


DOCUMENT MANAGEMENT SYSTEM


Data Access is the key to success.

Every business uses information on day to day basis. With the implementation of Document Management Solution to your business, it will have a whole range of beneficial effect. Our solution can integrate with your line of business or back office system where the beneficial effect can be multiplied. Document Management is a solution that gather all information you required within your grasp, it is not only help you to cuts the time you lose everyday looking for information, it also helps you to enhance your business productivity, efficiency and effectively.




File Formats

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




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



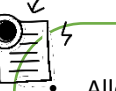
Index

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



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)
- Multiple search algorithms 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 controls.

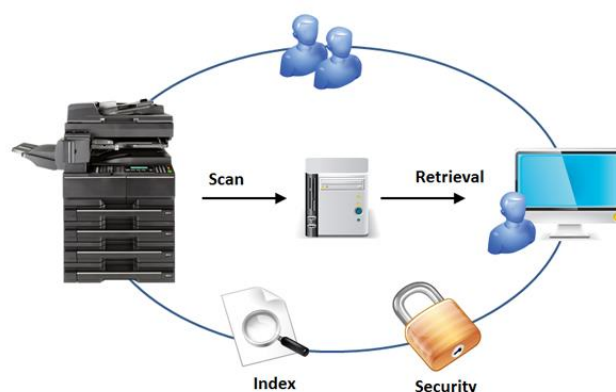
Increased Efficiency Productivity

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. Document management system can often manage the additional work associated with compliance efforts without additional administrative staff. A must support compliance with regulations or standard typically must provide:

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



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ABOUT US

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.

