

Document Management System D.M.S.



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What is Document Management (DMS)?

Document management, often referred to as Document Management Systems (DMS), is the use of a computer system and software to store, manage and track electronic documents and electronic images of paper based information captured through the use of a document scanner.

Document management is how your organization stores, manages and tracks its electronic documents.

We can define document management as the software that controls and organizes documents throughout an organization. It incorporates document and content capture, workflow, document repositories, COLD/ERM, and output systems, and information retrieval systems. Also, the processes used to track, store and control documents.

Document management is one of the precursor technologies to content management, and not all that long ago was available solely on a stand alone basis like its imaging, workflow, and archiving brethren. It provides some of the most basic functionality to content management, imposing controls and management capabilities onto otherwise “dumb” documents. This makes it so that when you have documents and need to use them, you are able to do so.

Document management eventually was subsumed into content management in no small measure because there is more information available to us today than ever before, and most of it is not being created by us. Thanks to the mainstreaming of a whole range of sources like the Web, thumb drives, smartphones, etc., the need has accelerated to deal with information of all kinds: not just in terms of more media types like text vs. images vs. voice files, but also in terms of how structured – and thus how readily managed – it all is.

Document management systems today range in size and scope from small, standalone systems to large scale enterprise-wide configurations serving a global audience. Many document management systems provide a means to incorporate standard physical document filing practices electronically. These include Storage location, Security and access control, Version control, Audit trails, Check-in/check-out and document lockdown.

How can a Document Management System Help to **Run Your Business?**

Vital documents like contracts, proposals, agreements, technical papers and other content are crucial for success. Yet, many organizations have documents stored all over the place — on desktop computers, network drives, email, USB sticks and in various consumer file sharing sites, **Invecta's** powerful enterprise document management system is the answer.

Content Management

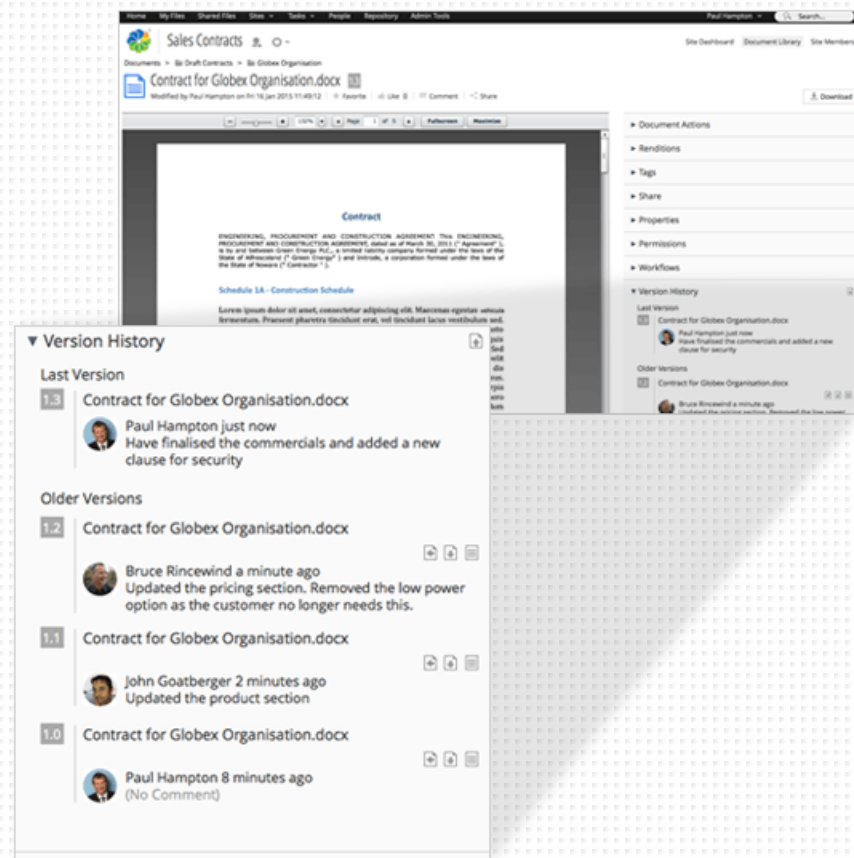
Flexible Security Document Management System Options

Making sure that documents and files are secure is core to any document management system solution. **Invecta** provides configurable security profiles to enforce the correct access control of your important content.

Set user and group permissions to control who can read and who can modify documents

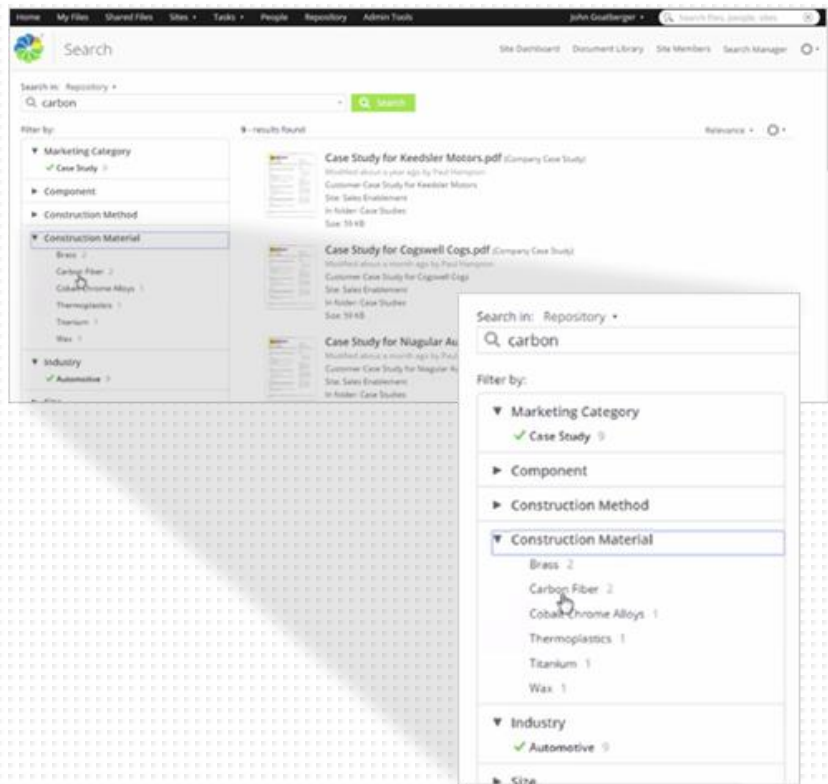
Powerful version control tracks who changed which document and when, with full roll back to a previous version if needed

Control of both the content and information about the documents (the metadata) removes unauthorised access



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Easy Access to Content

Finding the Needle in the Haystack

Securing documents is one thing, but people still need to be able to find and use the right content to do their work. **Invecta** makes it simple for users, with the right permissions, to access business-critical documents.

Organising content into sites and folders allows users to simply browse important files

Powerful search helps find key information within seconds

Filters and tags allow users to refine search criteria to reduce the number of documents returned - making it easy to find the right document

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Understanding Context

More Than Just Title and Author

There are many different types of content that are used to run your business, and understanding the context is key to effective operation. Flexible document models allow users to understand the purpose of a file - is it a contract, an invoice, a report or a purchase order and for which customer, for which project and when was it signed?

Add custom types to help identify the purpose of documents and assign unique attributes (i.e. Customer Name or Invoice Number)

Overlay property templates (Aspects) to capture more insight into each document across document types

Use extended information to drive business processes and enable fast, effective searching

A screenshot of the "Edit Properties" dialog box for the document "Contract for Globex Organisation.docx". The dialog box has a title bar that says "Edit Properties: Contract for Globex Organisation.docx". It contains several input fields for metadata: "Customer Name:" with the value "Globex Organisation", "Customer ID:" with the value "XF-94", "Customer Contact:" with the value "Fred Quimby", "Contract ID:" with the value "2014-770407", "Name:" with the value "Contract for Globex Organisation.docx", "Title:" with the value "Green Energy - Contract", and a "Description:" field which is currently empty. A "Required Fields" icon is visible in the top right corner of the dialog box.

Records Management

Secure Document Storage & Management Solutions

Whether you have inactive documents or active ones and your company feels the consistent need for additional space, the pressure and challenge for better **Security**, confidentiality, accessibility, compliance with your local and global rules and regulations and long term preservation of documents, **Invecta's** Secure **Document Storage and Management** Services will be the answer.

Invecta's customized and reliable **Document Storage, File Storage and Management** Services tackle the painful areas that most organizations have in managing their documents and provide reliable and Secure Solutions to help your company successfully outsource the **complex Records and Document Management cycle** .

How it works:

Assessment & Packing – Identify, sort, barcode, pack and catalogue your **Document and Files** in the supplied boxes.

Collection & Storage – Your **Documents and Files** are **securely** collected and transported for safe storage. A unique indexing / description is captured in **Invecta's** database.

Retrieval – Following certain **security** and confidentiality processes, you can simply email or use **Invecta's** web based system to request certain **Documents or Files** in storage.

Confidential Destruction – **Invecta** manages your retention cycle and advise you when obsolete **Documents and Files** become due for destruction.

Records Management

Secure Document Storage & Management Solutions

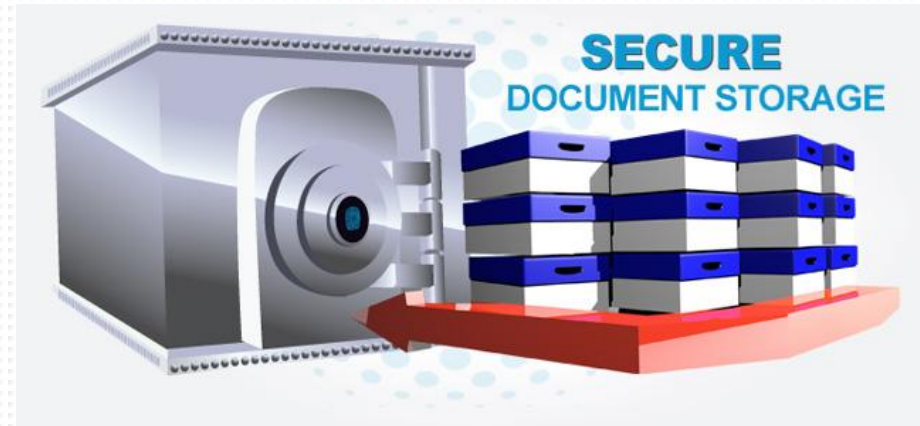
Benefits:

Secure – **Invecta's** world class facilities are dedicated Record and Document Management centers with 24/7 **security**, access control, motion detectors, CCTV and other advanced technologies. Also, **Invecta** employs proactive prevention measures supported by infrastructure, training and real time links with civil defense departments and fire brigades.

Efficient – No more struggling to add space for your old Documents and Files or trying to find misplaced files. Cataloguing and barcoding of individual files provide detailed information of archive contents and allows tracking of the exact locations of all Documents and Files in storage and in transit.

Confidential – All Documents and Files in storage are kept anonymous through **Invecta's** advanced barcoding system, random allocation, and separation of knowledge. **Security** is also scalable and you perform part of the authentication process when **Invecta** retrieves your Documents and Files.

Economical – You no longer have to worry about overheads or deploy capital for building or operating your own infrastructure. You pay as you go.



Our document scanning and imaging services can transform your paper piles into text-searchable digital images. Instead of dealing with file cabinets or off-site storage, your documents can be filed digitally to a DVD, SFTP or online in our web-based document storage solution. Save time by finding documents faster. Save money by reclaiming valuable office space and reducing paper costs. And, save yourself a lot of headaches by handing your project over to a scanning company who can turn your project around quickly and accurately.

Scanning At Your Office or Ours.

Your documents can be picked up or shipped to our secure conversion centers or scanning can be performed on-site at your location. The choice is yours.

First Box Review.

Upon receiving your first box, we will immediately scan the documents. The digital images will then be sent to you to review and approve online before your project proceeds.

Daily Collect & Scan.

Choose day-forward scanning if you receive a ton of documents daily. We'll collect and scan your documents as they come in from postal mail every day.

Online Visibility.

All scanning projects come with a free online account allowing you to access and review documents as they're converted online while tracking the status of your scanning project until its completed.

Simple Pricing.

With box pricing, you'll know the exact price of your scanning project before the first page is ever scanned. You won't have to count pages. The cost is based on how many boxes you have, not pages. Simply put your documents in a standard file box and get one fixed price per box.

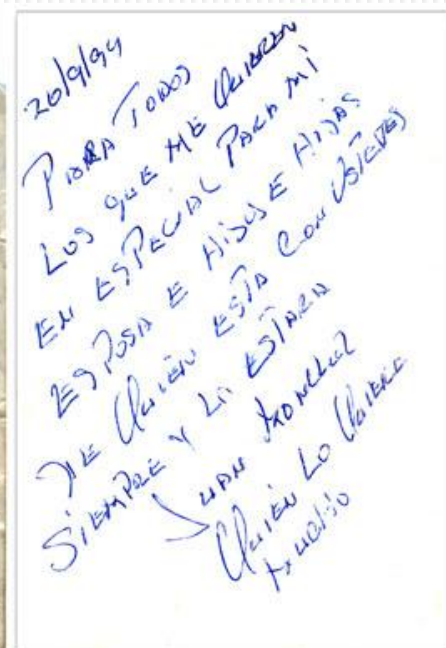
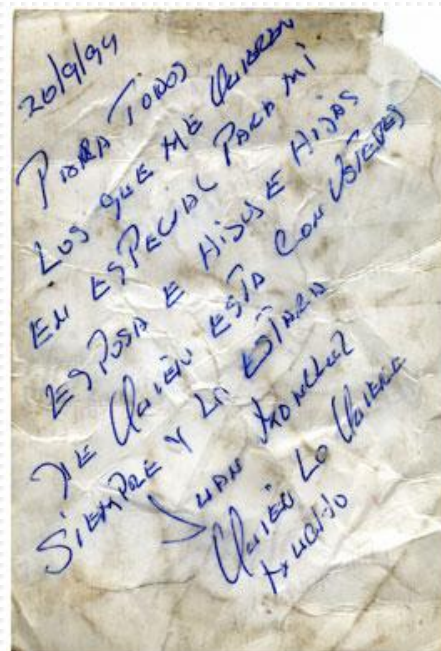
Why Scan:

- No more file cabinets or off-site storage,
- Find documents instantly,
- Share & distribute documents easily and securely,
- Back-up plan for critical data,
- Cut Costs,
- Eliminate paper pushing,
- A Green Office,
- More Secure Documents

When documents are damaged, you need a service provider who can restore and reinstate the records quickly, efficiently and at a competitive price. **Invecta** is THE service provider in the recovery and reinstatement of documents, books, photographs and artwork after damage and constitutes an excellent choice for your document restoration partner.

Our **unrivalled experience and expertise** ensures impeccable service standards from the time of the initial call until the point of return delivery. Utilising our services will:

- Reduce claim costs for insurer and insured alike
- Mitigate consequential loss
- Minimise business interruption
- Provide a turnkey solution, meeting the specific needs of each client
- Ensure that document retention obligations are met
- You can call on us to restore:
 - Financial documentation and other business records
 - Legal documentation (including deeds)
 - Archival documents (including parchment)
 - School materials (exercise books, textbooks, teaching materials)
 - Photographs (albums, prints, slides, transparencies, black & white/colour)
 - Maps, plans, blueprints, architectural drawings
 - Books (modern and antiquarian in a wide range of bindings and covers, including leather, & vellum)
 - Prints, drawings, works of art on paper
 - Oil paintings and watercolours



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SOME REFERRALS

