

Document Management System



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DOCUMENT MANAGEMENT SYSTEM

Abstract

The transition towards paperless offices and increasing adoption of electronic transfer of information through emails and other web based content has prompted organizations to have a system which would manage their documents effectively. A document management system provides a hassle free classification and identity system that tags documents with information. With more documents being integrated electronically and transferred as knowledge points, companies see document management system as an integral tool to handle growing surge of data and respond to audits without heavy burdens to the business.

Challenges

- ✓ Physical documents are difficult to trace. Tracking of relevant content, publication information or version data is tedious and time-consuming.
- ✓ Retrieving information for specific search attribute requires manual scanning of the entire document. Indexing and archiving of documents is complex, costly and time-consuming.
- ✓ Concurrent access of physical documents from different locations is not feasible. Larger documents restrict mobility.
- ✓ There is little control on the accessibility of the document as to who is authorized to view or modify the document.
- ✓ Physical documents have short shelf life and are impossible to recover in case of emergency.
- ✓ Compliance with set regulations for retaining and securing critical information is not difficult.

Osource's Solution – Document Management System

Osource offers a Document Management System that manages the documents and business information for existing processes. It is built on a stable and robust .NET framework 2.0 with C# as the programming language and Oracle 10g Database. Our DMS captures and stores electronic and scanned paper documents into a centralized system that allows documents to be easily recovered, reviewed, modified and acted upon. Documents may include Word files, Acrobat PDF's, spreadsheets, faxes and email.

About Us

We are leading providers of end-to-end outsourcing solutions in the areas of Finance & Accounts, Human Resources and Software Application Development.

We are partners to our clients; sharing the responsibility of improving the business through our experience and expertise.

We strengthen the performance of our clients by constantly improving and streamlining their business processes through innovative use of technology.



Core Functionalities of Osource's Document Management System

- **Master Definition**

User can define master details for various dynamics in the system. Information related to the user, his role and authority, location details, document details and other such parameters are recorded in the system.

- **Upload**

The system allows you to scan & upload or directly upload files from various storage devices. While uploading, the system helps user to systematically arrange the file based on the document type, user and other parameters defined in the master.

- **Tagging**

The user can tag the uploaded documents by defining tags against various parameters.

- **Editing and Viewing**

The tags for the documents recorded in the system can be edited and updated.

- **Retrieving Documents**

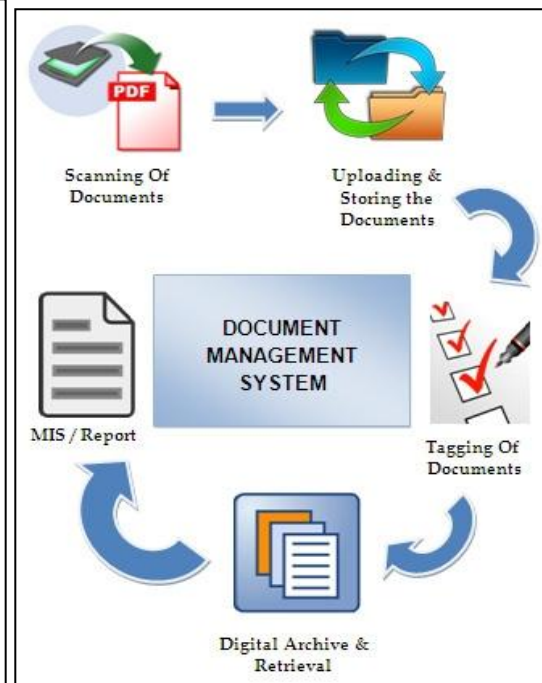
DMS can find pages based on indexed keywords in addition to allowing full-text search retrieval.

- **Controlled Access**

DMS has the feature to assign the access privilege on each document and folder.

- **Reporting**

The user can generate reports from the information stored in the system.



Features of DMS

- ✓ Web based product – 24/7/365 access
- ✓ Role based/user profile based access to document
- ✓ Independence to create various types of documents
- ✓ Ability to upload/attach all types of files like PDF, excel, PPT, word, jpg, etc.
- ✓ Variable tagging for each type of document
- ✓ Each & very strong search/retrieval facility
- ✓ Ability to provide limited time access to multiple auditors
- ✓ Excellent reporting and audit log features