



DOCUMENT MANAGEMENT SYSTEM

Document management is how you stores, manages and tracks document. Document management system (DMS) is the use of the computer system and software to store, manage and track documents and electronic images of paper-based information captured through the use of a document scanner



File Formats

- Support more than 300 document file formats (JPEG, JPEG 2000, PNG, TIFF, PDF, DOC/DOCX, SVG etc.).



Index

- Flexible indexing methods (OCR, Barcode, Table lookup, Database lookup, and single click entry).
- Unicode Support



Security

- Full compliance with Bank Negara GPIS.
- 256-bit encryption (computer / entity authentication, confidentiality, data integrity).
- Access control on features, folder, and documents.
- Audit trail for reporting and tracking



Integration

- Saving Microsoft Office documents directly via ODMA connection.
- Batch documents import from back office system BOS
- Support LDAP/ Single Sign On
- Easy integration with web services



Document Routing

- Simple workflow with alerts notification system
- Task list panels allow complete visibility of pending tasks



Search

- Allow to search and retrieve desired image(s) based on specific keywords (e.g. account number)
- 4 types of search are supported (Simple search, Profile search, Full-text content search, and Advanced search).

Docuflo™

Documents Management System (DMS)

Features

Time Savings

Document Management System typically indexes each item with specific keywords, keeping all data content searchable. Employees can bring up the right document in seconds, without rifling through the wrong drawers or pecking through PC file location. Digital document management significantly reduces the time for routine file search and retrieval while largely eliminating the interruptions in work caused by misplaced information.

Reduction of Operational Costs

Less conspicuous are the costs associated with the space requirements demanded by the storage of paper files. Older document often requires off site storage, as well as the material and labor costs of packing and moving. In addition, printer and copy toner printer and copier repair, and other related handling can be also reduced.

Privacy of Company Information

Paper files are particularly vulnerable to information breaches because it is difficult to know where a paper document has been, who has seen it, or for that matter, whether it is missing or misplaced. Therefore, migrating to all digital format gives companies a platform on which to establish effective security

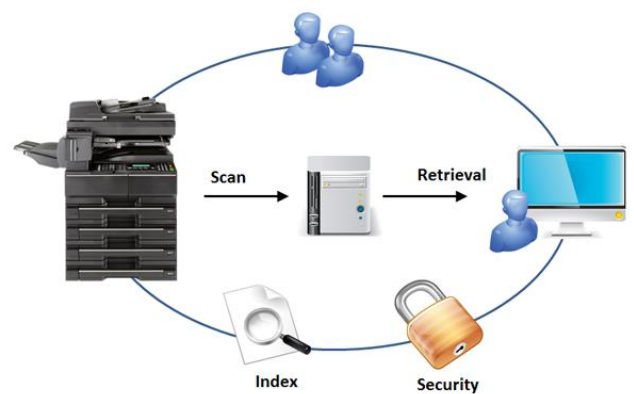
Increased Efficiency Productivity

Saving time and reducing budget outlays do not make up the full business value of the document management advantage. By removing the wasted labor associated with old filing methods, employees can execute more projects (increasing productivity) and spend more time and attention to the client's needs (increasing customer satisfaction). Document Management System allow employees to search documents from anywhere anytime with an Internet connection.

Compliance and Accountability

Many companies must comply with regulatory mandates for housekeeping such as 256 bits AES encryption, HIPAA, etc. Document management system can often manage the additional work associated with compliance efforts without additional administrative staff. An must support compliance with regulations or standard typically must provide:

- ✓ Automated backup and archiving procedures
- ✓ A history log and audit lo fog user file actions



InfoConnect

ABOUT US

Contact Us

+603-7722 2001

sales@infoconnect.com.my

InfoConnect started business in 1995. It is involved in providing information and content management solution and assisting our clients to improve efficiency, productivity and profitability in the digital economy.

www.infoconnect.com.my

© InfoConnect. All rights