

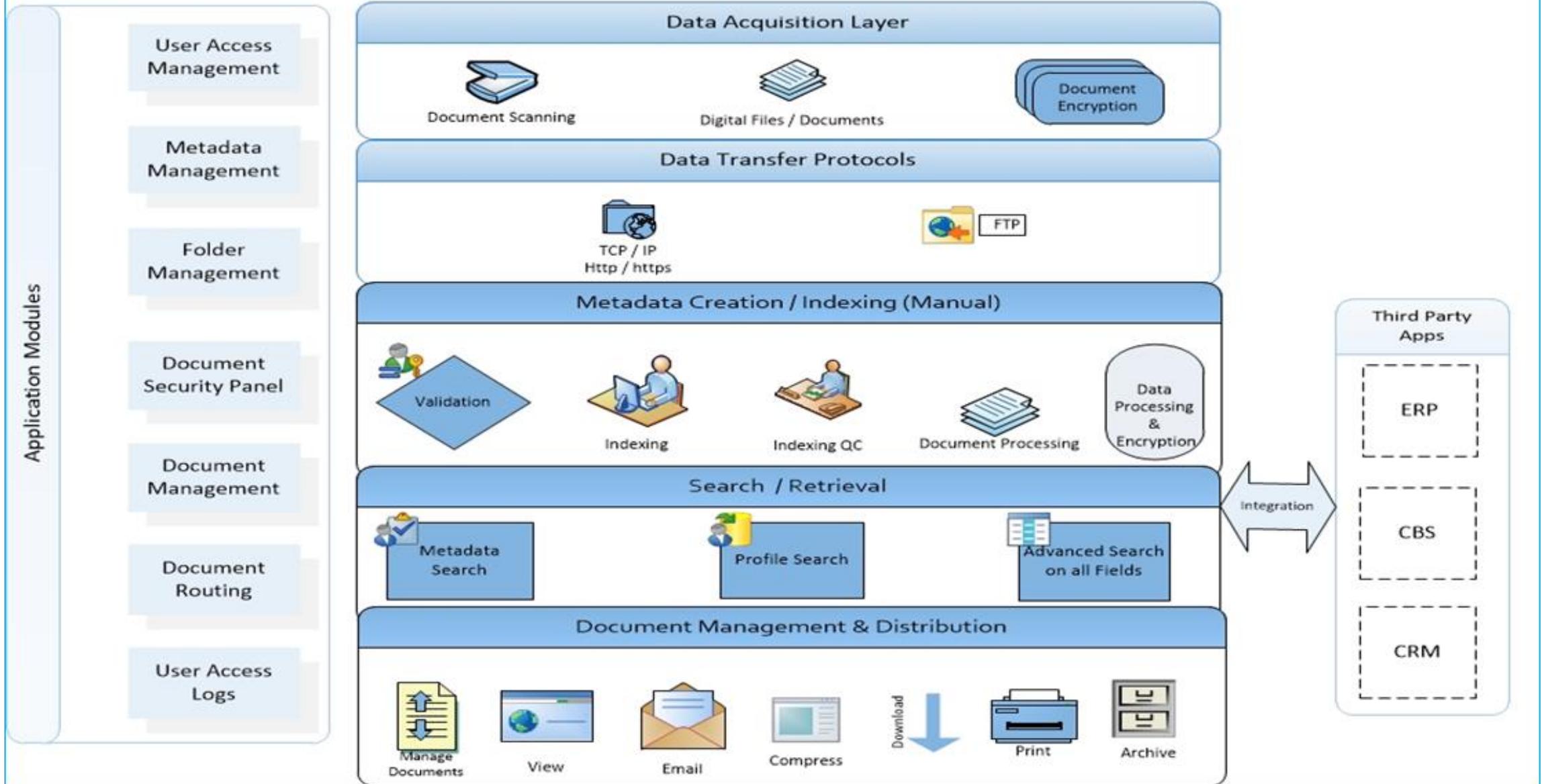
DOCUMENT MANAGEMENT SYSTEM

By S CUBE

OVERVIEW

- ❖ Digitization & document management system, provides simplified solution for capturing of images / documents, indexing (Metadata Creation), document management, document retrieval and archival of documents with the user friendly features and state of art technologies.
- ❖ It's a web based system, which limited public access for guest users to retrieve security documents, on demand, either as a paid or free service, for verification purpose.
- ❖ Areas of usage: educational certificates, personal identification documents, ownership documents, payment receipt copies, investment copies, etc.

DIPL Digitizing & Document Management System





Envelopes with gunny bags received at Processing Centre from post office

Open the gunny bags of the various post boxes

Sort the envelopes category wise

Envelopes Opened

Staple the documents, if any

Affix pre-generated barcode on the first page of the document



For further processing by the User

Integrated to downstream processing queues

Scan the documents,

Index Data Entry of fields

Classifies the category of document, indexing



Cartoning solution

Stapling of Documents

FEATURE LIST

Indexing

- Create indexing profile as per the business needs
- Hybrid indexing for enhanced accuracy in quick time
- Full text (Content) indexing using OCR
- Secured indexed data by applying encryption

Management

- Folder Structure
- Document level security for secured access
- Append images / document to existing files
- Delete part of the document or entire document
- Metadata integration by CSV / Excel import
- Access logs and audit trails
- Archive data as per aging or business parameters

FEATURE LIST

Retrieval

- Search by keywords (metadata)
- Search on content

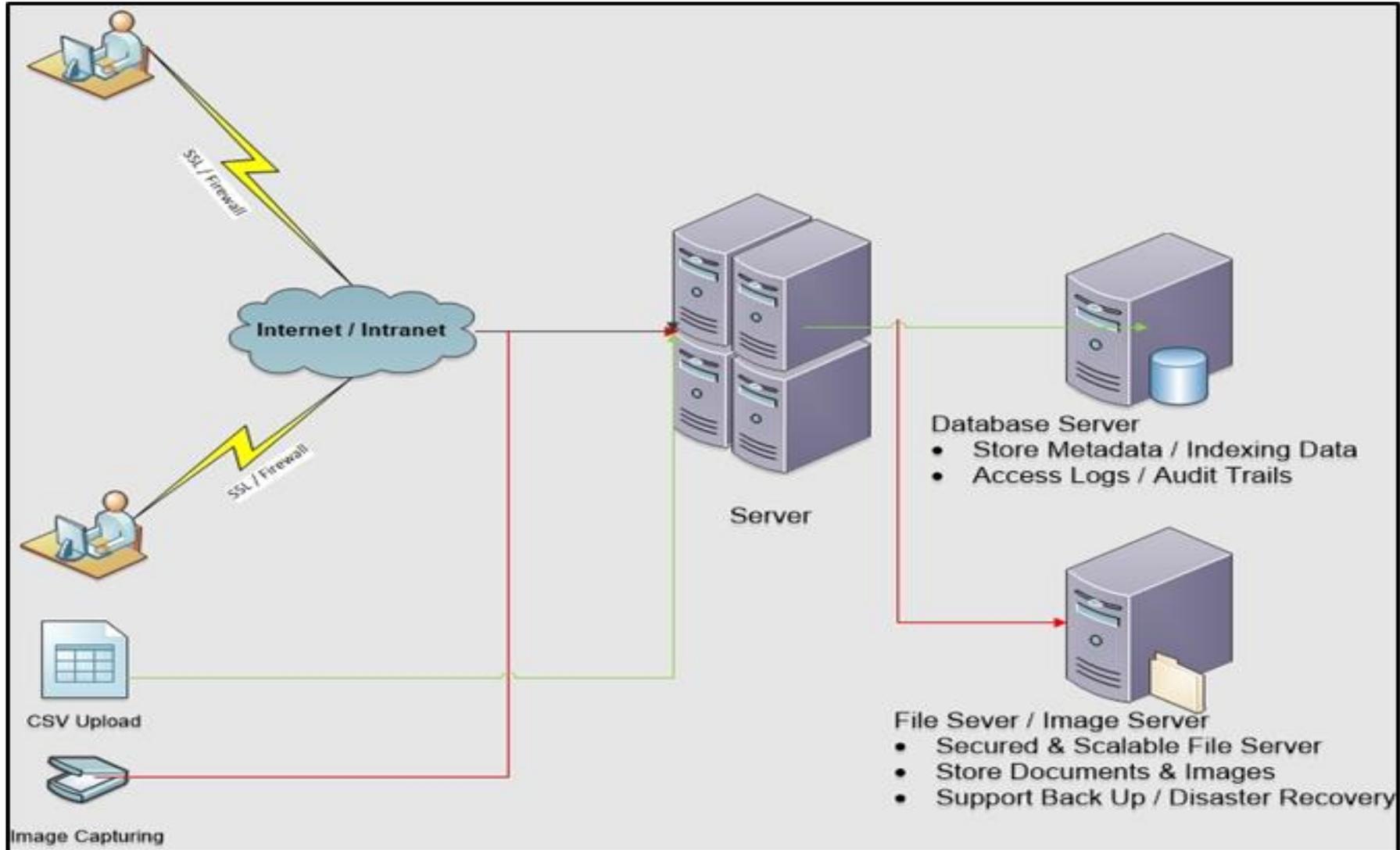
Distribution

- Web access (Intranet / Internet)
- Email
- Compress & Download
- Download/ print

User Management

- User Creation & Management
- Role Creation & Management
- Active Directory Integration

ARCHITECTURE



CONTACT

16, Samrat Mill Compound

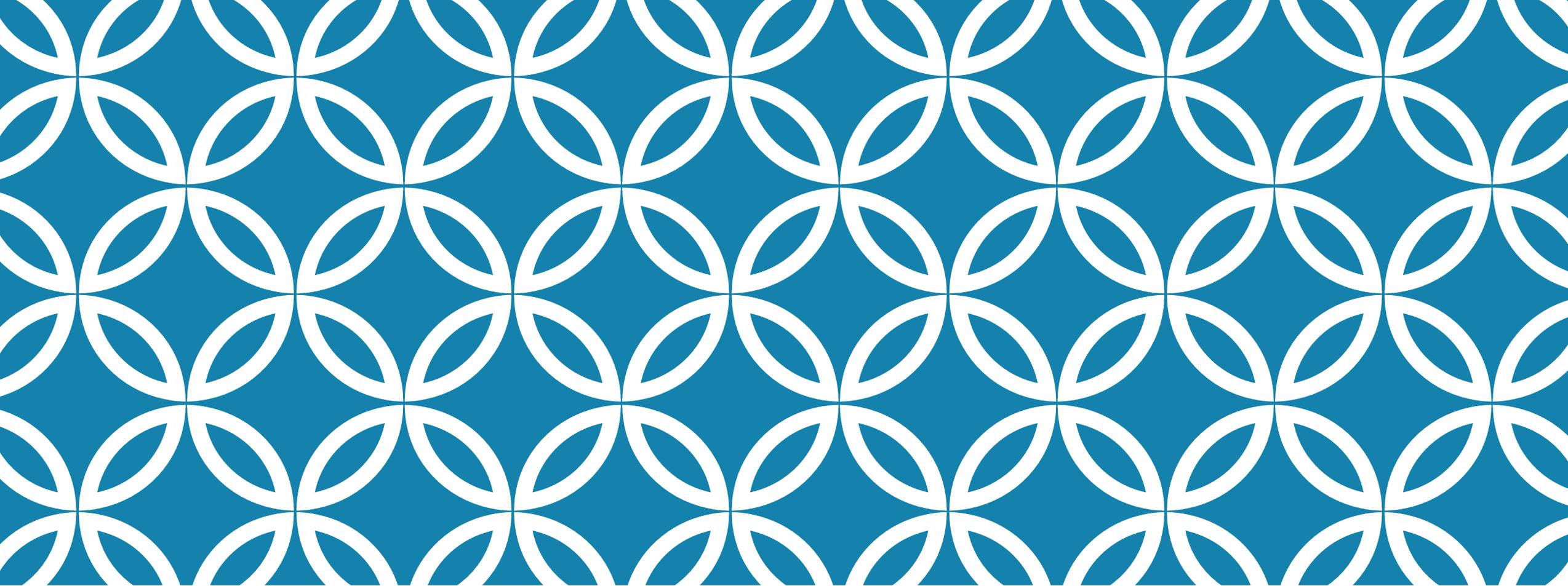
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THANK YOU

Any Questions?