Electronic Document Management

Need a more efficient way to manage your documentation?

10 WAYS EDM CAN INCREASE INFORMATION EFFICIENCY

- Improved customer service through instant access to customer files and correspondence
- Improved Speed of access and processing cycle for documents
- Reduction in printing and copying cycle reduces paper costs and is environmentally friendly
- Potential for loss of documents removed due to full OCR capability
- More flexibility in working practices, location independent working etc.

- Lower unit cost of document life cycle
- Regulatory compliance through security, audit trail and version control
- Off-site back-up of documents made simple through use of SQL database technology
- Reduced administrative overhead
- Reduced physical storage space requirement

DajonData Management

Features of the
Dajon EDM System

- Scanning Application - ideal for scanning over the internet from remote locations

- Directory Watcher – Continuously checks specified directories and automatically uploads documents to the EDM as they arrive

- NetDISK – Maps a WEB folderto the EDM database providing an Explorer type view of stored documents, useful for iPhone type devices where resources are limited

- Document Repository – normally an SQL database burt with option to store documents externally on for example, a hard disk drive if required

- OCR Engine (Optical Character Recognition) – The Omnipage OCR engine is employed giving optimum OCR results in conjunction with our software

- Indexing – Can be automatic with textual content recognition to identify the location of index information on the page automatically or manual indexing where data is not available by automatic techniques (e.g. hand written documents

- Search & Retrieval- A very flexible search facility to enable documents to be located and retrieved using any textual content or meta data information relating to the document header or body text (OCR'd)

- Version Control - Administered using a check-in, check-out feature to lock documents for editing by individual authorised users and an audit trail to log all amendments and new versions of documents

- Document Stamping - Typically with date and electronic signature to prove authorisation if a printed copy is produced

- Document Rendering - Publishing documents such as for example, AutoCad drawings as PDF's to make them available to general users

- Workflow - Directing and forwarding of documents electronically between users involved in a process such as for example sales order fulfilment or invoice approval and payment

- Email Archiving- Automatic archiving of e-mails sent and received via Microsoft Exchange

- Document Lifecycle – Flags the point at which documents can be deleted from the system at the end of their useful life

Improving
information flow
increases productivity

DajonData
Management