

KRYSTAL™ DMS: Advantages

KRYSTAL™ DMS is easy to use, powerful and cost-effective document management software that allows companies to centralize the management, storage, retrieval and distribution of documents.

Built with robust, scalable architecture, **KRYSTAL™ DMS** can be deployed over LAN, WAN or Internet in large Enterprises. These Products also empower individuals and organizations by acting as powerful knowledge management tools.

KRYSTAL™ DMS addresses the needs of many vertical markets, including manufacturing, architecture, engineering, construction, utilities, universities, and government agencies.

KRYSTAL™ DMS gives organizations following advantages:

- **Increased Productivity**

One of the biggest hidden costs that paper-intensive businesses face is the time it takes to work with paper files: employees spend valuable time walking to and from central records rooms and finding and replacing documents. **KRYSTAL™ DMS** document management solution makes employees more productive, since they can work with those documents without ever leaving their desks.

- **Document Security**

Threats from outside (competition, identity thieves) and inside (disgruntled employees, employee theft) threaten the integrity and value of your most important information.

KRYSTAL™ DMS can provide several layers of security:

- Multiple levels of password-protected access for groups and individuals
- Encryption of document contents
- Audit trails showing who has accessed or updated documents

- **No long term storage and retrieval costs. Organizations can regain valuable office space previously taken up by filling cabinets.**

The cost of filling and maintaining a filing cabinet is staggering. There are costs associated with equipment, space, and the salaries it takes to maintain the filing cabinet. A four drawer filing cabinet holds 15,000 to 20,000 pieces of paper. It costs \$25,000 to fill the cabinet and \$2000 a year to maintain it. One filing cabinet of information can be held on a single optical platter, about twice the size of a CD case you have in your music collection.

- **Save money on fax and postages; simple email or view documents securely on web.**

With **KRYSTAL™ DMS** there is reduction in photocopying, faxing and courier/mail document transport as everybody refers to an electronic copy of the document. This electronic copy can also be sent as an email.

- **Improve client / customer relationships through efficient information retrieval.**

KRYSTAL™ DMS can empower your company members with the ability to locate and retrieve documents instantaneously. Allow your employees to immediately respond to customer questions and inquiries with limited downtime. Primeleaf can provide your company with a document management solution that will insure instant access to document information - eliminating time delays, confusion and misinformation which frustrate your company's valued customers.

Enterprise Document Management

Advantages

The right document management solution allows more than one person to look at a file at the same time – and gives your employees access to vital records from wherever they are. In addition, multi-layered access allows employees to see and change only the documents they're authorized to handle.

- **Documents do not get misfiled or misplaced.**
KRYSTAL™ DMS organizes documents in various document classes and hence all the documents are always stored in a particular class. As documents are classified depending upon its attributes it highly unlikely to get the document misfiled. As there is no human intervention, documents are never misplaced as they are in electronic repository.
- **Digital documents aren't subject to physical wear and tear**
Unlike physical paper documents, digital documents aren't subject to any wear and tear, and a fresh copy of the document can be easily created by printing the document from **KRYSTAL™ DMS** solution.
- **Digital backup of the entire document archives can be made easily; thus providing safety in case of disaster.**
KRYSTAL™ DMS Document management solutions typically include off-site data backups and other steps to ensure that a fire, flood, or break-in won't cripple your business.
- **Process Consistency**
One benefit that matters more to larger companies is that a **KRYSTAL™ DMS** document management solution will enforce consistency. No longer will consistency in filing, naming conventions, and workflow suffer as you add new employees or cover for vacationing staff.
- **Effective Collaboration**
KRYSTAL™ Workflow tools provide efficient way of instantly moving work from one step in a process to the next, even to remote offices. Workflow provides a way to work without paper using techniques similar to how people work with paper. For example, users have an inbox with items requiring action. Work items have an online form attached to one or more documents describing what needs to be done. When they complete the action it moves instantly to the next person or step without delays or postage.

Contact Primeleaf Consulting for information on additional **KRYSTAL™ DMS** modules, or to explore how **KRYSTAL™ DMS** can drive enterprise efficiency by managing your structured & unstructured data & documents.

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