



# Comprehensive Document Management Solution

That brims with features to manage and control all your information



## InfoDocs® Handles Scale Well

It goes hand in glove with other enterprise applications, where work actually takes place. It helps you with both structured and unstructured documents.



## Go Digital Gain Competitive

Smart organizations have gone digital and are already gaining from increased efficiencies and improved productivity.



## End-to-End Integrated Solution

With InfoDocs, you get Content Management, Document Management, Knowledge Management Repository, Online Document Inventory & Repository capabilities, all in one application. It assists organisation in all phases of a document's lifecycle.

## About Us

InfoDocs® manages scanned images, electronic documents, emails, and electronic data from other applications with ease.

We helps organizations take full advantage of the opportunities offered by digital transformation.

Think of a document management software that helps you in all the phases of your document lifecycle - generate, acquire, manage, deliver, and archive.

## Why choose us?

1

Optimize business processes and Improve efficiency, reduce the overall cost of managing documents and Improve service to customers, by speed-up the process.

2

Achieve document integrity and enable collaboration, provide a robust and scalable document-handling environment, mitigate risk of misplacing documents, adhere to compliances.



**info Docs**

# Document Management Solution

## Streamlining Your Information Workflow

Today, staying competitive requires optimizing business processes by effectively harnessing digital workflows. This applies to most businesses that have to deal with large amounts of paper-based and electronic information on a daily basis.

**Gain from InfoDocs™**, a web-enabled Document Management Solution

3%

7%

26%

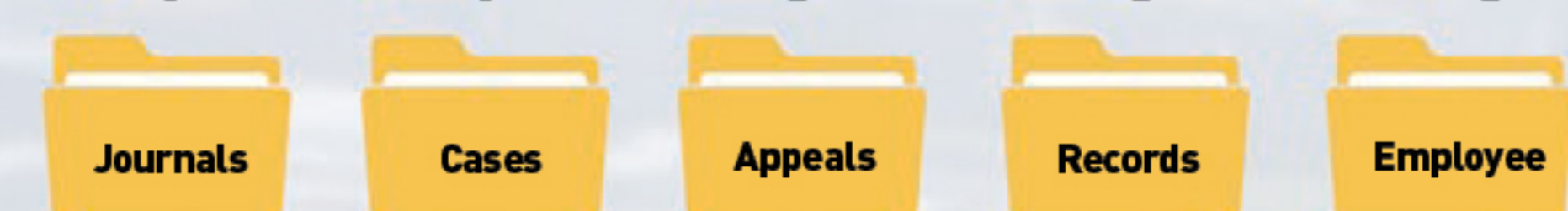
**Are you wasting valuable work-time on tedious manual paper-based workflows?**  
**Are you re-typing the text just to bring content into another file format?**  
**Are you wasting time to find and redirect correct document versions?**

Document volumes have been growing exponentially in past few years with many of them located in unmanaged and unstructured filing systems. Tasks like mail distribution and manual separation, invoices, contracts and so on to the key persons, functions or folders are exceedingly time-consuming.

InfoDocs™ reduces your overall cost of handling documents and speeds-up the process of management. It helps improve your service to the customers through better handling of documents and information, document integrity, and a stable document-handling environment. When you've aligned your documents with your business systems, you'll always have all of the information you need.

Classify documents while reducing or eliminating manual documents preparation and sorting

Index and route documents to the appropriate business process and assemble complex document



## Benefits

Reduce the overall cost of managing documents and speed-up the process

Achieve document integrity & enable collaboration

Mitigate Risk of mislaying documents

Optimise business processes and improve efficiency

Improve service to customers

Provide a robust & scalable document-handling environment

Adherence to compliances