active directory login to access the homepage. You will see all the filing themes/folders or those to which you may have access to.



Eazzy Filing

Managing Filing Directories & Folders



Your Customised Company Filing Structure and directories are displayed at start.

The subsequent creation of recurrent & new filing structures, for example for clients, suppliers etc., are automatized and created in one click using preset filing structures.

Creation of subfolders available to those with the rights only.

Update in one click, years or year/mm folders with the new year or year/mm in a whole directory.

Folders in green, folders at the end of the directory, in black those where there are subfolders. Depending on the settings you want, you may only create or upload documents at the end of the folder directory.

Access rights linked to folders' creation.

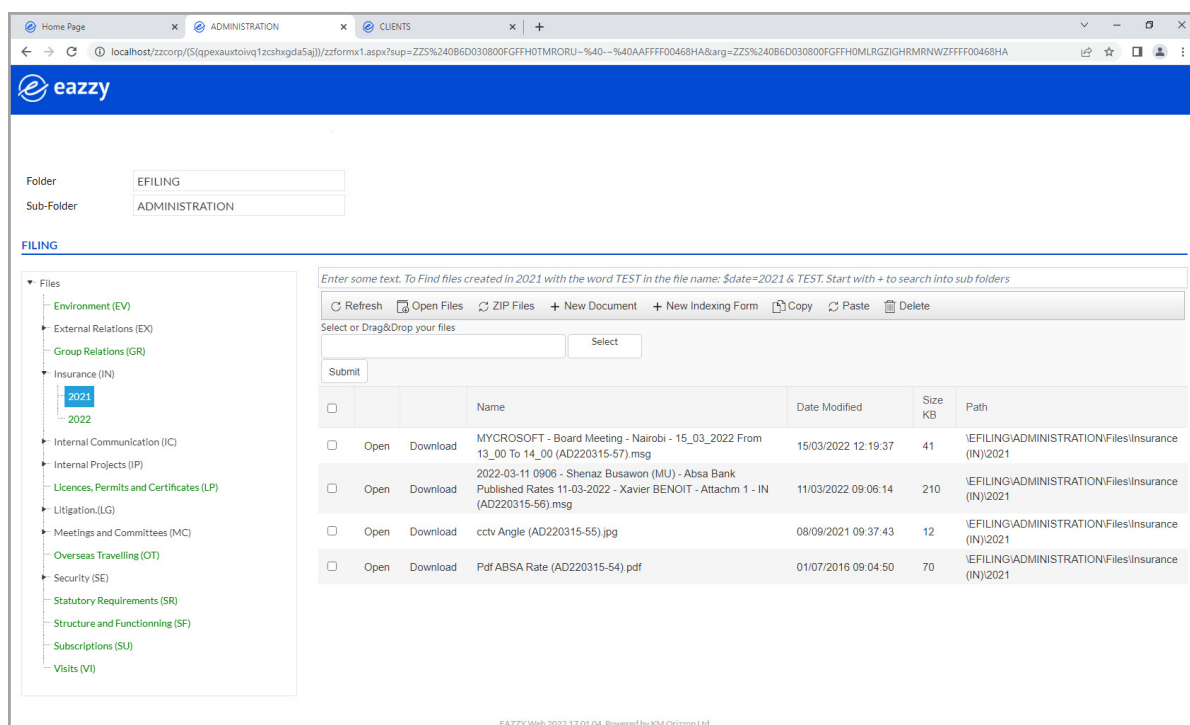
Files Bin will keep all deleted documents. These documents can be easily restored in case of a deletion by mistake. Deleted documents may not be deleted unless user has the right to do so.

Your folders creation are synchronized in real time in SharePoint or Windows explorer.



Eazzy Filing

Managing Documents



Several functions to manage any type of documents: Copy, Paste, Upload, Save and Generate documents via templates or not.

Upload in the system an unlimited number of templates with or without naming conventions and categorize them by types of filing directories from which users need to generate them

Rename uploaded documents with or without naming conventions

Unique EAZZY document ID for each document generated per user

Classification of emails and calendar events or attachments only via drag and drop

Open several documents at a time

Different types of searches are available including those with Boolean operators (And, Or) in order to ensure fast and precise retrieval of documents.



Eazzy Filing

Document Indexing

The indexing form is used to qualify any number and type of documents under a main heading and index the document(s) with data like category, types of documents, validity period or expiry/renewal dates etc

You can manage and update your documents categorization directly in the system if you have the rights

Reports or renewals alerts prior to expiry, may be created to appear in your homepage

The indexed forms are saved directly in the filing structures and can be easily retrieved (like documents) by searching the directories using the +.zzf search function.

This form may also be used by the Archives department for the physical location references.



Eazzy Filing

Searches

The screenshot displays the Eazzy Filing web interface. On the left, a sidebar titled 'FILING' contains a 'Files' section with a list of categories: a) Invoice & Receipts, b) Correspondences, c) Bank, d) Board Minutes & Resolutions, e) Shareholders - Resol & Minutes, f) Business Plan, g) Certificates & Constitution, h) Registers, and i) ROC & FSC Filing & Correspondence. The main area on the right is titled '+.zzf' and features a toolbar with icons for Refresh, Open Files, ZIP Files, New Document, New Indexing Form, Copy, Paste, Delete, and Import Contents. Below the toolbar is a text input field labeled 'Select or Drag&Drop your files' with a 'Select' button. A 'Submit' button is also present. A table below shows a single file entry:

| | Name | Date Modified |
|--------------------------|---|------------------|
| <input type="checkbox"/> | Open Agreement- Administration Agreement- 2022-03-08- Expiry date 2022-03-08- Check Yes (DOSDM220308-6).zzf | 08/03/2022 02:03 |

A good filing directory, as well as a good naming convention for documents, will ensure that you find the documents you are looking for, very easily, amongst many documents.

However, you may still wish to use the « & » or « Or » search functions to narrow down more precisely results of documents searches. This feature is used with some criteria example as listed below:

- Word in the document title
- Type of doc (.PDF, Excel or other)
- Reference (with the users' initials)
- Date
- Location



Eazzy Filing

Templates Creation in the system

LIST OF TEMPLATES

Template to Search

| <input type="checkbox"/> | | Title | Type of Document |
|--------------------------|--|---|------------------|
| <input type="checkbox"/> | | [Date of Document] - [Type of Document] - [Remarks] | 22Renaming |
| <input type="checkbox"/> | | _NOTICE OF LOCATION OF COMPANY RECORDS | Word |
| <input type="checkbox"/> | | _Sample Word [Date of Document] - [Remarks] | Word |

The creation and uploading of templates with or without naming conventions is very easy to implement in the system.

It is only available to users with the rights to do so.

Documents Follow Up Module

eazzy

Assigned by: Date From: 14/01/2022 Type: Display Follow-up: ☒
Assigned To: DEMAROUSSEM Sophie Date To: 14/04/2022 Priority: Display WF Events: ☒
Task: Tasks Overdue: ☐ Status: In Progress % [0-100]

+ Add Task

Planned Tasks

| Tasks | 19/03/20... | 20/03/20... | 21/03/20... | 22/03/20... | 23/03/20... | 24/03/20... | 25/03/20... | 26/03/20... | 27/03/20... | 28/03/2022 - 03/04/2022 | 29/03/20... | 30/03/20... | 31/03/20... |
|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------------------|-------------|-------------|-------------|
| * JOB | | | | | | | | | | | | | |
| * X COMPANY LTD - R22-0026 | | | | | | | | | | | | | |
| * WF LEGAL DISTRICT/INTERMEDIATE/INDUSTRIAL COURT | | | | | | | | | | | | | |
| Mise en Demeure against Government (@from BENOIT Xavier) (W) | | | | | | | | | | | | | |
| * TEST LTD - R22-0030 | | | | | | | | | | | | | |
| * WF COMPLIANCE ANNUAL RETURN | | | | | | | | | | | | | |
| Submission to client execution (@from ADMINISTRATOR Orizzon) (W) | | | | | | | | | | | | | |
| * EMPLOYEE | | | | | | | | | | | | | |
| * DE MAROUSSEM Sophie - D0004 | | | | | | | | | | | | | |
| TEST (@from DE MAROUSSEM Sophie) (F) | | | | | | | | | | | | | |
| TO DO THIS AND THAT (@from DE MAROUSSEM Sophie) (F) | | | | | | | | | | | | | |
| TEST suite (@from DE MAROUSSEM Sophie) (F) | | | | | | | | | | | | | |

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Link tasks to your documents and assign them to your colleagues.
Generate reports, view progress of work, derive reports by deadline, etc.



Eazzy Filing

Possible Customisable Tools/Features

It is possible to customise features in the system and these are subject to a quote:

- The current EAZZY document ID can be customised by country for example. The advantage of doing so, is for a user to be able to identify from which Office the document has been prepared/created.
 - If an employee named John Doe is in Mauritius, when he will create a document the Eazzy Reference will be MUJD220317-1
 - If an employee named Helena Smith is in [Singapore](#), when she will create a document the Eazzy Reference will be SGHS220317-1.
- Document Name: "Mycrosoft Ltd – Minutes of Meeting – 17-03-2022 ([SGHS220317-1](#)).docx"
- Updating or reviewing the existing filing structure
- Dashboard/ KPIs reports to manage if users are using the system to file and manage documents efficiently
- Links to other possible SQL databases
- Customisation of the indexation form fields
- Connecting Eazzy with any website



Thank you