

## Document Automation System

*Do you find yourself spending more time maintaining the documentation of your system rather than focusing on ways and means to improve its effectiveness and efficiency?*

If your answer to this question is in the affirmative, then you are not alone!

In fact, there are many organisations across the globe that spend innumerable hours in documentation maintenance activities such as, generating and ensuring circulation of hard copies of the procedural manuals maintaining logs of the issue, managing requests for change to any document implementing the change and managing the entire process of revised documents

*How do we simplify the system of managing our system-related documents?*

### Document Automation System – The Advantage!

The Document Automation System (DAS) is an internet / intranet based product that enables your organisation in maintaining your quality system documents without any hassles and with minimum allocation of time. The DAS can be used to manage the operating documentation pertaining to any system, be it ISO 9000, ISO 14000, CMM, OHSAS, etc.

The Document Automation System has been designed with features to control and track your system documentation. These features lead to many benefits which are as follows:

*Do away with the need to maintain your documentation in hard copy.* Through the Document Automation System, all your documentation is stored in a single electronic repository which eliminates the requirement of hard copy documentation.

*Store documents of any type.* Be it Word, Excel, Star Office or any other type of document, the DAS enables you to store any type of document within it.

*Add new documents in a matter of seconds.* Adding new documents into the Document Automation System is as simple as creating a hyperlink.

*Install the software just once and you are up and running.* The single installation feature of the software at the server level does away with the need to install any software on a client desktop.

*Access your documents at the click of a button anywhere in the world.* Hook up your server to the Internet and your documents are accessible through the Internet anywhere in the world. Thus you do not need to maintain multiple copies of the documents.

*Reporting Module allows various types of reports.*

## IT Products

### Contact Manager

- Unlimited Group's / Folders
- MS Outlook integrateable (optional)
- Process Activator (default)
- Access Control (user/group)

### Records Manager

- Version Manager
- Customisable to each client process
- Revision History & Log
- Process Activator (optional)
- Access Control (user/group)

### Online site Manager

- Online Web Editor
- Online Menu Manager
- Site Backup
- Release History & Log
- Process Activator (optional)

### Quick Project Management

- Bar Chart
- Time Recorder
- Process Activator (optional)
- Access Control (user/group)

### Document Automation System (DAS Manager)

- Customisable to all standards (default\_ISO:9000-2000)
- Access Control (user/group MR/Group MR)
- Revision Request
- Release History & Log
- Obsolete Doc/set
- Process Activator (default)
- Propriety Data Encrypt & Compressor (default)

(Optional Related Software's)

### Audit Manager

### Corrective and Preventive Manager

### Integrated CRM & SFA

- Calendar
- To do
- Dashboard
- Request Tracking (Help-Desk Support)
- Acronyms
- News & Events

**Maintain version details of a document at a single location.** An established linkage between the Table of Contents and the individual documents enables you to maintain the document version details at a single point only and not in the Table of Contents and within the document as you would in a hard copy system. This virtually eliminates the discrepancies one might come across while maintaining version details of documents.

**Manage the entire process of modifying a document through a few clicks.** The Change Request feature allows you to manage the entire document change process, right from the time of initiation of the request, its approval and finally the implementation of the change, all from within the Document Automation System. The auto-email facility keeps all concerned informed of the status of the change request as it moves through the entire change process.

**Capture the history of each change.** The system enables capturing the details of the change history along with details of the change such as who approved the change, date of approval, details of the exact change etc

**Control access to software through system security module.** The security access features within the software enables defining the type of access that a person needs to have. This would then define the range of features that would be available to that person.

**Generate custom-made reports.** The Reporting Module provides reports of different types giving details of changes requested, changes approved, documents revised, obsolete documents etc. These reports are extremely useful especially for senior management assisting them in their reviews and decisions involving changes in the system.

## HR Manager

- Customisable to all industry standards
- Process Activator (default)
- Access Control (user/group)

(Optional Related Software's)

## Competence Manager

- Competence Profile
- GAP Analysis
- Training Schedules / Calendar
- Training Records

## Evaluation Tools

- Employee Survey
- Customer Survey
- Online Quiz

## Inventory & Accounting System (FastTally)

- Customisable to all industry standards
- 100% web based multi-company unlimited year.
- All activities integrated
- Low maintenance
- User definable fields
- Cutting edge Solutions
- Process Activator (default)
- Access Control (user/group)

## IT Services

### Customized Software Design & Development

### E-Commerce

### CRM & SFA Consulting

### ERP Consulting

### Software Implementation & Support

### Training