

DMS

Document Management System

Now there are no more worries about the loss or damage of documents and business files. Experience faster information retrieval, while you save time and costs.

“Capture, index, and archive documents in a secure manner for fast retrieval and save organisational costs.”

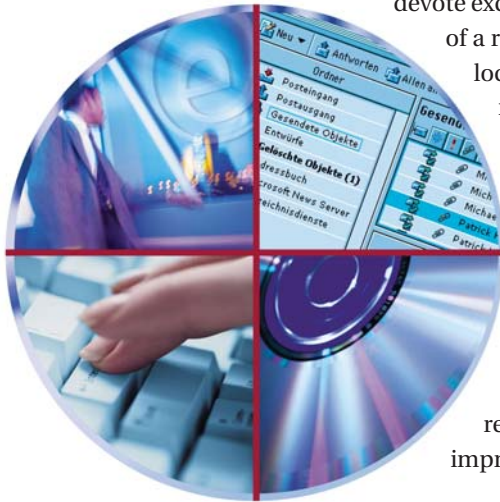
—DIWAKAR NIGAM, Managing Director,
Newgen Software Technologies Limited

“It’s an effective way of optimising the workflow of content produced and distributed within a business, and connecting it effectively with external customers as well.”

—RAVI VENKATRAMAN, Director - Xerox
Global Services, Xerox India Limited

“Create, use and control documents across different operating platforms, integrate multiple workflows and transcend trans-geographical boundaries.”

—SOM GANGOPADHYAY, Assistant Director -
Business Imaging Systems, Canon India Pvt Ltd



Your business generates immense data over time—both in paper and in the electronic form. However, if it keeps increasing at this pace, you will have to devote excessive office space to filing cabinets. Now, to retrieve a copy of a record, you first refer to the archive directory to ascertain its location. Next, you go to the filing cabinet, take out the file, return to your seat, ask your peon to get a photocopy, make changes, file it back, and return it to the cabinet. Here, the risk of the records getting damaged, misfiled or misplaced, are high. A more efficient alternative would be to convert all the paper documents into digital format and leverage the power of Document Management Systems (DMS). A DMS is used for creating, capturing, managing, delivering and archiving volumes of documents, irrespective of the size of your business. It acts as a central repository and helps you cut storage and retrieval costs, while improving response time and increasing productivity.

How does it work?

DMS is a combination of both hardware and software.

The hardware (scanner, storage devices, etc.) is used to convert physical documents into soft copies for centralised storage. The DMS allows you to store documents in various file formats like word documents, presentations, spreadsheets and images.

The software solution is used for effectively managing the documents in your work-flow. In most cases, such solutions are platform-independent. So you can use the DMS seamlessly, irrespective of whether your systems run Windows, Linux, Unix, Solaris or any other platform.

Advantage DMS

- Employees do not have to waste any more precious business hours in filing, storing and looking for documents. DMS acts as a central repository, which makes it easy for you to access documents right from your desktop.
- All changes made to a document right from the start are recorded stage-wise, along with the name of the person who changed it. These changes can be tracked at the click of a button.
- Save ample office space, which would have otherwise been cluttered by filing cabinets.
- Enjoy paperless operations.
- Enable collaborative working. This means that your team no longer has to flock together to a meeting room to work on a document. They can do it seated at their respective computers.
- You can easily spot bottlenecks in your system as DMS enables transparency in your work-flow.
- DMS also ensures greater security of your documents. You can define access rights at the folder, file or even specific content level.
- Further, you can archive documents for a longer period without bothering about shelf space.

Some leading vendors

- **NewGen** (software)
- **Xerox** (software+hardware)
- **Canon** (software+hardware)
- **HP** (software+hardware)
- **IBM** (software)

—Kalpana Sharma,
BenefIT Bureau