



DOCUMENT MANAGEMENT SYSTEM

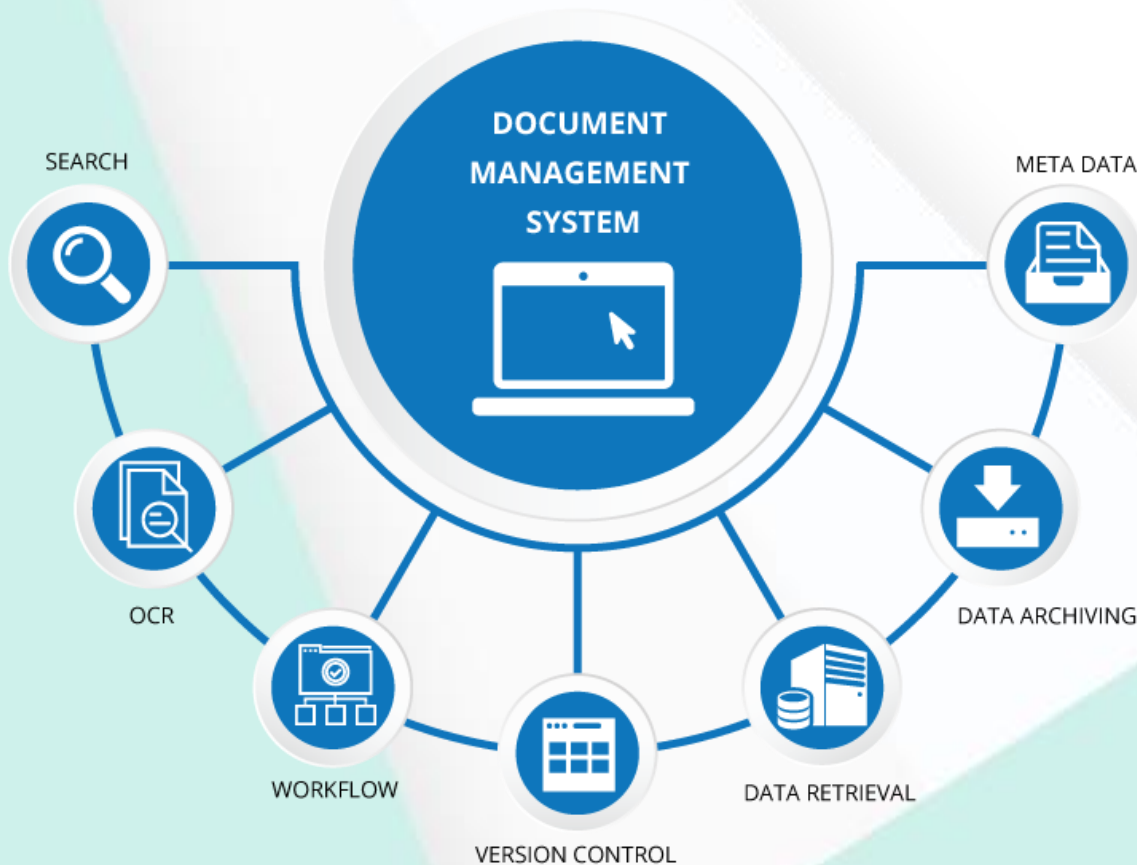
Document Management System (DMS)

DMS (Document Management System) is software that aid in the publishing, storage, indexing and retrieval of documents with a central repository in the form of electronic documents. Document Management System is designed to expedite the administrative process within Government Offices that manages countless documents for their numerous affairs.

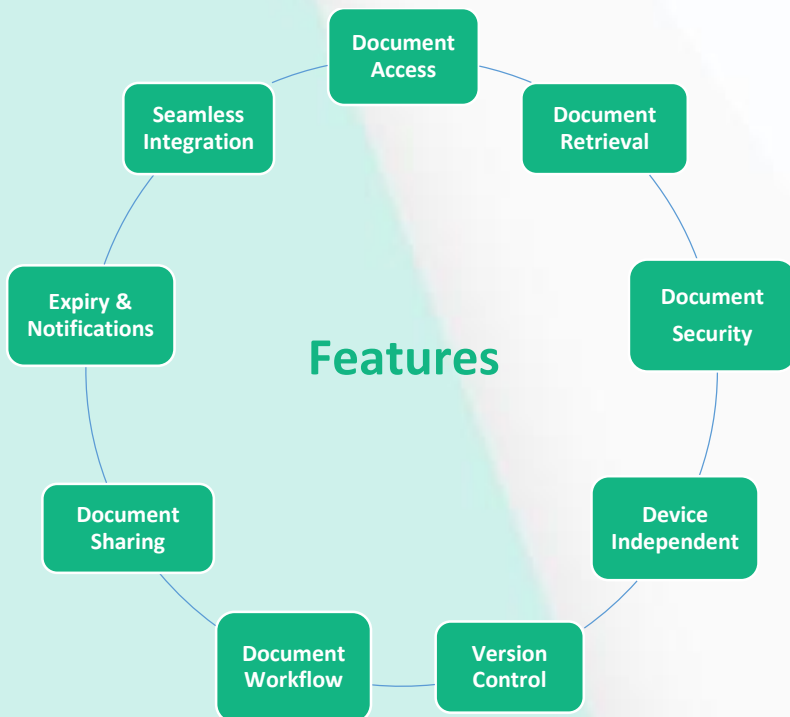
Entering into the new Era:

Government organizations are shifting to paperless functioning mode to speed up the agenda of having minimum government-maximum governance. Our solution is designed to meet the expectation of government sector in handling their administrative work like capturing, storing, auditing, indexing, retrieving, locating data easily. Implementation of DMS can save tons of time & information can be widely available.

Enterprise level system that manages the entire life-cycle of the document Includes:



Current System	Naesys System
Archive spared in neighborhood desktop	Report spared in focal storehouse
No adaptation or update control	Form control implemented consequently
Client needs to do reinforcement	Server is backed up consistently
Individual who made it knows where it is	Normal association wide archive chain of command for fast recovery
Constrained inquiry accessible just on reports on your desktops and a couple others	Seek crosswise over whole association report storehouse
Look just on record names	Seek inside substance and properties
Individual and constrained gathering sharing	Sharing can reach out from distinctive individual to gatherings of individuals to the whole association
Duplication of substance. Numerous individuals putting away the same data in their desktop	Single shared storehouse. No duplication.
No thought in the event that some archive is upgraded	Record alarms when new reports are included or existing reports are redesigned
No review logs	Review logs accessible for responsibility
Can't add new properties to records	Any sort of extra property can be added to offer assistance in snappy recovery.
No endorsement framework. Can't say if a report was affirmed or not.	Formal report endorsement framework.



Benefits of DMS
Decrease paper and stationary expenses by online conveyance
Reduce time spent looking for data
Everyone has admittance to the same and most recent rendition of the archive
Easy, helpful and secure sharing of reports over the association
Compliance with Quality gauges is effectively accomplished
Save on Disk Space by keeping up records in single stockpiling
Reduce email connections which top off post box
Remove bottlenecks like "individual who made it knows where it is"
Long-term report openness and conservation
Access data at whatever time and anyplace
Employee proficiency expands in view of less time spent in searching for data and reports
Organization responsiveness enhances because of fast access of data, in this manner improving consumer loyalty
Reduction in expense of value consistency

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