Document Management System - Ensures Secure, Easy and Faster retrieval of documents

Lower turnaround time for addressing account related queries

Significant reduction in costs and risks associated with storage, loss, fire misplacement and biological degradation

Secure, easy and faster retrieval of information anywhere, anytime

Enables digitization of paper documents through its in-built scanning capabilities and OCR features

Industry Overview

In global organizations, contextual and appropriate communication is the key to customer acquisition and retention. There is an increasing need to produce high volumes of targeted, personalized and relevant communication — low cost and high quality output — that meets customer expectations for quality, document integrity and process controls. Document Management System (DMS), as a business enabler, has evolved rapidly during recent times attracting considerable attention as a trend for cloud and SaaS adoption. Organizations are looking at improving the efficiency of their document management processes by simplifying existing systems and making them more effective for their business objectives.

An effective Document Management solution scans, archives and captures information from unstructured documents and converts to reliable and easily retrievable form. DMSEasy is an easy to use Document Management solution that facilitates digitization and categorization of the documents for easy storage and fast retrieval.

DMSEasy Solution offering

The NIIT Technologies Document Management solution – DMSEasy - provides a uniform platform to computerize business information, manage creation, distribution and archival of all controlled documents. DMSEasy can perform the following functions:

Document Digitization - DMSEasy provides scanning facility as part of the solution. If any document needs to be converted to an electronic format, then the document is scanned and converted to an image to be stored on the system. The document names are generated automatically however, they can be re-named. The electronic documents created are stored using proper indexing mechanism to facilitate faster document retrieval.
Image Enhancement – Sometimes while converting the document to an electronic format, we need to improve the quality of the document image. The DMSEasy solution simplifies the time-consuming processes of image cleanup through automated work steps. It provides various methods to enhance the image quality such as Skew Removal, Specie-Removal, Black Border removal, Noise Reduction etc.

Image Editing, Annotations and Versioning – The solution enable users to append, delete and swap pages in the document. Users can rotate, cut and crop documents; highlight text and insert sticky notes on the document. It also enable users to maintain multiple versions of a single document.

Document Storage and Archival – All documents are stored in a central repository with desired access privileges.

Document Metadata/Attributes – The solution facilitates storage of additional information that describe documents; making it easier for the user to classify and retrieve them.

Document Retrieval, OCR – While searching, users can quickly identify and locate documents with the help of a proper indexing mechanism. Documents can be searched based on specific attributes/metadata (e.g. Title, Author, Date of creation, etc.). Printing facility is also provided to create a hard copy of the document, if required.

Security – Security is achieved by implementing multi-level access controls and user privileges. Apart from secure User ID and Password stored in encrypted format, the solution also supports Active Directory authentication to prevent unauthorized access. Access rights over documents and folders facilitates wide and controlled access of documents across the enterprise. It also saves effort and cost involved in paper management and physical storage.

Backup and Restore – The solution comes with in-built data backup and restore capabilities. Periodic backup (Daily/Weekly/monthly) of user data can be scheduled on a secondary device.

Key Features

* Features available in plus edition.
** Features available in Enterprise edition, all features of plus edition are available in Enterprise edition.

Business Benefits
- Provides a uniform, centralized and electronic method of document management and control.
- Process Automation - Provides a paperless office environment; streamlining and automating paper based processes.
- Sharing and Collaboration – Seamless information sharing within the enterprise and with partners, vendors and customers.
- Immediate access to all correspondence records and documents related to the client. Lower turnaround time for addressing account related queries.
- Significant reduction in the usually un-recognized cost by increasing efficiency and productivity.
- Significant reduction in costs and risks associated with storage, loss, fire misplacement and biological degradation as documents are stored in electronic media.
- Secure, easy and faster retrieval of information anywhere, anytime.
- Enables digitization of paper documents through its in-built scanning capabilities and OCR features.
- Enables categorization of documents through its in-built feature of repository management that allows creation of folders, sub-folders, sub-sub-folders.

Why Partner with NIIT Technologies?
NIIT Technologies is a leading IT solutions organization, servicing clients in North America, Europe, Asia and Australia. We offer services in Application Development and Maintenance, Enterprise Solutions including Cloud, Managed Services and Business Process Outsourcing to enterprise in the Financial Services, Travel & Transportation, Manufacturing/Distribution, and Government sectors. With our Service Mission to deliver “New Ideas More Value”, we aim at providing service excellence to our clients through our capability and expertise in the domain area.

We are committed to helping our customers prepare for and adapt to changing business environments. We deliver comprehensive end-to-end software solutions and services across a range of areas, including application development and management, managed services, cloud computing and business process outsourcing.

Here are some of the reasons why you should choose our services:
Customer-centric: At NIIT Technologies, we believe in delivering exceptional quality services and helping our customers perform at the highest levels. We create sustainable value for both customers and shareholders.

Cloud expertise: Our initiatives in the cloud, mobile and analytics space mean that we can help you stay ahead of the curve, always. We help you leverage cloud computing as a means of optimizing your investment and reducing up-front capital costs. With our services, you get the best returns on your investment and high efficiencies in resource utilization.

Rich experience: NIIT Technologies has a proven track record with 220+ clients across 16 countries.

SME focus: With NIIT Technologies’ services, small organizations no longer need to worry about scale and affordability. Our solutions are flexible and adaptable enough to address the unique challenges faced by small organizations within the current business landscape.

Adherence to global standards: NIIT Technologies adheres to global standards of software development processes, including SEI CMMi level 5, ISO 27001 and ISO 20000.
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Minimum System Recommended

<table>
<thead>
<tr>
<th>CLIENT</th>
<th>SERVER</th>
<th>DATABASE SERVER</th>
<th>SCANNER SPECIFICATIONS</th>
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</thead>
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