

DocWorX® Document Management System



**... Paper Documentation is no more a headache
Store and Control your documents in just minutes.**

In today's fast, paced environment, your business depends on efficient communication more than ever. Getting the right electronic documents delivered when they are needed and in the required format play a major role in customer satisfaction, revenue generation, cost containment and ultimately increased profitability.



If your business is like most, 80% to 85% of all information consists of hard-copy documents. There is tremendous value in ensuring that all this information is captured, managed, and distributed in a meaningful and efficient way.

Documents capture your ideas and drive your initiatives, often, vital documents are spread through out the organization, making them difficult to find. Use DocWorX® to centralize, store and manage these critical assets. Make your documents readily available to those who need them.



What is DocWorX® Document Management System?

DocWorX® is a Document Management System, which provides a means of managing the life cycle of a document from the time of its initial creation.

DocWorX® helps companies improve their workflow management, transform paper, based documents into electronic assets and streamline the process of document delivery via email.



Simplify your business process with superior Document Management System from DocWorX®.

Efficiency through simplicity

- Cost effective document management.
- Documents are cross referenced for simultaneous retrieval
- Fast search and retrieval.
- Handy remote access.
- Advanced document security.
- Simple document sharing via email.

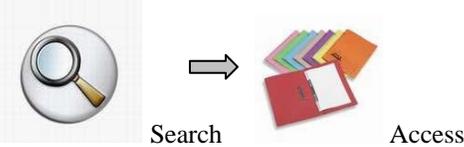


How DocWorX® Document Management System Works

Document Acquisition



Document Retrieval



Document Acquisition

This is a process in which documents are digitized, indexed and stored. The details of these processes are given below.

- **Digitization**

Documents coming in hardcopies have different sizes, layouts, papers sizes. By using technology of scanning one can easily capture all type of documents.

- **Indexing**

The Multiple fields indexing system allows you to put all papers in a sequence for easy retrieval. For indexing Key Information is required to retrieve the Documents.

- **Storage**

The most important part of Electronic Document Management System is storage. DocWorX® provides reliable storage system. This system accommodates various sizes of documents in different formats. DocWorX® tracks the entire history of each version of the document, including who accessed it and when. Users can even define the way the versions of each file are labeled. All vital documents can be organized and stored collectively in a systematic manner.

Document Retrieval

This is the process; in which users retrieve and access documents and for security purpose only authorized persons can access the data.

- **Search**

Multiple field search capability helps us search for a specific page or document. After locating the page we can access the information, 24 hours a day 7 days a week from any workstation. DocWorX® not only gives you access but full control to the information. Full text searching is also available for PDF, DOC, HTML, TXT, XLS formats.

- **Access**

To view the required document is not a headache any more; users can easily view the document/s with all supported images in just a blink of an eye. Companies can maintain the flexibility to control access to the documents, according to the user privileges and rights.

- **Email Option**

Any document managed by the DocWorX® can be emailed.

- **Cross Referencing**

A delivery order can be linked with P.O. etc. (The whole chain of documents) in manual indexing only.

Conclusion

DocWorx® is the easiest way to store and retrieve the documents. It helps the user to replace the stacks of papers with easy and less consumed space system.



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