

Bring your teams to work together with EDMS: 7 Day to turn your office paperless!

Transforming your business environment with EDMS for a completely paperless office and process automation. Our system helps bring your workforce working at different geographic locations to work together and gives them a secured, shared, and collaborative workspace so their ideas have a home from conception to realization.

Objective

EDMS enables visibility, share files in real-time, collaborate, automate compliance, and make teamwork happen seamlessly. Our SharePoint hosted EDMS is integrated with all other office 365 apps providing a unified location to store, share, and work together on files in real time. From documents to images, from spreadsheets to presentations, everything is stored at a central location for effortless collaboration between the mobile workforces spread across the various time zones. EDMS also automates compliance so that you can sleep better at night.

What do we do?

Content silos and multiple documents stored at different places often drains business productivity and increases security risks. Electronic Document Management system from KCS helps you work in collaboration with your team like they're right beside you. We help companies and their employees across various time zones stay in sync offline as well as online and organize important files without the fear of snooping from third-party or unauthorized access.

How do we do?

EDMS with proper security control, version control, and Metadata capture is considered to be the best software. The life span of provisioning the EDMS is about 7 days. A typical life cycle of EDMS provisioning with KCS approach is:

Understanding of As Is → Workout on propose EDMS blue print → Propose Solution provisioning → Master data creation, Data Migration, Configuration of permission matrix, Filtration, Workflow provisioning → Rollout, Training → Feedback implementation

What do you get?

Below are the few listed features from many will be part of EDMS:

- **Libraries:** On demand document libraries as per your organization needs.
- **Capture:** Create within library or upload from hard drive or move from other application. Create hierarchy of documents by nested folder structure. Sync your hard drive for bulk upload.
- **Metadata:** Organize your content with metadata. Categories documents on base of dynamic metadata/properties.
- **Integration:** Integrate document libraries with outlook.
- **Retrieval:** Search your document on base of date, creator, keywords, indexed value, document type...etc.
- **Collaborate efficiently:** Share your document to any one, Co-authoring on document. You always have just one common version of a document. You can easily share it with anyone and add workflows to automate your business processes.
- **Security:** Robust authentication and authorization for an individual or group of people

- **Workflow:** Float the document for review and gathering the comment in hierarchy of roles.
- **Versioning:** Track your changes in the document. Control update of document by check in-checkout.
- **Publishing:** Publish document after review and approval...
- **Record Management:** Disposition and retention schedule.
- **Mobility:** Use content anytime, anywhere, with any device
- **Reports:** Document Trail, User Audit report.