



“Winning with Exensys Where innovation is Tradition”

eXensys Document Management System



Agenda

An Introduction

Needs

Challenges

Solution

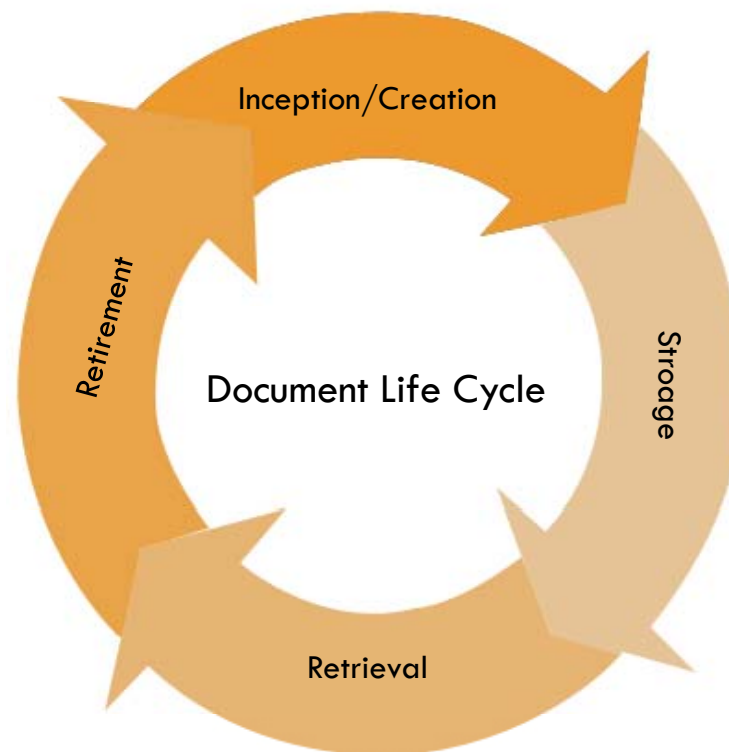
Product Suite

Benefits

Introduction

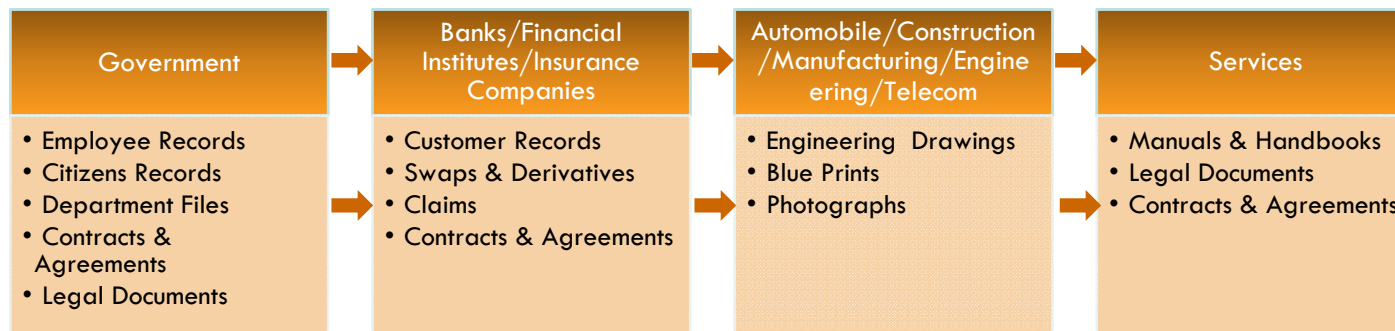
Document is a piece of writing that provides **information** or acts as a **record** of events

Document Management is the process of managing documents all through its **life cycle** starting from **inception/creation** through **storage** and **retrieval** till its **retirement**



Needs

The need for effective document management varies across industries



Challenges

- Ensure Timely Availability of Information
- Reliable & Cost Effective Storage of Documents for Long Periods
- Ensure Quick & Timely Retrieval & Convenient Distribution
- Control Costs on Paper, Printing & Stationary
- Laborious Manual Handling of Documents



You can Easily Overcome These Challenges by Implementing
eXensys Document Management System

The Solution

Your Search for Document Management Solution Ends HERE

Introducing **eXensys DMS**

A Complete, Web-Based Document Management System Built on Microsoft .Net Technology
Enabling you to Control & Manage Documents from Anywhere.. Anytime....

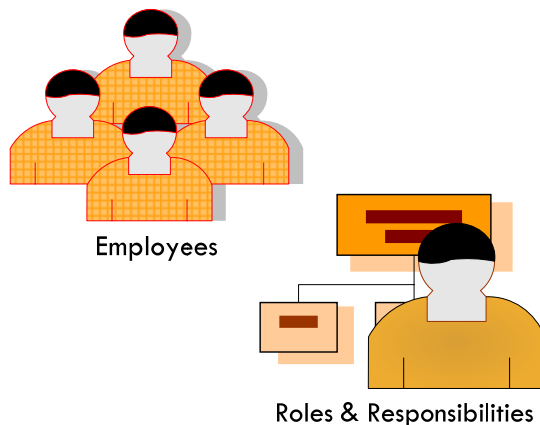
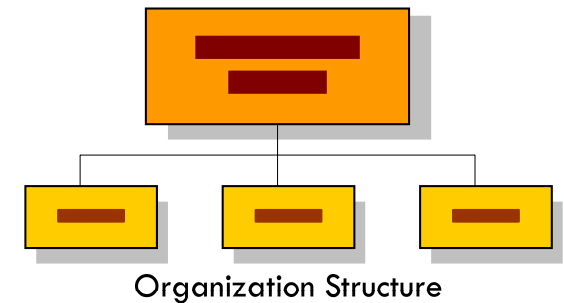
.....One Stop Solution for All Your Document Management Issues

Product Suite



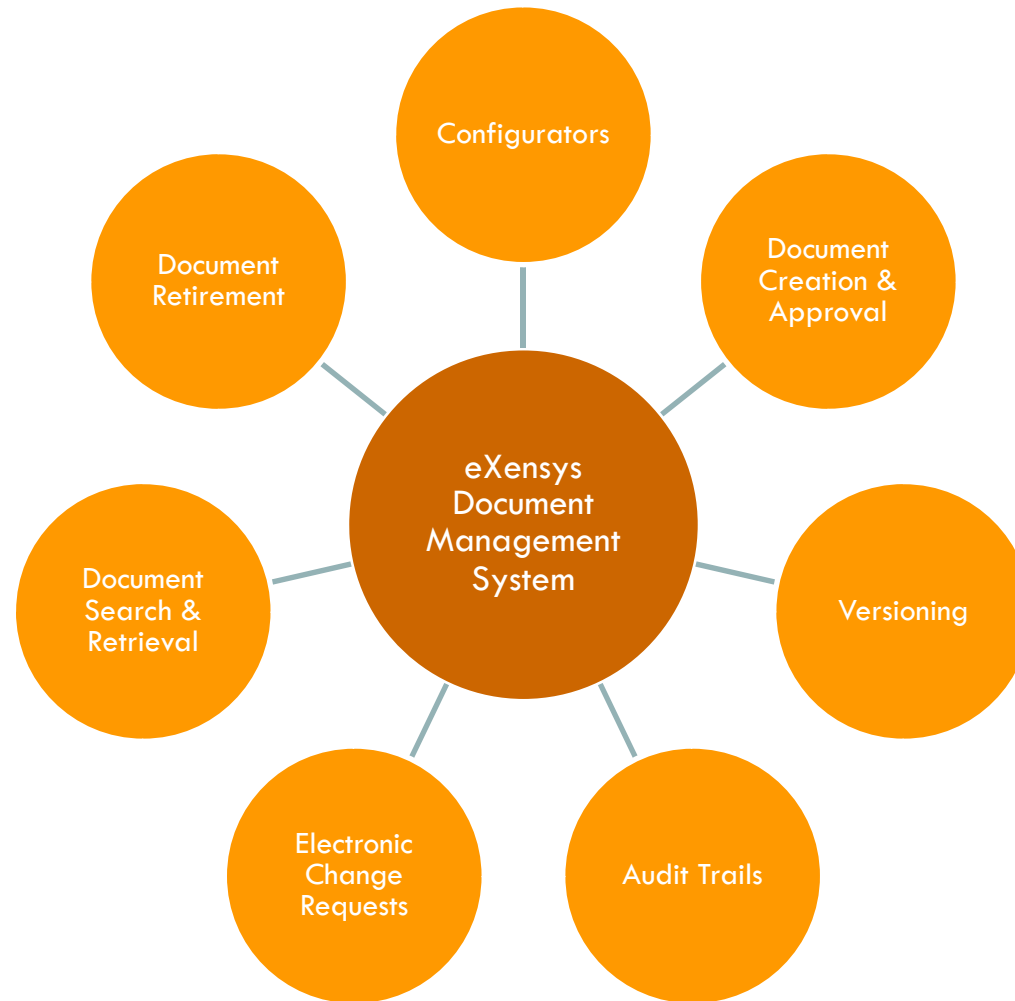
Product Suite – Enterprise Frame work

- Define Organization Structure
- Define Business Rules & Policies
 - Define Repositories & Map Repository Servers
 - Define Document Templates
 - Define Document Folder Structures

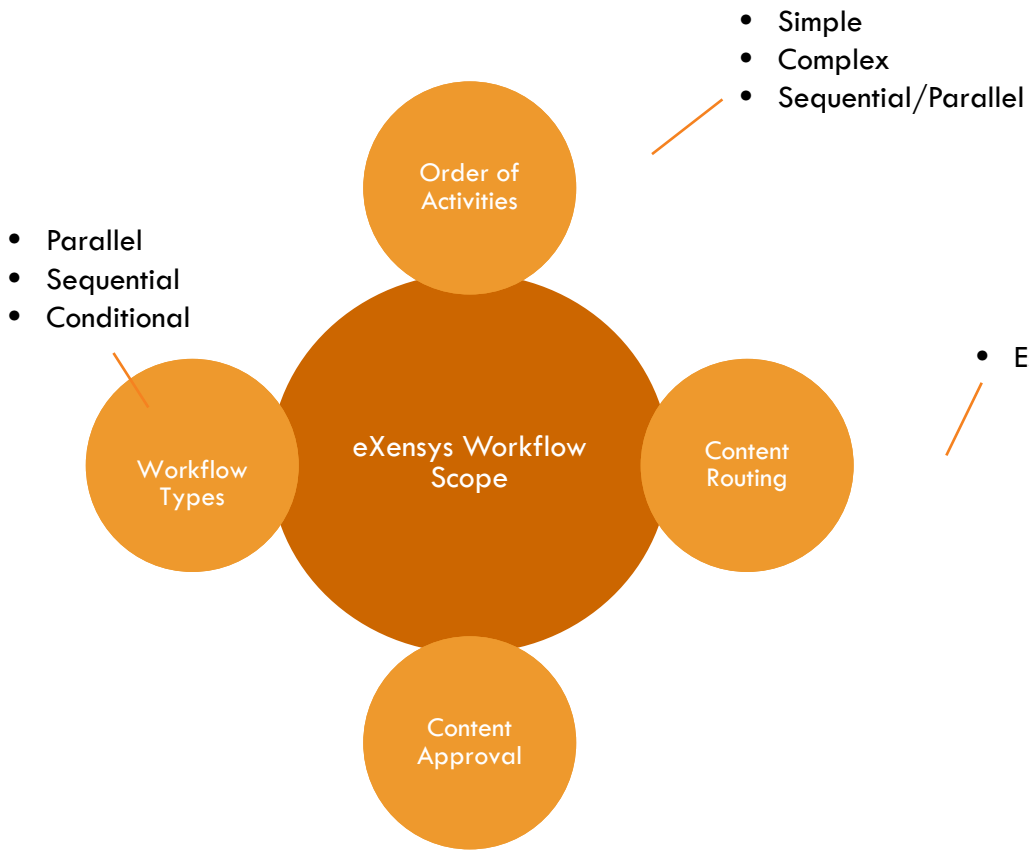


- Define Employees
- Define Reporting Structure
- Assign Roles & Responsibilities to Employees

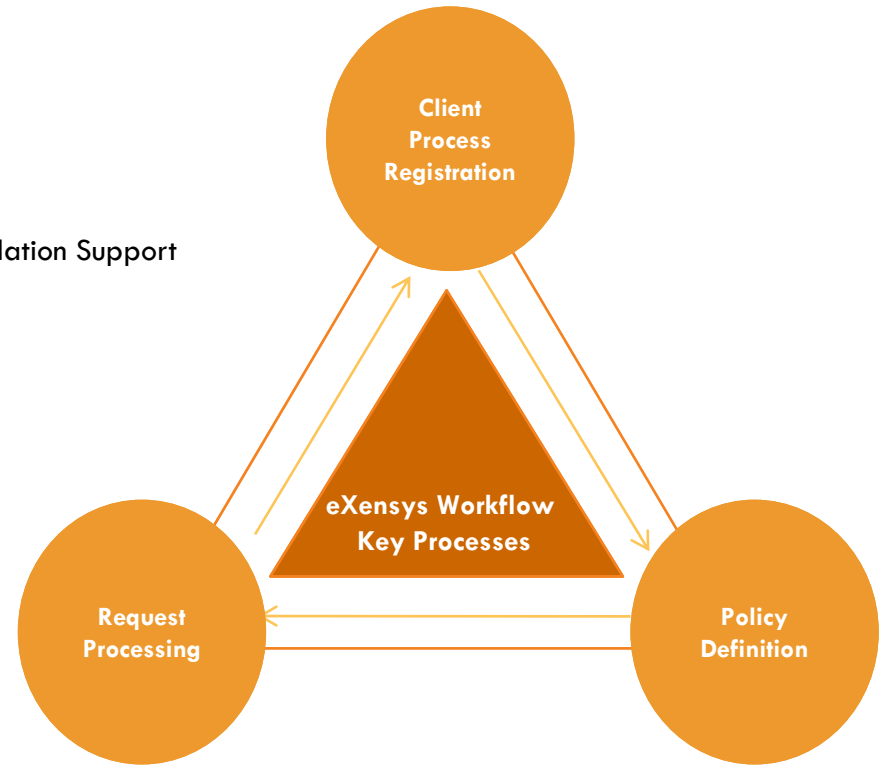
Product Suite – Document Management



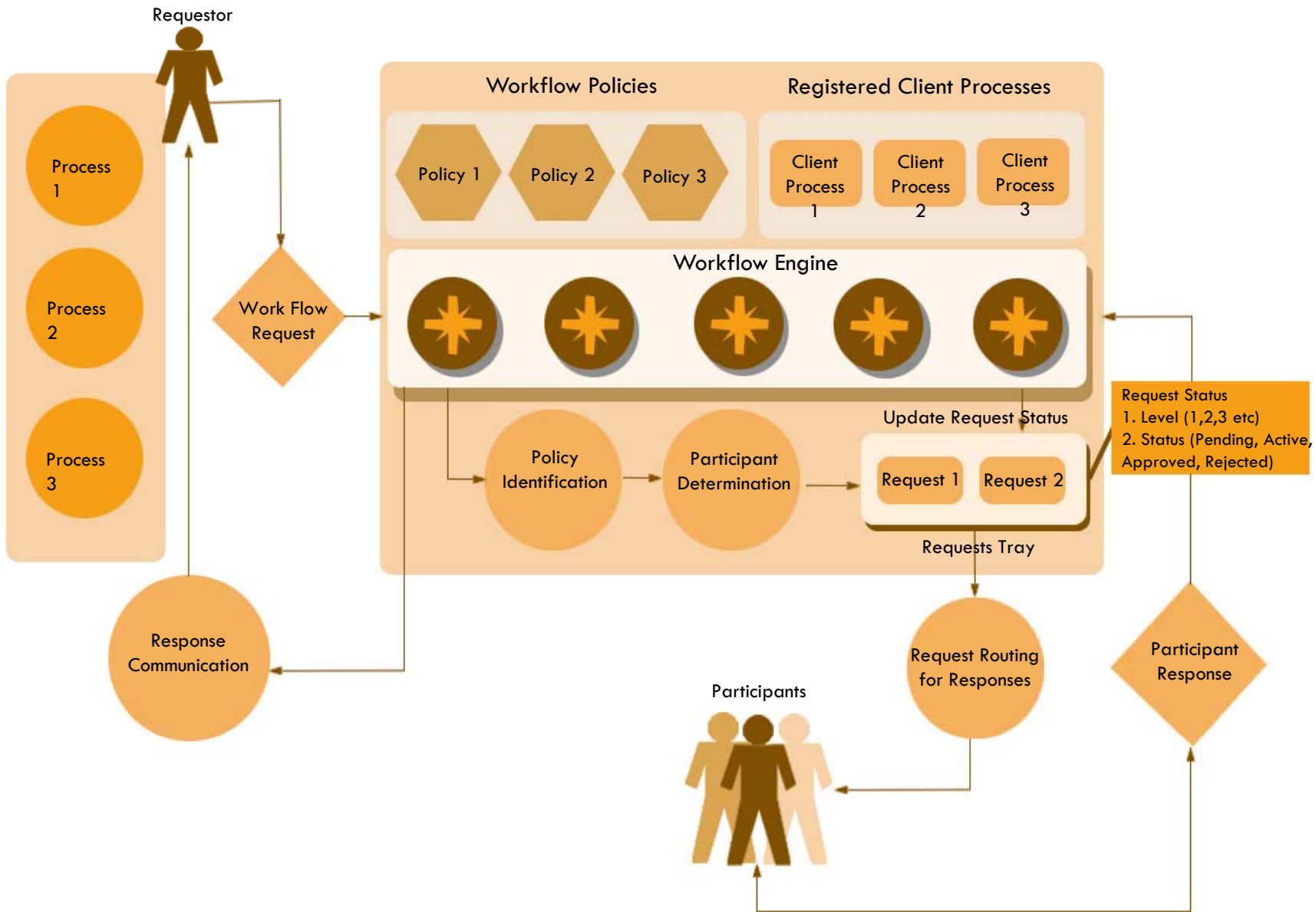
Product Suite – Workflow



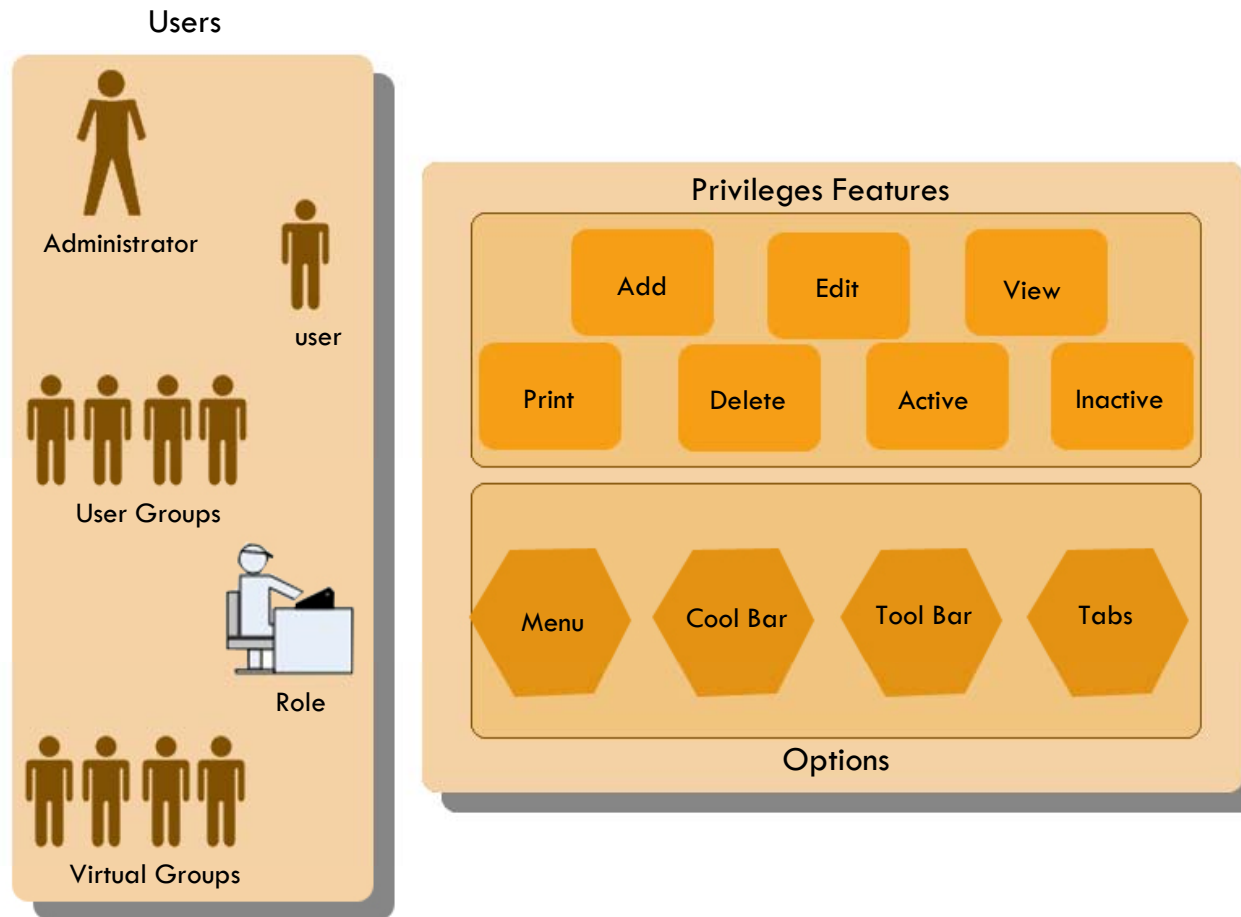
- Escalation Support



Product Suite – Workflow At a Glance



Product Suite – Administration



Product Suite – Other Key Features

- Add Folders & Sub Folders & Move Documents from One Folder to Another
- Copy Documents from One Location to Another
- E-Mail Interface for Attaching Documents and Sharing with External Partners
- Action Items Interface for Assigning Tasks to Users & Tracking Their Status
- Document Converters for Saving Documents in Different User-Defined Formats
- Smart Responder Interface for Alerts, Messages & Reminders
- Document Call Back Option Prior to Approvals
- Maintain Document Confidentiality as External/Internal/User-Defined
- Auto-Indexing of Documents
- Auto-Archival of Obsolete Documents

Benefits

- Paperless Office
- Availability of Information at the Right Time
- Reliable & Cost Effective Storage of Documents for Long Periods
- Facilitate Quick & Timely Retrieval of Document, Controlled Distribution & Sharing
- Maintain a Common Repository of all Organizational Templates & Documents & The Partner Records
- Automatic Monitoring/Auditing of Document Access & Changes
- Seamless Integration with ERP/CRM/SCM/Any Other Enterprise Applications31



Exensys Software Solutions Ltd.

Corporate Office

8-2-684/1/18, R.M. Mansion

Road No. 12, Banjara Hills,

Hyderabad-500034.

A.P., India.

T: +91 (40) 23392440

F: +91 (40) 23391105

Thank You