

Datahouse Consulting

Document Management System

DatahouseDMS



Company Overview

Datahouse consulting is an independent IT and Business solutions provider with strong ability to drive sustainable enterprise development through the application of IT to the business. Our IT services are drawn from our deep research-based understanding of your business, your technology, your markets, and your challenges.

We help major enterprises strategize, execute, and manage their most mission-critical technology-based initiatives, we help clients measure performance, optimize infrastructure, and create quantifiable business value. These we do through:

- **Engaging the business** – we make sure that all stakeholders understand the benefits of the transformation programme and their role in delivering it – a vital foundation for successful change.
- **Designing and building solution** – to increase support for the change, we give stakeholders a voice in the design of the new processes and supporting technology, and use trials and viral roll-outs to drive early benefit realisation.
- **Selecting and managing the suppliers** – we make sure you get value for money from your suppliers while keeping them committed and engaged. We have no affiliation with major suppliers and our independence means we can act as a truly impartial adviser.
- **Designing and driving programme** – as we plan, resource and drive programme delivery, we operate in mixed teams of clients, consultants and contractors, transferring skills and standing shoulder to shoulder with you to deliver the transformation.
- **Enabling delivery of the outcomes** – rather than trying to impose change, we deliver tailored support for each area of the business, including the leadership team, to help them transition to new ways of working.
- **Training and Development** – We design and offer exclusive courses that add immediate value to your operation

Mission and Vision

Mission

To help organisation manage IT investment risk and drive financial improvement, through the deliver of an integrated suite of management consulting, risk management services, training and technology solutions. To continuously analyze the environment so as to produce superior advice to our clients, and to remain totally involved until the client has successfully implemented our recommendations

Vision

To offering organisation the breadth of solutions, expertise, and thought leadership needed to successfully manage risk and achieve superior returns on their investment.

To become the premier trusted advisor to Africa IT and Telecom industry and to only pursues practical solutions that produce tangible results.

Core Values

- Strong Ethical Behavior
- Respect for Our Clients .Suppliers and employees
- Exceeding Client Expectations
- Relentless Pursuit of Innovation
- Long Term Commitments

About us

- Once a support function, IT has now taken centre stage, transforming customer experience, business operations and the way we work together. To maximise the opportunities presented by the digital revolution, companies need to align business IT and security with strategy, using digital solutions and intelligence as an enabler for innovation and growth.
- As an independent firm, we find the solution that is right for your business – we don't sell you the product that is right for us. We combine our specialisations and the knowledge of our most experienced people into a team that works well with you, giving you the insight you need and challenging your approach to create exceptional IT with lasting impact.
- Our primary focus is on bridging the gap between business and IT to help clients realize measurable business value from their IT-enabled investments
- Datahouse Consulting helps individuals and organizations achieve performance excellence in the areas of Finance, IT and Management through its services of Training, Research and Consulting.
- Through skills-based training and consulting services, supported with practical Hands-on tools, the entire professional team has been instrumental in helping organizations make quality decisions, develop leaders, foster collaboration and innovation, and achieve desired business outcomes.
- Datahouse Consulting seminars/trainings will help you and your organization develop techniques and learn practical ways to get the most out of your resources. With time-tested process improvement tools and best practices, we'll prepare you to implement necessary changes to improve customer satisfaction and efficiencies.
- We collaborate with our clients to align and implement frameworks and standards such as Basel III, Revenue Assurance Best practice , TM forum ,COBIT and ITIL etc in the management of their Finance ,Technology and Operation across their organisation

Our Services

Business Technology Consulting

Managing your IT and Business operations is more challenging than ever. Outsourcing and cloud are consuming an increasing proportion of IT expenditures. CIOs and IT managers are constantly challenged to do more with less.

We offer consulting that draws on our deep research-based understanding of your business, your technology, your markets, and your challenges. We work closely with your business representative and learn how to apply our proven expertise to your ever-shifting priorities.

Social. Mobile. Cloud. Whatever's next. We'll help you plan strategically for change

The success of your IT team is dependent on the ability to provide increased value to your organization. Datahouse Consulting Services can help you do just that.

Using a structured approach based on industry best practices, we provides fact-based consulting services to help our clients use and manage IT to enable business performance.

Workshop and Events

Attending any Datahouse training, workshop or events can help spur new ideas, fast track project strategy and advance your professional skills

In our events we bring together Research insight, benchmarking data, problem-solving methodologies and hands on experience to improve the return on your training investment. These we are able to do because we understanding and know the issues you face, the tools and capabilities to help and also the industry experience to help you deliver tangible results

Datahouse Consulting Events and Training are designed exclusively for Analysts, managers, senior technology professionals, CXO's and business Leaders. From our flagship IT Management training series to the more focused Technology Summits and Vision Events, attendees hear the very latest findings, meet one-on-one with our consultants, network with a select group of peers, and experience the newest productivity solutions.

Research and Advisory

Give your entire IT team access to powerful research and advisory resources. Our research cover the full range of IT and Business challenges and initiatives, which include the following area of Technology and Business

- Systems Integration & Enterprise Applications
- Information Management Collaboration & Productivity Apps
- Customer Engagement & e-Commerce
- Network ,Security & Communications
- Infrastructure & Architecture
- Leadership & People
- Operations ,Value & Performance
- Application Selection & Development
- Strategy ,Governance & Compliance

IT and Business Professionals are under increasing pressure to make quantifiable business contributions. To be successful, you need advice with context, tailored to your need. Datahouse advisory service for IT and Business Leaders helps you succeed by providing you with access to best practice information, advise and tools that are relevant, insightful and tailored to your need.

Digital and Social Media Marketing

Datahouse Consulting gives unique insight into the challenges you'll face as you develop your digital strategy and sharpen your execution.

Each consulting engagement is unique, but they often involve one or more of these services:

Digital Transformation

Digital transformation is a journey that's different for every organisation. We've designed a comprehensive approach to enable delivery of your digital vision and ultimately achieve digital excellence.

Digital reviews and advice

As an independent organisation we can use our digital expertise to help audit your current capability and performance in digital, set your digital strategy and guide you through choosing the right suppliers.

Content strategy

Content is the glue between an organisation's commerce, communications and community. With many struggling to define their content marketing or understand how to develop a strategy across their people, processes and technology, we can help.

Leadership sessions and mentoring

Senior managers and directors often need personal advice and strategic support. We'll work with your management team for a path to digital excellence.

Data Solution

We focus exclusively on Business Intelligence(BI), Big Data(BD) Analytics and Enterprise Data Management (EDM) services.

At Datahouse, we help companies unlock the business value of their data by applying a business-centric focus to their Business Intelligence(BI), Big Data(BD) Analytics and Enterprise Data Management(EDM) projects, ranging from strategic roadmap development and systems integration to data migration, data governance, data quality, business intelligence and data archiving.

Our Business Value methodologies (BV-BI™, BV-BD™ and BV-EDM™) align a company's enterprise data strategy with their business processes and objectives. Our BV™ methodologies embody a set of best practices that have been honed through years of experience on complex data projects.

Our Practice Areas are:

- Business Intelligence
- Big Data Analytics
- Data Migration & Data Integration
- Data Quality
- Master Data Management
- Data Governance
- Data Warehousing

Our flagship products

Document Management System

Document management system is designed for capturing, managing, sharing, and securing the information that powers critical management operations and improve efficiency.

Document Management assists users with collecting, storing, tracking and controlling documents and information through both physical documentation as well as digital content.

Major Objectives:

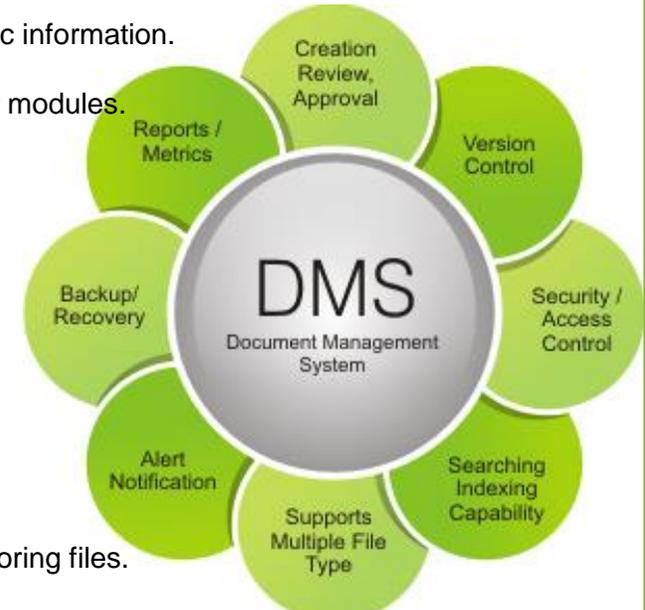
- Facilitates a common centralized database to support and manage any kind of electronic information.
- Effectively reduces the chances of a document being accidentally lost or destroyed.
- Comprehensive document management features seamlessly integrated across all other modules.

Feature List

- Complete support for virtually any type of Document Format
- Linking between Documents and other objects.
- Multiple Document Registration.
- Automatic Indexing of Documents.
- Reviewing by groups of users.
- Renditions to PDF and HTML.
- Document Search on various parameters.
- MIS Reports

Benefits

- Eliminates time-consuming and error-prone effects of handling paper documents and storing files.
- Capture, identify, store, and dispose of operation documents.
- Document scanning incorporates paper documents within the document management system for more efficient sharing and storage.
- Provides enterprise document storage with control, consistency and security.



Our flagship products

File Management System

File Movement System automates file movement within the different departments of an organization thus introducing a transparency in a system where volume of files generated is very high.

This system provides instant tracking of any new file generated on the basis of date, subject, file number, section, location etc., and it also generates a single register for the reference of the individual section

Major Objectives:

- Automation of the File movement with an organization
- Tracking of files
- Monitoring of inward/outward of all files.

Feature List

- File's Origination status.
- File's Movement Status in the Department.
- Status Related to Exact Location of file.
- Remarks set by the person Concerned During Escalation Status.
- Advanced Search on various Parameters (Date, File no, Section, Title, File Created By, Status, Party, Physical location).
- Find out file in case the file is misplaced.

Benefits

- Improve decision making with real-time metrics and role-based Dashboards.
- Advanced search on various parameters can be done.
- Complete file life cycle is available online, hence Management can always keep hold of response time.
- In the case of adverse situation, like a file is on hold or escalated for some reason, information is stored along with the comments of the authorized officer.

Business design

Businesses often believe they can improve their performance by changing just one part of the organisation. But by taking a broader view – and acknowledging the knock-on effect that change will have across the whole organisation – they are far more likely to get the results they want and to see a better return on their investment.

This thinking – based on our extensive work with clients across sectors – underpins our approach to business design. We understand that the business and IT components of any organisation are inextricably linked, so we design integrated solutions that bring business and IT architecture together at the core of the business. It's an approach that enables our clients to realize exceptional results from IT change.

Business intelligence and analytics

New digital technology has created a step-change in the volumes of data being generated across all industries. Looking ahead, data volumes are expected to grow by up to 60% each year across all sectors – and by up to 120% each year in media-intensive sectors, including financial services.

Businesses that know how to capture and analyze this data will gain a clear advantage when it comes to identifying new markets, understanding customers, managing profitability, cutting costs, monitoring risk, modelling scenarios and managing performance. We apply business intelligence with this in mind – focusing on real business challenges and developing practical solutions that give our clients the insight they need to do better business.

Business security

Digital technologies create an exciting marketplace for businesses of every kind. But how can you play and win in this new space without exposing the organisation and its assets to unacceptable risks? We can help you develop a security strategy that gives you the agility you need to respond to new digital opportunities, but which ensures that corporate risk is managed effectively and efficiently.

To be effective, security must be woven into the fabric of your organisation – not stitched on the side. With this in mind, we focus on building a culture where your people understand their role in safeguarding business assets and controlling risk. By bringing together a team of experts across organizational design, people management and change delivery – as well as our technical specialists – we can help you develop rounded solutions that become integral to the way you work.

IT Transformation

Digital business puts IT right at heart of the customer experience, presenting both a challenge and an opportunity for IT organizations. The challenge? To move beyond developing and supplying services for internal customers to developing solutions that meet the needs and expectations of external customers too. The opportunity? To win an increasingly influential role within the business by supporting the delivery of an exceptional customer experience, fundamental to securing competitive advantage.

We can help your IT organisation meet the challenge and seize the opportunity. We bring fresh, bold thinking to today's digital reality and our ideas are grounded in our extensive track record of delivering business, IT and cultural change across many industries. We are experts in developing effective processes and systems, but we also have the skills and experience required to bring about transformative and lasting change in the culture and focus of your IT organisation.

Digital solutions

Digital innovation is transforming business, creating opportunities to serve customers in new ways and to run organizations more efficiently and more profitably. Yet the complexity and scale of the change underway can make it hard to see how digital technologies could work for you. What real benefits can they offer your business?

By bringing together a team of experts with leading insight, a passion for business innovation and a deep technical knowledge, we can help you define and build the right digital vision for your business. Going beyond a digital agency or a development shop, we can show you where the most valuable opportunities are for your business, and then help you realize them quickly and confidently to achieve exceptional results.

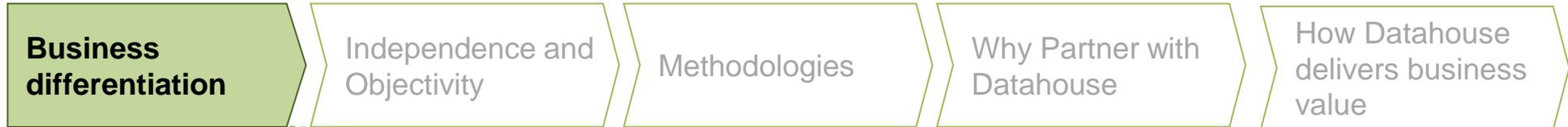
IT delivery assurance

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IT delivery partner

New IT systems represent a significant investment for any business, but often fail to deliver the intended solution. Suppliers, too, wrestle with the challenges of delivering systems projects successfully; the average cost overrun on a large IT project is a sobering 60%. It's clear that IT delivery projects are difficult to control – but a relatively small investment in delivery assurance can significantly increase the chances of success. We work with both customers and suppliers to achieve this

To stay ahead, organizations need to be able to transform their IT while continuing to deliver excellence in business as usual. But sometimes the change required is so complex – or simply so unlike anything you have done before – that you may need extra support. As your IT delivery partner, we can help by bridging the gap between what you can do and what you need to do for long-term success. Our experts bring years of hands-on IT experience – so they understand the factors that drive complexity and know that there is no 'one size fits all' solution. By collaborating closely with your people, we help them to develop the skills they need to drive future change initiatives – ensuring our work has a deep and lasting impact.



Software embodies your business and differentiates you with customers. Your efforts to make software delivery more responsive to business has unprecedented impact on outcomes and initiatives such as improving customer loyalty, delivering differentiated customer experiences, innovating for market growth, and streamlining process for cost savings. Your stakeholders demand new strategies, new architectures, new ecosystems, new solutions, and new competencies to differentiate, compete, and thrive. You need a high-performance software delivery organization that embodies business vision while running Lean, Agile, and transparent processes. Start your journey with Datahouse Consulting.



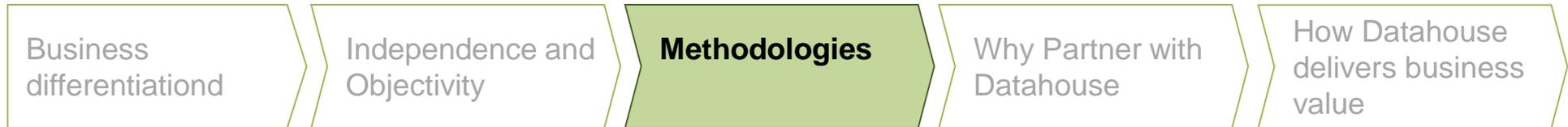
Our clients depend on us to provide actionable insight that is not only authoritative and forward-thinking, but trustworthy and impartial as well. Working with Datahouse Consulting before making major technology decisions can be the difference between success and failure. Our objective insight gives clients absolute assurance that we work with their best interests in mind and enable them to make successful business decisions with confidence.

Ethics

Datahouse Consulting develop their viewpoints without influence, stating the facts as they see them. To ensure analytical independence, accuracy and integrity, Datahouse Consulting maintains a Code of Conduct that describe our core values and the boundaries that consultants are required to observe. Among the strict guidelines Datahouse Consulting upholds, cur consultants cannot own stock in companies or sectors they cover, and are not permitted to be board members of any company that is within Datahouse Consulting research and advisory coverage.

Independence

At Datahouse, we take our independence very seriously. This means our analysts and consultants are unbiased, providing insight and advice you can trust. While technology providers purchase Datahouse services to obtain knowledge and market insights, or purchase exhibit space at Datahouse conferences to reach highly qualified audiences, Datahouse maintains restrictions on the percent of revenue we can receive from any one provider. No other research or consulting firm can offer insight that is as accurate, impartial, objective and consistent.



Our proprietary consulting processes allow us to see IT as it pertains to the evolving business landscape. Our methodologies are based on years of experience observing trends and scientifically mapping technology's progress against true delivery. Our clients make important multi-year technology investments in the face of uncertainty and risk. Our methodologies help our clients reduce and manage that risk, and enable them to succeed in their roles as they mobilize IT to contribute to their organization's business objectives.

Our business model has evolved over years of client feedback and refinement, ensuring that you can leverage Datahouse insight in a variety of ways to fit your business demands

We know every client and consulting engagement is unique , that is why at Datahouse, we are continuously striving to deliver our research and insight to better serve each client..

The independence and objectivity of our insight and advice is what our brand is all about. We partner with the world technology research and advisory industry so as to deliver practical worldwide best practices to our clients. Client trust in our rigorous standards to safeguard independence and objectivity is the basis of our business

Business differentiation

Independence and Objectivity

Methodologies

Why Partner with Datahouse

How Datahouse delivers business value

We know that shifting to a true business technology partnership can create serious disruption for the traditional IT organization. This is the reason we advise for any substantive change you want to make in your IT environment, you should leverage our relevant, timely insight for any challenges you might face along the way . Whether you're assessing infrastructure, justifying tech investments, collaborating with Marketing on innovation, or measuring the outcome of key initiatives, we ensure that you have the right guidance to move forward with confidence.

Datahouse is the IT and Business professional's best first source for addressing virtually any IT and Business related issues because of our world-class objective insight, the rapid access to that insight, and the low cost compared to the impact and other alternatives.

Reducing costs, improving business processes, and determining new ways to deliver products and services can be achieved through robust IT program and portfolio management processes. Datahouse frameworks and tools ensure that IT investment decisions are grounded in both short and long term business objectives and the organization's readiness to execute. In addition, Datahouse services help organizations realize business benefits by proactively identifying and mitigating risks.

We help major enterprises strategize, execute, and manage their most mission-critical technology-based initiatives, we help clients measure performance, optimize infrastructure, and create quantifiable business value.

We do this by driving three major outcomes for our clients:

- Applying IT to drive improvements
- Creating sustainable IT efficiency
- Strengthening the IT organization and operations

Datahouse Consulting delivers business solutions to maximize your ability to achieve return on IT and drive enterprise profitability.



Where business, IT, and implementation are separate, we bring them together. Where others emphasize technology projects, we focus on transformational opportunities — client processes with the greatest potential value to customers and to stakeholders.

We've changed the traditional consulting model of serial engagements -- business strategy consultants followed by IT strategy consultants followed by implementation strategy consultants, with never the same people. We provide vertical industry and process expertise with extensive experience in technologies that help drive innovation. Instead of simply handing off projects to our business applications, systems integration, and IT implementation counterparts, we are joined with them at an organizational level to seamlessly deliver end-to-end services.

The core element of our approach is the Value Realization Method (VRM), a management framework for maximizing the value return from major IT-enabled investments. Integrated into the fabric of our delivery model, VRM spans initial value discovery and buy-in, to establishing accountability — guiding solution designers, and providing client program managers with benefits tracking and reporting capabilities.

Document Management

- Go paperless and increase efficiency with document management software
- Learn how your business will benefit from the DatahouseMS Document Management software - make all documents and information in your organization available at the fingertips of the employees who need it, at the exact moment they need it, and watch as an efficiency initiative becomes revenue growth and bottom line improvement.



Records Management

- Keep files and folders from becoming the majority of the square footage in your office.
- DatahouseDMS software brings fluid features to a standardized industry such as full-text search, automated document routing, and powerful auto-indexing. These features reduce the time it takes to manage and update records manually, while keeping records secure through cutting-edge encryption.



Can You Find the Content that You Need to Run Your Business?

Vital documents like contracts, proposals, agreements, technical renderings 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.



Introducing our flagship products-DatahouseDMS

Business-critical documents are only effective if they can be managed properly. DatahouseDMS's modern document management system is a smarter choice:

- Version control eliminates costs and mistakes associated with using the wrong version of a document or file
- Quick access saves valuable time otherwise spent searching for information
- Access from different locations and devices enables collaboration throughout an organization, giving you full access anywhere, anytime
- Delivers better management of different document types, from technical renderings to sales materials
- Fewer document retrieval questions and issues frees up IT to focus on other projects



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Document Management Systems(DMS): Moving away from traditional File Shares to Organize Enterprise Information System

Story Board

A 4-drawer filing cabinet typically contains an average of 8,000 pieces of paper, occupies 0.7 square meters of precious office space, and takes around 200 valuable staff hours to fill. By the time it is full, many documents will not have been retrieved since they were first filed: as many as 1 in 10 will be missing or in the wrong place: and once full, it is a costly and inefficient chore to weed out old files – either for archiving, or for destruction. And a misfiled piece of paper is as bad as a lost piece of paper: in both cases, the information is not available.

Your Headache

- Most enterprises suffer from information overload. They have too many files, on too many shared drives, and in too many repositories. Some still have manual record filing system, document finding a major issue, lost of information and document a continuous struggle
- Business users are notoriously resistant to using new technologies for managing content.
- IT has experimented with technologies, but has met with little success.

Our Insights

- Information growth is becoming a bigger concern for both the business users and management.
- Everyone recognizes that developing a descriptive taxonomy to support business initiatives and manage risk is important, but nobody knows how to actually do it.
- It is important when deciding which software to invest in that you keep an eye on how versatile it will be to grow with your future commercial needs.

Your Action

- Take the first steps towards your Enterprise Content Management (ECM) and Information Organization. Develop a Strategy Road Map for ECM
- Balance business, IT, and user requirements to build an effective strategy.
- Let Datahouse Consulting help you with the your Document Management Governance Roadmap. Our world class DMS solution is what you need ,send in your RFP

Document Management System –What it is ?

Document management is how your organization stores, manages and tracks its electronic documents. According to ISO 12651-2, a document is "recorded information or object which can be treated as a unit". While this sounds a little complicated, it is quite simply what you have been using to create, distribute and use for years.

Now, 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. Some of the key features in document management include:

- Check-in/check-out and locking, to coordinate the simultaneous editing of a document so one person's changes don't overwrite another's
- Version control, so tabs can be kept on how the current document came to be, and how it differs from the versions that came before
- Roll-back, to "activate" a prior version in case of an error or premature release
- Audit trail, to permit the reconstruction of who did what to a document during the course of its life in the system
- Annotation and Stamps,

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.

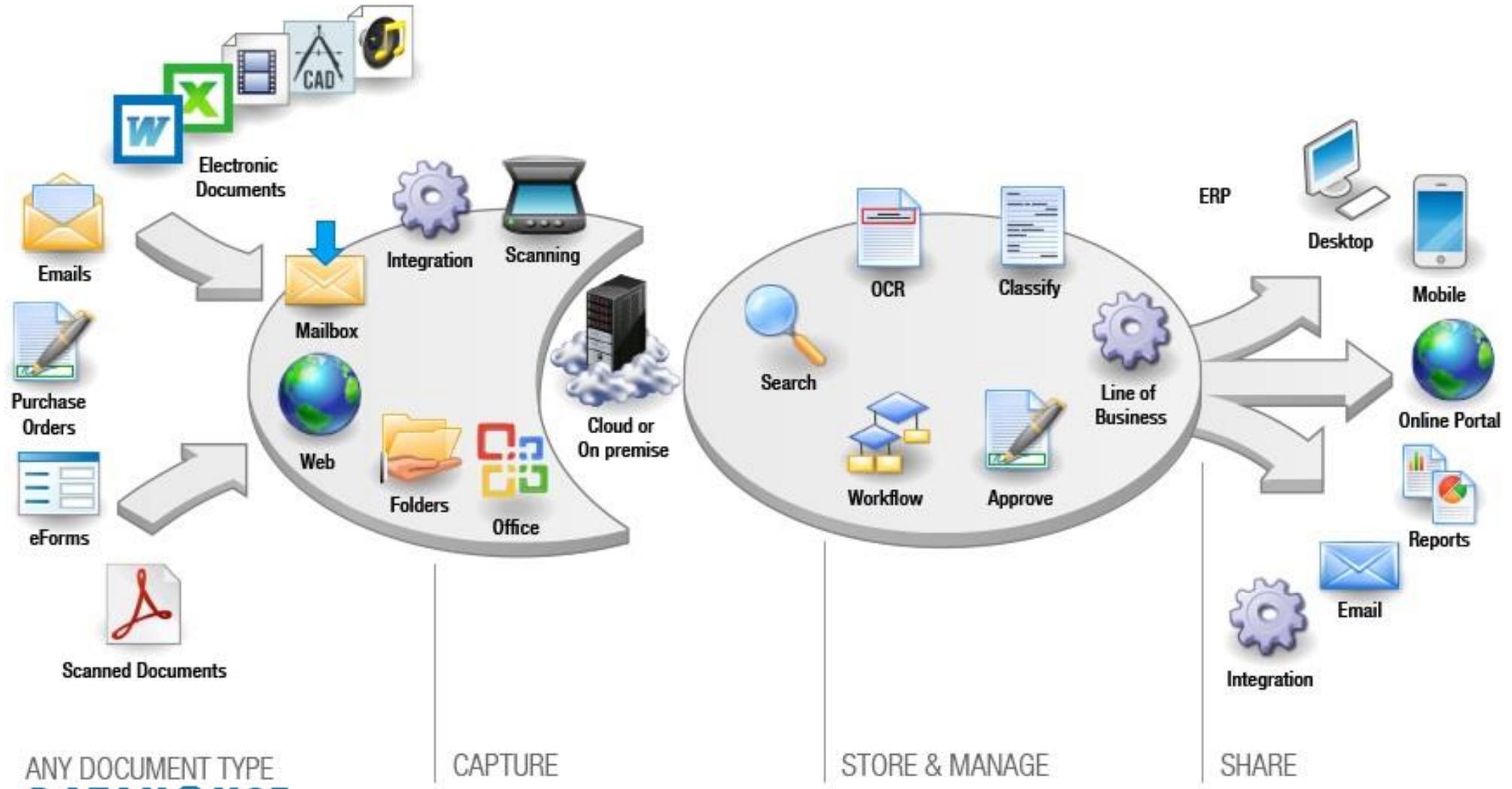
Document management systems today range in size and scope from small, standalone systems to large scale enterprise-wide configurations serving a global audience. Many document management systems provide a means to incorporate standard physical document filing practices electronically. These include:

- Storage location
- Security and access control
- Version control
- Audit trails
- Check-in/check-out and document lockdown.

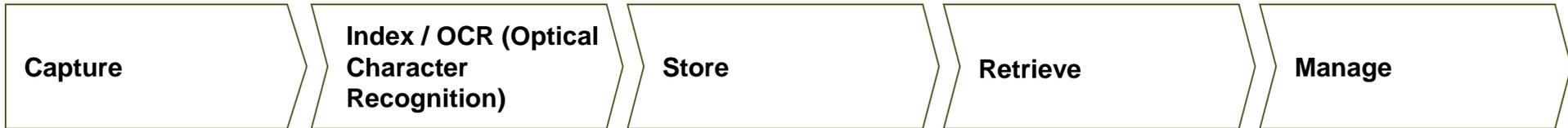
Document Management System (Summary)

The Problem	What is DMS	Benefits of DMS
<ul style="list-style-type: none">• Organizations produce piles of documents, images and other information manually/ electronically. The location of this information is a time consuming task• Users tend to file papers in multiple cabinets and to save documents in folders on their own computers.• Nobody knows what information is across the company and what information is needed• Locating document is time consuming and sometime an impossible task	<ul style="list-style-type: none">• 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 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 lock down	<ul style="list-style-type: none">• DMS is a highly valuable repository of corporate information assets to facilitate knowledge creation and improve business decision making.• Improved productivity through shared practices• Greater cost reduction from duplication of documents• Better customer and vendor relations• shortened document search time and thus improve productivity and decision-making• DMS frees your staff from the drudgery of bulk paper filing and intuitive additional tools help streamline work processes even further.• Powerful filing flexibility - the same document can be filed under several references such as Name, Document Number and Date - not possible with paper documents or computer files unless copies are made.

Document Management System(DMS): Pictorial Representation



Simple process to streamline and control all electronic and paper documents Using Document Management System



SCANNING AND FILE IMPORT.
Accessible scanning & imaging technology now makes the transfer of paper documents into a computer, fast, efficient and easy. A scanner can be linked direct to a PC, or installed on a network, allowing several workstations to make good use of more powerful equipment.

The better Document Management systems will also facilitate the import of other electronic files, allowing consistent indexing of all records

FILE CLASSIFICATION.
Indexing using customized cabinets creates an organized, well structured filing system and makes future retrieval simple. A well thought out indexing structure within a good Document Management system will be significantly more effective and versatile than existing manual procedures and systems.

OCR is another very powerful tool for filing documents. OCR software captures the content of a document, stores it in the database and allows retrieval by any of the word(s) at a later date. This is commonly known as Global OCR or whole page OCR. Regional OCR (text captured from previously defined areas of the document) is also available.

INTELLIGENT ARCHIVING.
Long-term and reliable document storage is one of the first benefits of implementing a paperless Document Management system.

As a limitless archive, it accommodates growth and advancing technology. Proper back-up procedures will ensure that documentation is far safer than it ever was in paper format.

SPEEDY RETRIEVAL.
Find documents quickly by searching for files using allotted index names (or parts of) or text within the document.

One of the important features that helps to distinguish a good Document Management system is a powerful and flexible search function to aid retrieval for individual or groups of documents.

ADMINISTRATION AND SECURITY.
Which documents can be read and what actions performed on them is dependent on the user permissions granted by the system administrator.

Document storing, indexing and viewing should be readily available to authorized individuals or groups. However, flexibility to control access to the system is essential to safeguard the files within it.

Document Management System(DMS): Business operational benefits

- Reduced Storage
 - The cost of commercial property and the need to store documentation for e.g. retrieval, regulatory compliance means that paper based document storage competes with people for space within an organisation. Scanning documents and integrating them into a document management system can greatly reduce the amount of prime storage space required by paper. It also allows any documents that still have to be stored as paper to be stored in less expensive locations.
- Flexible Retrieval
 - Retrieving documents stored as hard copies, or on microfilm absorbs time. A DMS increases creates electronic images of documents and stores them centrally. Less time is spent locating the documents as they can be retrieved without leaving a desk. DMS users can also access other systems available from the desktop at the same time as retrieving documents. With paper-based solutions documents are often removed from storage and taken back to the desk to access other systems (which can lead to loss, prevents others finding the same file, can be viewed by others).
- Flexible Indexing
 - Indexing paper and microfilm in more than one way can be done, but it is awkward, costly and time-consuming. Images of documents stored within a DMS can be indexed in several different ways simultaneously
- Improved, faster and more flexible search
 - Document Management Systems can retrieve files by any word or phrase in the document - known as full text search - a capability that is impossible with paper or microfilm. A DMS can also apply single or multiple taxonomies or categorizations to a document or folder that allow documents to be classified and stored in more than one way from a single instance something which is not possible with paper or microfilm.
- Controlled and Improved Document distribution
 - Imaging makes it easy to share documents electronically with colleagues and clients over a network, by email or via the Web in a controlled manner. Paper documents usually require photocopying to be shared, and microfilm requires conversion to paper. This provides a cost saving by reducing the overheads associated with paper based document distribution, such as printing and postage and removes the typical delay associated with providing hard copy information.

Document Management System(DMS): Business security, continuity and compliance benefits

- Improved Security
 - A DMS can provide better, more flexible control over sensitive documents. Many DMS solutions allow access to documents to be controlled at the folder and/or document level for different groups and individuals. Paper documents stored in a traditional filing cabinet or filing room have the same level of security i.e. if you have access to the cabinet you have access to all items in it. A DMS also provides an audit trail of who viewed an item, when or who modified an item and when, which is difficult to maintain with paper or microfilm based systems. A DMS also removes the possibility of having confidential material or trade secrets lying around unattended in an office.
- Disaster Recovery
 - A DMS provides an easy way to back-up documents for offsite storage and disaster recovery providing failsafe archives and an effective disaster recovery strategy. Paper is a bulky and expensive way to back-up records and is vulnerable to fire, flood, vandalism, theft and other 'Acts of God'
- No Lost Files
 - Lost documents can be expensive and time-consuming to replace. Within a DMS, imaged documents remain centrally stored when being viewed, so none are lost or misplaced. New documents are less likely to be incorrectly filed and even if incorrectly stored can be quickly and easily found and moved via the full-text searching mechanisms
- Digital Archiving
 - Keeping archival versions of documents in a document management system helps protect paper documents, that still have to be retained, from over-handling and keeps electronic documents in a non-proprietary and native format, such as Microsoft Word or Excel
- Improved Regulatory Compliance
 - The risk of non conformance leading to fines, a withdrawn license to operate, or in certain circumstances custodial sentences when an audit takes place is reduced and in most cases removed. A combination of security control, audit trails, archiving and disaster recover ensure that an organisation is able to authenticate the validity of information stored and demonstrate compliance with regulations and requirements.

Document Management System(DMS): Business strategic benefits

- Improved Internal Operation

The reduced time to complete processes provided by the tangible benefits, improves the day to day operations of all functions within an organisation, leading to an improved flow of information, an increased perception of staff in their ability to solve questions and tasks and a general 'feel good' factor.
- Improved Cash Flow

The increased productivity of processing document-based processes such as invoices, debt collection and other "cash critical" business documents, ensures that the flow of cash can be controlled centrally and all documentation required to make cash flow decisions can be accessed immediately.
- Competitive Edge

The same information that was previously stored as paper or microfilm, can now be distributed to customers and target audiences electronically. The 'reduced time-to-market' effect can be for products, services, support - all of which improves the impression the external recipient has of the organisation and provides a competitive edge over your competitors (or it removes a competitive disadvantage if they have already deployed a DMS).
- Improved customer service and satisfaction

Reduced response times, a more professional response, a more accurate response with more controlled processes reduces the time spent on 'manually' ensuring customer satisfaction and allows staff to allocate resource to other core business activities.
- Preserve Intellectual Capital - Organizational Knowledge

New or changed documentation can be 'pushed' to employees and no longer relies on 'hallway conversations' or 'round robin' emails. The locality of information is not locked away in the 'heads' of specific individuals and can be easily shared across departments and physical locations increasing the value of that information to the organisation.

Document Management System (DMS): Our implementation planning process

- Identify document management roles Ensure that the plans incorporate the feedback of your organization's key stakeholders, we have the best team to implement the solution, and we know who will participate in document management processes.
- Analyze document usage After we identify who works on documents, we determine the kinds of documents that they work on and how they use them
- Plan the organization of documents We can organize documents in site collections, sites, and libraries. Our platform offers a range of features to help organize and store documents, from specialized sites to loosely structured document libraries for quick document creation and collaboration. Within a library, we can additionally organize content into folders and subfolders.
- Plan how content moves between locations It might be necessary to move or copy a document from one site or library to another at different stages of its life cycle
- Plan content types Use content types to organize information about documents, such as metadata, document templates, and workflow processes. This is an important step to help you organize your documents and enforce consistency across your organization.
- Plan workflows When we plan workflows for your organization, you can control and track how documents move from one team member to another as each participant collaborates in a document's life cycle. Our Platform includes workflows for common team tasks such as reviewing and approving documents.
- Plan content governance We can help plan the appropriate degree of control that is based on content type or storage location. For example, you might require that documents in a particular library be checked out before they can be edited.
- Plan Policies For each content type, we can help plan information management policies to make sure that documents are audited, retained, and otherwise handled according to your organization's institutional and legal requirements.