



**RMS application manages
the entire business process
online & make your life
easier**

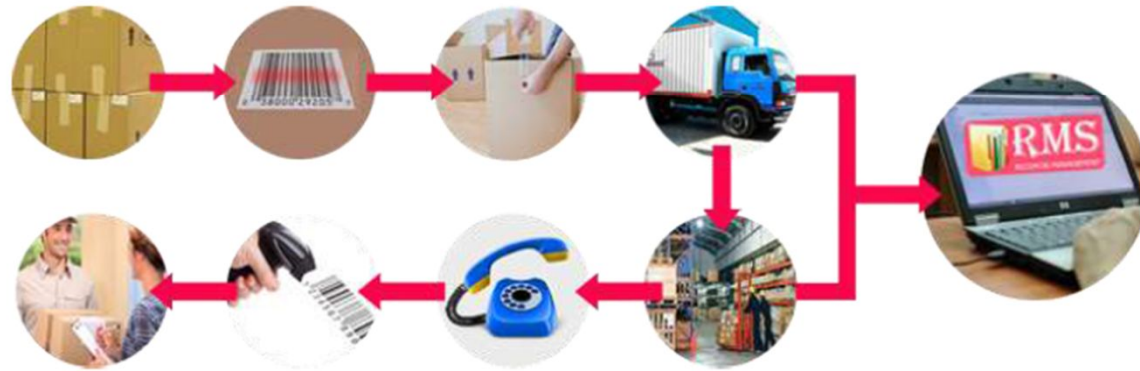
About Product

The business of documents, records and information management continues to become increasingly complex as new technologies emerge and companies change the way they do business. That's why it's important to consider new and alternative ways to manage your company's information.

This web based solution is the most effective way to organize, track and access the physical records (files, folders & containers) information that flows through your company's warehouse every. It's a very efficient solution for record management companies. This application automates all the operations activities of a record management company.

The application manages all kind records like data, documents, files, media tapes etc. This application provides a customized records indexing system using your filing conventions and retention policies -then use our state of the art bar code based technology to precisely log and track each container or individual file.

Records Management System (RMS)



Every Time

Superior Service

Leading-Edge Software

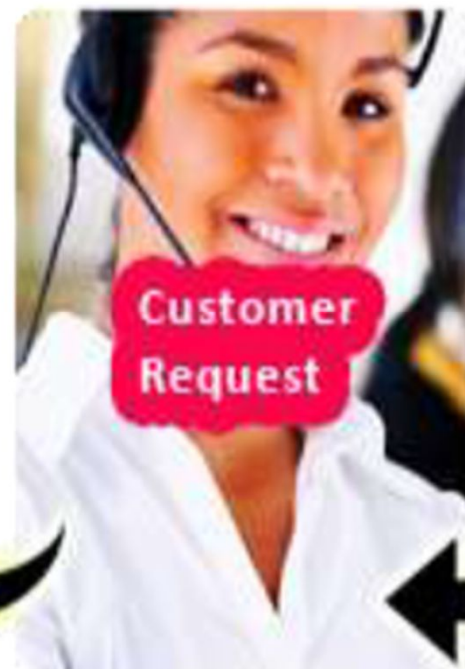


Key Features

The Web based application enables record management companies & their customers to access their records information. This application can be used simultaneously by an unlimited number of users and requires no special programs installed at their location. Utilization of the application increases customer satisfaction and management productivity resulting in lower costs and better returns.

- Document and formalize data flows and mapping rules
- Enforce data validation rules by specifying them in processes
- Ensure data flows are constant and repetitive, not ad-hoc
- Trigger data flows based on real-time or scheduler events
- Specify error-handling rules and manage exceptions
- Leverage technology investments by extending functionality of exiting system
- Enhance customer and partner relationships by making it
- Easier to do business with your organization
- Online wok order placement and processing
- Comprehensive bar code functionality
- Advanced indexing management features
- Record retention and record series management
- Sophisticated billing functions in both the commercial and SQL editions
- Superior query builders, reporting functions, and custom reporting tools
- Scanning and Digital Imaging
- Roles and right monitoring system for work order placement and processing





Benefits

- Reduce time consuming research and mapping
 - Eliminate redundant data entry
 - Increase productivity and accountability
 - Reduce costs and increase profitability
- ❖ This application can be customized as per clients need and requirements which allows you to manage your business records and information more effectively.