



info Docs

Document Management Solution

Streamlining Your Information Workflow

Today, staying competitive requires optimising 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 retyping your 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 of 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.



Mailroom functionality within a business critical TCM

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

An end-to-end integrated solution

With InfoDocs™, you get Content Management, Document Management, Knowledge Repository and Online Document Inventory & Repository capabilities, all in one application. It assists organisations in all phases of the document lifecycle.













What's more, InfoDocs™ is fitted with functionality such as document annotation, digital signatures, search and retrieve using full-text search, and web services integration. InfoDocs™ has capability to manage Scanned Document Images, Electronic Documents, Emails, and Electronic Data Output from other applications with equal productivity and ease. It can manage large volumes of documents & content.

InfoDocs™ is a proven system, refined by market testing, and honed by customer inputs, over many years. It's currently being used for ACH Mandate Management, Accounts Payable, and other Business Process Services.

It works off the shelf. You can start with InfoDocs™ immediately and get down to creating a content repository. The Document Management Platform helps organisations get maximum leverage from structured content for enhanced productivity and operational efficiency in a trusted and secure environment.






Key Defining Features

-  Web enabled, .Net based applications ensuring ease of deployment and production
-  A centralised/distributed repository to store all the Physical/Electronic documents in the form of digital content, allowing quick and efficient access to the information
-  Powerful Full Text search tool on Image Documents enabling quick retrieval of documents
-  Image Enabling of Enterprise Applications (Automate Business Processes for HR, Legal and Finance departments)
-  Document versioning allowing users to retrieve previous versions and to continue work from a selected point
-  Comprehensive reports & interactive dashboard for monitoring and decision making
-  Security and authentication range of security options supported, including CAPTCHA, LDAP and Active Directory, with HTTPS / SSL encryption
-  Bulk upload facility to create batch of documents to upload in a defined structure
-  Add Annotations to document, Sticky Notes addition, Document Highlighting, Colouring and Marking ability
-  Facility to add digital signatures and watermarks for business documents

InfoDocs Architecture

- N-tier architecture forms the chassis of InfoDocs™ providing scalability and robustness along with high Integration space
- Easy and quick to deploy allowing clients to go live as soon as possible. Security and backup for documents with load balancers to ensure smooth flow



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