



Document Management Solution

Benefits and Features



Get the DocPro Advantage

Implementing **Chrome DocPro** brings benefits to the organization that can be broken down into two main types: **Tangible** and **Intangible**

Tangible benefits are those things that can be measured in the sense that the benefit can be quantified.

Intangible benefits are things that it is going to be hard to measure and attribute to the use of DocPro, but are nevertheless known benefits that occur indirectly through the implementation of a DMS.

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 organization. Scanning documents and integrating them into DocPro 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. DocPro 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. DocPro users can also access other systems available from the desktop at the same time as retrieving documents. With paperbased 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 DocPro can be indexed in several different ways simultaneously

Improved, faster and more flexible search

DocPro can also apply single or multiple taxonomies or categorisations 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

DocPro 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.

Improved Security

DocPro provides better, more flexible control over sensitive documents. DocPro solution allows 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. DocPro 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. DocPro also removes the possibility of having confidential material or trade secrets lying around unattended in an office.

Disaster Recovery

DocPro 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. In DocPro, 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 search mechanism

Digital Archiving

Keeping archival versions of documents in DocPro 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. DocPro provides combination of security control; audit trails, archiving and disaster recover which ensures that your organization is able to authenticate the validity of information stored and demonstrate compliance with regulations and requirements.

Improved Cash Flow

With DocPro 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.

Other less 'tangible' benefits of Chrome DocPro include:

Improved Internal Operations

The reduced time to complete processes provided by the tangible benefits, improves the day to day operations of all functions within an organization, 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.

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 organization 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

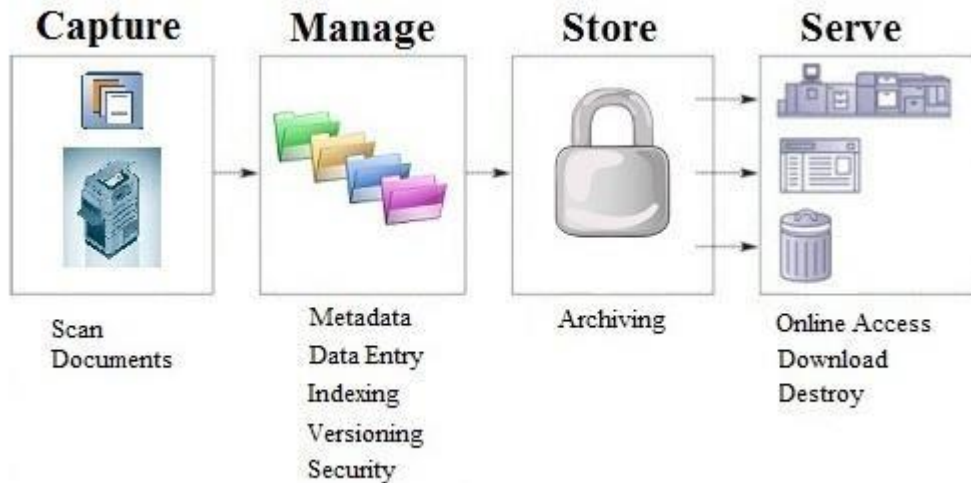
Reduced response times, a more professional response, a more accurate response with more controlled processes reduces the time spent on 'manually' ensuring customer satisfaction and allows staff to allocate resource to other core business activities.

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 organization.

Overview

Chrome DMS provides a simple web interface to capture, manage, store and serve documents and records.



Document Scanning

- Scan single and multi-page documents
- Image management
- Barcode support
- Upload various types of files

Document Hierarchy

Chrome DMS allows users to create a customized folder hierarchy to suit their enterprise or departmental needs

- Create multiple document repositories
- Repositories can contain folder, sub-folders and documents □ Users can create folders at any level based on their rights.

Versioning

Automatic revision control in the application allows users to Check-in and Check-out documents as they update it. Major and Minor versions of the document are created and stored. Users can view the version history from the property page of the document. Users are guaranteed to view the latest version of the document when they browse or search for it.

Meta-data Management

Meta-data forms can be configured as per requirement. Multiple fields are available for entering meta-data pertaining to the images. Search fields can be indicated in the meta-data forms. These search fields will be used for searching and retrieving the documents.

Security

Document security can be applied using the following means:

- Repository level security
- Folder level security
- Document level security
- Both Allow and Deny access
- Permissions based on users, groups and roles
- Security based on meta-data

Search and Retrieval

- Configurable search options and output results
- Free-text search and Meta-data based search
- View search results by relevance

Document Viewer

The document viewer is capable of viewing multiple document and image formats.

- Zoom and Pan
- Rotate document
- Page navigation
- Permit or Deny Print, Save
- Export as PDF or Image

Audit Logs

Details audit logs are maintained for the entire life-cycle of the document from creation of a new file to its archival or deletion. The audit logs are maintained for all actions performed on the document like Add, Edit, Delete, Change, View, Print, etc. The logs track the user, date, document name and when they performed the action on the document.

Document Reviews and Approval

Document review and approval is made possible by the integration with the help of workflow module. Review and Approval Workflows can be automatically triggered when certain events happen, like check-in, check-out or publish a document. Workflows can also be initiated ad-hoc by the end user. All such document workflows can be tracked and reported on.

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