

Nexus

Web Based Document Management and Sharing

What Does Nexus Do?

Nexus adds power and flexibility to the sharing of information within your organization and with your clients. It acts as a central repository for documents where information is categorized, associated with the appropriate client, and fully searchable.

What Are The Key Features?

Nexus includes, but is not limited to the following features:

- Employee management
- Client management
- Guest association
- Document upload (one at a time or in bulk)
- Document categorization
- Document searching
- Bookmark access
- Message creation (global or client specific)
- User personalization

How Secure Is It?

Nexus is very secure. It is designed to run via the Internet with 128 bit encryption. All user passwords and account information is encrypted within the database.

The screenshot displays the Nexus web application interface. At the top, there is a navigation bar with the 'Nexus' logo and a 'Dashboard for Sarah Parker' title. Below the navigation bar, there is a search bar and a 'Go' button. The main content area is divided into several sections:

- Client/Guest Summary:** Shows 'Active clients: 4' and 'Active guests: 1'. It includes buttons for 'Add a client' and 'Add a guest', and an alphabetical index from A to Z.
- Document Summary:** Shows 'Total documents: 22', 'To be reviewed: 4', 'Unviewed by client: 7', and 'Viewed by all: 11'. It includes an 'Archived: 4' section and a button for 'Upload a document'.
- Bookmark Summary:** Shows 'Bookmarks: 2' and a button for 'Add a bookmark'.
- Clients/Guests (sorted by recency):** A table with columns: User, Type, Last Login, Documents.

| User | Type | Last Login | Documents |
|----------------|--------|------------|-----------|
| Mary Smith | Guest | 05/01/2006 | |
| Paula Johnson | Client | 04/20/2006 | 5 |
| Bob Jones | Client | 04/01/2006 | 7 |
| Michael Raines | Client | 04/01/2006 | 2 |
| Bob Simpson | Client | 04/01/2006 | 2 |
- Documents (sorted by recency):** A table with columns: Document, Client, Category, Uploaded.

| Document | Client | Category | Uploaded |
|----------------------------|----------------|---------------------|------------|
| A New Look | | Financial Plans | 05/19/2006 |
| Mask | Bob Simpson | Account Performance | 04/09/2006 |
| 2006 First Qtr Performance | Michael Raines | Account Performance | 04/09/2006 |
| 2005 Tax Info | Paula Johnson | Tax Returns | 04/09/2006 |
| 2006 First Qtr Performance | Bob Jones | Account Performance | 04/09/2006 |
- Bookmarks (sorted by recency):** A table with columns: Bookmark, Last Use.

| Bookmark | Last Use |
|----------|------------|
| Google | 05/03/2006 |
| Yahoo | |
- Messages (sorted by recency):** A red banner message: 'site Upgrade The web site will be down next Tuesday for 2 hours for site maintenance.'

Can Nexus Be Customized?

Yes, with co-branding, your company logo and imaging can be used at the top of every screen. In addition, the site can be styled to use the color scheme that matches your company image.

Is Nexus Easy To Use?

Nexus is very user friendly and efficiently designed with intuitive navigation. All features within the application have been created using the latest development tools and concepts.

How Do I Buy?

You can purchase Nexus by contacting Basher Software Solutions via email: sales@bashersolutions.com. Alternatively, find out more information by visiting www.bashersolutions.com/nexus.

Nexus

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User Experience

- Customized to suit users needs and interests
- Easy navigation
- Dashboard highlighted recent activity

Employees

- Manage employee details
- Associate image with employee
- Identify employees with administrative access
- Define keywords for searchability

Clients

- Manage client details
- Associate with account manager
- Define keywords for searchability
- Search for clients

Guests

- Manage guest details
- Associate with one or more clients
- Define keywords for searchability
- Search for guests

Documents

- Upload documents (one at a time or in bulk)
- Manage document details
- Associate with pre-defined categories
- Associate with client if appropriate
- Mark documents as “reviewed”
- Archive documents
- Search for documents

Bookmarks

- Manage bookmarks
- Record associated user name and password if desired
- Search for bookmarks

Messages

- Create general messages
- Create user specific messages

