

An enterprise document management system (EDMS), refers to a computerized environment that permits the creation, capture, organization, storage, retrieval, manipulation, and controlled circulation of documents in an electronic format. An EDMS enables a user to create and manage electronic documents that can be viewed, searched, and printed from virtually any computer or printer while pages retain their original look and feel, complete with text, graphics, photos, and color.

Initially, all EDMS systems contained the following basic functions:

- Storage repository where electronic documents are archived
- Way of depositing documents in the repository
- Method for locating and identifying stored documents
- Method of retrieving documents from the storage area

The need to keep track of similar documents produced by a variety of users and multiple versions of the same document has created a host of library functions, including:

Version control and audit trail - methods for monitoring changes in the document and keeping track of multiple versions of it.

Check-in/out privileges - a locking mechanism that allows only one user to modify a document at a given time

Security - controls that restrict user access according to document type and purpose

Collaboration - enables simultaneous document sharing and multiple authorship of documents

Indexing system – permits organizing documents into related groups, such as folders or books

Free-text search and retrieval – enables rapid access to documents based on finding keywords in text

Metadata indexing - enables document workflow controlled by index data such as the author, title, date created or modified

Electronic imaging - permits information capture by scanning documents into the system

OCR, ICR-recognition technologies that enable conversion of imaged paper documents into computer-usable data

Electronic publishing-assembles and combines documents into coherent collections for selective distribution

ERM storage-large volume electronic storage media for permanent archiving of documents

Publish to Web-metadata such as HTTP and XML allows documents to be posted on websites and accessed in e-commerce environment

The Krystal suite of products enables its customer to manage their documents efficiently and effectively by offering innovative and easy document management services for professional environment.

Management
has never been so
EASY

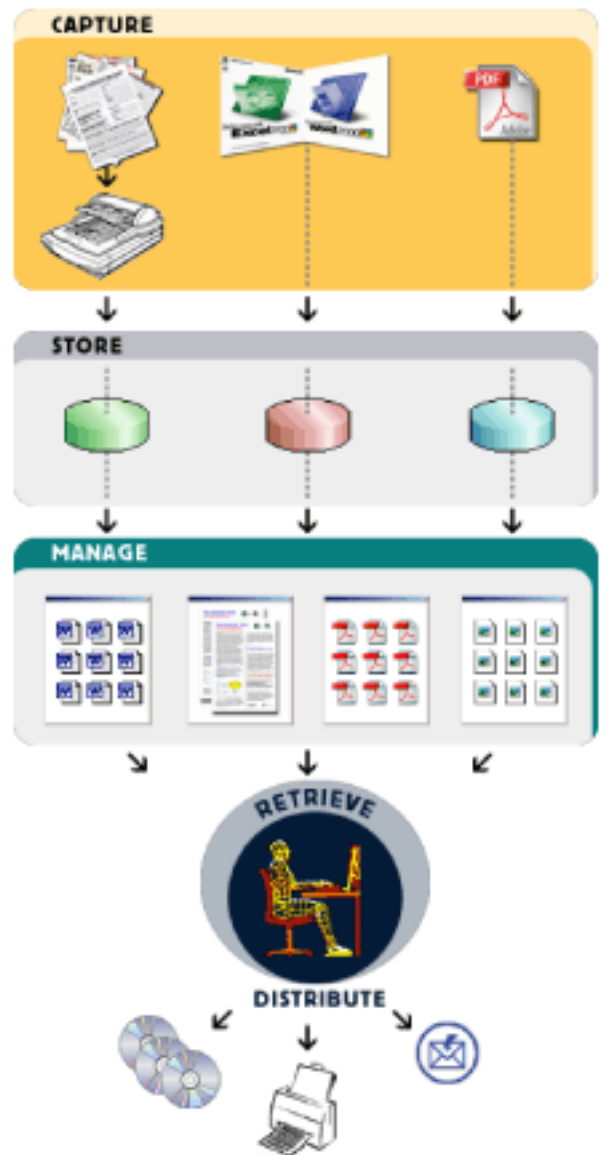


Needless to say, the benefits of efficiently managing documents are numerous. Those commonly cited by managers who implement DM systems include increased production from faster (and wider) file access, decreased staff requirement, fewer filing mistakes, reduced cost of paper storage, and offsite storage protection and disaster recovery.

In today's world, companies strive to keep detailed record of all business transactions in every domain. And paper constitutes 98% of the business processes. We all need it to do our work, but paper accumulates quickly. Files grow fatter and fatter, and then they grow some more. Folders and filing systems make it easier to find our documents. Records managers organize, archive and retrieve our information. But the amount of paper keeps growing. Paper files are often hard to find. Records may not be in their proper folder. Or they may be borrowed and then lost on somebody's desk. Studies show that professionals often lose up to 500 hours a year just looking for documents. Over a period of time, storing and retrieving these documents will have an exponential increase in operating costs.



Krystal delivers a user-friendly, community-maintained way for everyone to capture, manage and share knowledge. With Krystal, users can readily incorporate their information into corporate "knowledge pool", using their Web browser to manage and retrieve content as easily as browsing the Web.



Krystal View enables companies to minimize costs by quickly converting paper documents into knowledge, which can easily be shared with team members and others in your organization.

EASY to Set-up, Administer & Support



Benefits

Increased Productivity - fast and easy access to documents and critical business information enables faster and more accurate completion of tasks.

Cost Savings - eliminate storage costs associated with file cabinets.

Prevents lost records

Better Customer Relations - immediate access to information results in faster responses to customer inquiries.

Secure Archive & Retrieval - easy backup and recovery of information and documents located off-site supports a corporate disaster plan.

Legal and Regulatory Compliance - secure archive and retrieval, version control, reporting and audit trails ensure legal and regulatory compliance.

Features

- Manage high volume scans to convert paper documents to Digital formats
- Import existing modifiable versions of electronic documents through auto loader
- Indexing documents using fields and keywords
- Multiple levels of Access control from broad availability to comprehensive security
- Create and search notes at a document level
- Hotlinks
- Bookmarks
- Inbuilt viewer with annotation support



For more information on Krystal DMS or other Primeleaf Consulting products, call (91) 22 2447 3371 or visit our Website at <http://www.primeleaf.in/>