

PERI®

iDocs

Document Management System



Today's world of information technology is all about accessing and managing information in a cost-effective manner, saving valuable time and space. Research shows that in any business 98 per cent of the documents are stored and archived for future reference after their current utility ends. Large spaces are required for storage of these documents, wasting valuable space. Stored documents are also exposed to the risk of damage, being misplaced or misfiled. Retrieving documents is extremely time-consuming. Sometimes, extra manpower is required just to maintain them. Organizations are increasingly using imaging technology to have better control over paper inundation that their processes are normally associated with.

PERI iDocs – its flagship Document Management System - handles documents by electronically storing, organizing, indexing and filing. They can be retrieved when required, without any loss of time. It uses imaging technology to enable access to the unstructured data in the form of documents present in an organization. It brings all documents to the desktop and enables the user to work with them, eliminating the need for paper-based documents.

iDocs is a powerful document archival system, which ensures safety of documents, faster access to them and huge cost savings. This technology will enable to manage paper as well as electronic documents and files in a single system. Documents are electronic and can be retrieved easily for quick reference. Document Management System manages all kinds of documents (paper, electronic Word, Excel and similar other formats) and images (tiff, gif, jpeg, etc).



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Key Features

- Digitized documents allow faster access to information
- Documentation loss and damage eliminated
- Quicker response to queries improves service facility
- Optimal utilization of IT and manpower infrastructure resources
- Streamlined processes leads to lowered operational cost, become paperless and save the environment by digitizing business data
- Save on paper cost and storage
- Save on data retrieval cost and time
- Access data via a web browser without any additional software purchase (optional)
- Ensures that each document has its associated metadata that can be used to give documents and folders business sense; document business classifications and encapsulate business related information.
- Users can store knowledge related to documents centrally and use it for future reference
- Fast and scalable ,no matter how many documents we have
- Hierarchical File Structure organized in a traditional folder tree
- Comprehensive "Search" mechanism to search for documents, document metadata and knowledge base as well as binary search for documents
- Versatility in File format i.e., any standard type of files can be uploaded to the system
- Faster retrieval saves time
- Multiple users can share documents at the same time (authentication based)
- No need to buy and install software (like MS Office or others) at multiple locations.
- Maintains confidentiality, secrecy and accuracy of data
- Ability to step into the customer's shoes and provide state-of-the-art solutions on a turnkey basis
- Customer gains faster access to information, and respond to customer queries quickly and with assurance.

Key Benefits

- Significant productivity gains among employees as a result of improved document availability, flow and reusability
- Cost savings through structural changes in the way documents are organized, communicated and stored
- Enhanced business bottom line by reducing costs on physical storage and searching of files