


Our intensity.
Your agility.

**DOCUMENT
MANAGEMENT SYSTEM
FOR IMPROVING
BUSINESS PROCESS
AUTOMATION**

In10s⁷

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Enterprise actions are driven by content. The future will belong to those enterprises that share, secure and work with this content faster and more intelligently.

On an average, the volume of content managed by any enterprise grows at more than 75% a year, and this is further compounded by business growth. Content and information eventually take the shape of a document, be it a form submitted by a customer, an email or even fax. Managing these documents and extracting their information value, though challenging, is critical to the success of an enterprise. More so because documents come from every touch point and in myriad formats.

Today, when cross-enterprise process and document agility is a must-have, implementing an intelligent, process driven enterprise document management is paramount. After all, this is the content 2.0 era, when almost every single enterprise action is either driven or supported by existing content or results in the creation of new content. And the future will belong to those enterprises that share, secure and work with this content faster and more intelligently.

Challenges

- Increasing volumes of documents to manage
- Increasing complexity of checking & sorting different versions of documents
- Inadequate tracking & storing mechanism of electronic documents
- Lack of defined workflows for role-based access of documents

Solution

Data Management System enables enterprises to establish secure and intelligently manage electronic document repositories and enterprise-wide information portals. It enables business users with rapid information access, service availability across the span of their operations. The solution also deploys technologies that capture, manage, store, preserve, and deliver documents and content related to enterprise processes.

Features

- **Document Viewer** : The solution helps easy digitization of paper-based documents, physical forms and images and incorporates a Document Viewer to enable users to view and share more than 150 different file formats without having the native applications installed on their systems.
- **Workflows** : An easy to use Workflow Designer and Business Rules Engine are incorporated for enabling creation of workflows for any defined or rules-driven enterprise process. It helps in facilitating optimum utilization of resources and ushering in process agility.
- **Alerts** : Automatic alerts can be generated notifying users about important dates, expiration, renewals, and key events. These automatic alerts enable users to plan for and deal with respective partners /vendors / suppliers in a timely manner and not lose out on critical opportunities to re-engage or re-negotiate.
- **Scanning & Digitization** : A GUI-based easy-to-use, e-Forms Designer enables users to replicate the look and feel of existing paper-based forms by scanning the forms and converting them into digital e-Forms
- **Access Rights** : Enables document-level, folder-level and user-level security ensuring that users can access only those documents for which they have the necessary rights to view and interact with at appropriate time
- **Search & retrieve** : This feature empowers users with the ability to conduct robust, full-text searches within the document repository
- **Reports** : A number of reports can be generated on various criteria, such as list of documents created, retrieved, accessed, expired/near-expiry, within specified timeframes
- **e-Forms** : e-Forms enables users to create and use electronic forms like Leave Application Forms, Document Review Forms, Performance Appraisal Forms, etc. to be used in lieu of their costly and highly inert paper equivalents



Secured and encrypted cloud storage

Our cloud-based DMS built on a powerful UniServe™ NXT platform offers modern cloud solutions with world-class security and data privacy, including encryption to protect against unauthorized access to sensitive information. The solution on cloud is designed with multiple layers of protection, including secure data transfer, encryption, and user-level controls that are distributed across a highly scalable and secure infrastructure.

Features

- The encryption keys are securely managed, processed, and stored with proper internal training and controls
- Complete control over data privacy and regulatory compliance with no impact on performance
- Data Management Systems provides data protection with encryption to its customers and their clients
- Data security through a single platform made possible through multi-tenant technology
- Built-in data loss prevention

Benefits

Business agility with process automation

- Comprehensive document management capabilities helps build business agility
- Availability of information at the click of the button helps in big data analytics and personalization of service
- Automated processes and workflows enable faster information flow across stakeholders and enhance control over the entire business process

Improved Operational Excellence

- Ability to track the activity and performance of users using Reports & Audit Trail
- Compelling ROI and faster revenue realization
- Enhanced indexing & searching to retrieve documents easily

Reduced operational expenses

- Reduced storage costs due to digitization of data and customer records
- Enhanced workflow management to automate your business processes
- Reduction on dependency of manpower for data entry
- Better use of resources and thus reduction in TAT

Enhanced customer experience

- Faster and accurate response to customers
- Personalized customer engagement powered with relevant data
- Accurate data to empower self-service capabilities



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To know more about our solutions, visit www.in10stech.com, call +91 40 44558585 / 27849019 / 27844551 or e-mail info@in10stech.com