



Enterprise Document Management System

The fact

Almost 90% of all corporate information lies in the form of paper.

Often professionals spend 5 to 15 % of their time to actually reading a document but they spend more than 50 % of their time finding a specific document.

Its also very common that when you want to refer a specific document, it resides in someone else's desk. You have to wait until the other person returns the document. What happens when he or she is on vacation or can't be contacted?

There are also times when the document you want to refer to urgently is nowhere to be found! You panic and try to regenerate the document again. You spend unnecessary resources (time, money, people) and come up with the document only to find that some body returns the original document to you. How do you explain the redundant resources spent to your boss?

There are times you may actually lose a document. Any lost documents are a risk to your business. You could lose a project, customer or your job as well if you lose a document at the wrong time. How do you safeguard yourself?

"The solution,
you get an

Electronic Document Management System"



Secop Solutions Sdn Bhd

No. 1-3, Jalan Solaris 2, Solaris Mont Kiara, 50480 Kuala Lumpur, Malaysia

Tel: 603 6209 9822 | Fax: 603 6209 9999

Website: www.secop2u.com | www.databackup.com.my

Email: sales@secop2u.com





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But wait - do you really need a Document Management System right now?

If you answer, "YES" to a few of the scenarios above or the following questions, then you should seriously consider evaluating a Document Management System.



- Do you have many filing cabinets taking up a good amount of space and costing you money in your office?
- Does it take a long time to find a file or a document that you need?
- Do you find yourself not being able to locate a copy of a signed document when requested?
- Have many documents have been lost or you can't locate in the last year?
- Do you find delays in providing information to remote users at their locations?
- Do unauthorized users have access to your information?
- Do you have many copies of the same document in your office?
- Do you wonder which is the correct version?
- Do you regularly call your client back because you have to look for the information you need to complete the call?
- Are your administration expenses like postal, courier, photocopying, etc. High?
- Do you find yourself lacking the activity auditing report (history of activities) of your documents?
- Do you have documents in your storage beyond its retention periods?
- Would your organization need a backup of all the documents in the event your paper-based documents being destroyed by fire or flood?

*The number one resource that most people feel they don't have enough of would be **TIME**.*



Whether you work for a large corporation or have a small business of your own, you could increase your productivity at work tremendously if you had a tool that could save you time. A tool that could help you to manage paper documents as well as find those spreadsheets you spent countless hours making.

One of the biggest advantages of using a document management system (DMS) is the tremendous savings it brings in terms of time. Time saved can now be used to carry out your core tasks. In any business, most resources are measured in terms of money. And time is money - time saved can mean money saved and therefore money earned.

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SECOP
solutions



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The fact

Most of us are already aware of global endeavors to Go Green. There are only limited **natural resources**, and with the world population expected to grow to 9 Billion by the year 2050, that means there is going to be a lot less to go around. Human consumption of natural resources is too high now and as the population grows, they will become harder to obtain.

"It takes 17 trees to make a ton of uncoated paper. According to EarthTrends survey an average human uses about 55kg of paper per year. With the world population reaching to 9 billion in year 2050, even if we take one quarter of the population, we would need 123,750,000 tons of paper for the year 2050, equaling to 2,103,750,000 numbers of precious trees being cut down. That's 2 million trees for one quarter of the population!"

Acquiring a DMS solution reduces the paper usage tremendously. You also reduce the usage of other natural resources indirectly, thus helping to save the world for our future generations.

Going Green to save the earth! 



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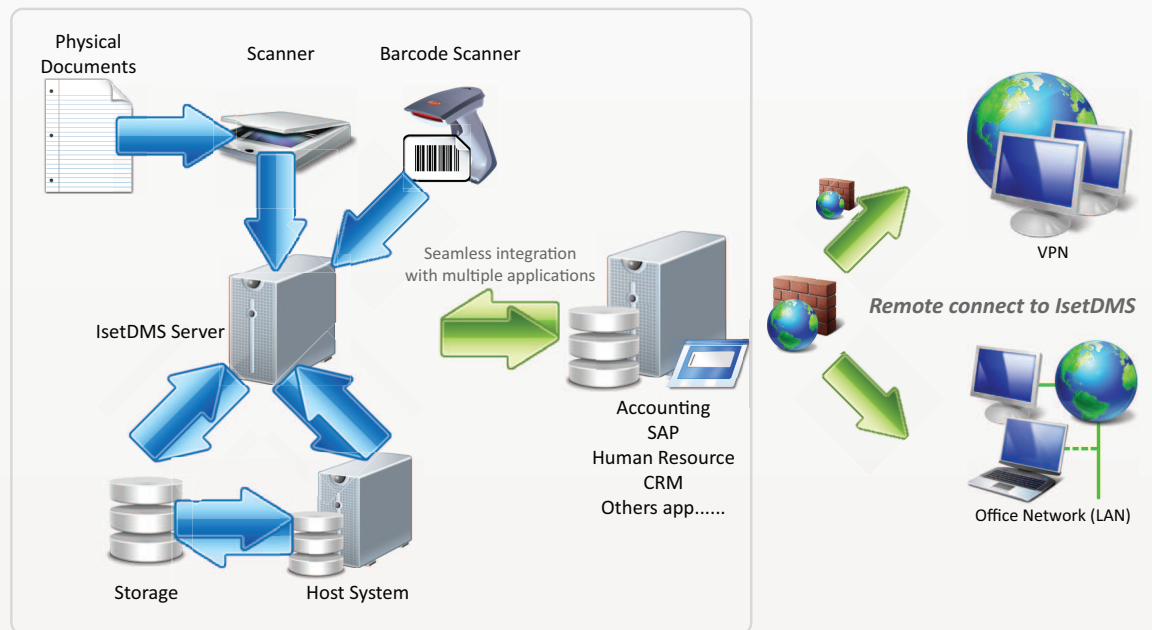
Enterprise Document Management System

How can we help you

Enforcing procedures & tools for the management of information content as well as processing documents in a reliable and organized mode, has become a major issue of competitiveness for all modern organizations. With the introduction of new international and accounting standards, the valuation of intangible assets is pushing companies to recognize knowledge as a deposit of value and performance. Keeping that in mind, Document Software's mission is to provide professional document management solutions altogether efficient, safe and lightweight.

Document Software specializes in total system integration and provides flexible services in terms of scalability & customization on the product to better suite client's requirement to automate most of their business processes in terms of scanning automation, document process automation and seamless integration with client's host systems like CRM, SAP, Human Resource, Acc and etc.

Flexible
Scalable
Lightweight
Full Support
Simple yet Powerful





Enterprise Document Management System

How can we help you

IsetDMS is designed keeping in mind tasks undertaken and documents managed in a typical office that can help you save time through the use of various features, some of which are...

- **Folders and Indexes:** Windows operating systems allow you to organize your files into folders and sub-folders. But that's all they can do. What if you do not remember the file name? That is when IsetDMS comes to your rescue. It's able to store multiple allocated attributes of a document, all of which can be searchable individually or in combination. The Full-text Search feature using Optical Character Recognition (OCR) automatically indexes all scanned documents, further enhancing the search criteria. This makes finding documents easy and quick'.
- **Version Control:** Automatic version control keeps tracking of minor and major versioning easy and organized. This ensures that you always get the right documents you're looking for. You no longer have to open multiple documents and check which one is the correct version.
- **Scripts and Automation:** hosting a unique scripting module that supports javascripts and vbscripts, IsetDMS allows your admin to automate certain processes and connect to other applications or database to get external data automatically, giving you the precious time advantage to complete your tasks.
- **Easy to set up and use:** IsetDMS software is meant to make your life easier. You do not need to run your office staff through days of intensive training. Typically, you can familiarize them with the system in a few hours - in fact, they can start using it from the very first day.

So if you want to free up time and focus more on your core tasks, consider investing in document management software; whether you are an independent professional, a small business owner, or work in a large corporation. The return on investment (ROI) it will bring will be worth the money you paid out.



IsetDMS supports automation for complex business processes, which allow communication between IsetDMS and other applications on your corporate environment with minimal human intervention.

The automation solution drastically reduces the time & effort of users, along with minimizing the errors caused by human intervention.

Having this automation makes your time spent for shuffling, tracking, and filing papers and documents being replaced by other productive activities.

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User perspective

IsetDMS saves your organization time and helps you manage your documents with ease, efficient and secure. Developed as a flexible platform to accommodate organizations of any size or environment, IsetDMS is a suite of enterprise content management tools that serve to capture, store, preserve and deliver content and documents. Designed around its powerful indexing engine currently used in Europe, IsetDMS integrates a rich and robust set of tools that allow the treatment of documents by allowing their indexing, classification and the automatic extraction of data from traditional print formats.

The platform can be easily integrated into existing infrastructure, allowing you to assimilate your existing content into its database quickly and effectively. Its workflow, management of document rights and user scripts will help you to manage your data in a simple and secure manner using your current and familiar business tools, processes and software.



Office Suite Integration

IsetDMS is designed to be easily integrated over your existing technology infrastructure, allowing the user to utilize their familiar tools and existing software from their workstation.



User Interface

IsetDMS provides users with an intuitive interface, which is user friendly, simple, and yet functional to work with. Drag/drop interaction is supported making importing and exporting files directly from your workstation easy.



Messaging

Messaging through the IsetDMS facilitates communications between users, and is compatible with MS Outlook, IBM Lotus Notes and GroupWise by Novell.



Alerts

Working in conjunction with the calendar feature, IsetDMS allows users to declare events and actions to be realized, alerted or reviewed at specified times.



Internet Access

It can also be extended to users outside the office environment through a browser configuration over the Internet, giving instant access to information for authorized users.



Preview

View PDF documents and image files directly from the interface using our in-built viewer.



Version Control

Automatic version control keeps tracking of minor and major versioning easy and organized.

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Admin perspective



Automation

IsetDMS provides the capabilities of automating customizable processes that facilitate the communication between the system and other applications on your information system



Script

A script allows a set of instructions to be executed by another program that will then process and return the relevant information. These can be managed and uploaded directly to the DMS



Full-text Indexing

Documents can be indexed with 'full-text' of its content. Research on synonyms and root words has enabled IsetDMS to automatically extract text from any office automated document types, PDF/Postscript, images, E-mails and the contents of indexed Web sites



Workflow Management

IsetDMS provides the workflow procedure of document creation, modification, validation, approval and distribution; encouraging and automating good business processes



Indexes

Indexes are handled by IsetDMS using the concept of documentary indexing and meta-data. Indexing is used to track electronic documents and supports the search and retrieval of these documents



Import

The retrieval of folders and documents within a system can be automated using IsetDMS for quick and effective data acquisition. Automating the indexation of directories allows the recovery of user files stored locally or on a server



Security

Accesses rights are applied to documents using defined security levels ensuring only authorized users have access to confidential documents





Enterprise Document Management System

Business perspective



Lightweight Deployment

With a Java compatible workstation, IsetDMS can be accessed without the need for any software installation, additional application licenses or specialized hardware



Updates

Current versions of IsetDMS are available via download for easy distribution and installation of our latest developments



Files & Formats

IsetDMS accommodates a wide variety of file formats, allowing users to manage documents created by all applications within your IT infrastructure



Floating License

IsetDMS implements a system of floating licenses whereby the numbers of licenses purchased equate to the maximum number of simultaneous connections to the system



Environment Compatability

IsetDMS can be installed and run in MS Windows or Linux OS, using the standard Server – Client design. Additionally, a storage server and relational database program is all that is required to deploy IsetDMS



Scalability

IsetDMS is able to handle large volumes of files and users, making document management affordable to companies from sole proprietors to large corporations



Document Life Cycle

All documents have a lifecycle that defines the stages of a document between its creation and destruction. Documents can be configured accordingly to its life duration, and will be archived after destruction for future reference



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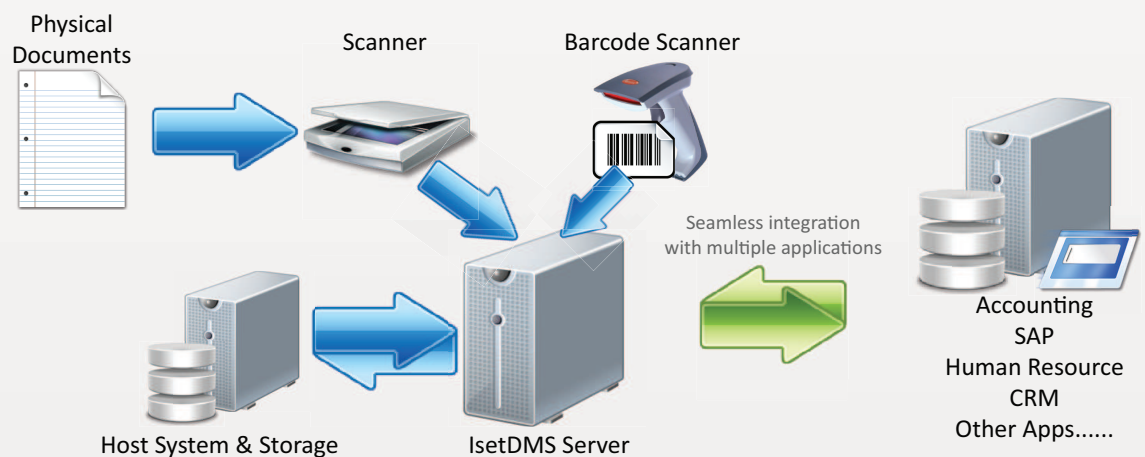
Process automation

Iset Process Automation handles the entire document flow of your corporate environment from the point when a document is created (by scan or softcopy acquisition), extracting the usable information, manipulating the information, feeding the manipulated information to other processes/applications, up to the finalization and distribution of the documents to targeted users automatically.

Document process automation is streamlined in your daily business procedures to minimize time and effort spent to create, retrieve, modify, approve and distribute documents as well as performing document e-filing.



- With a built in workflow module IsetDMS enables administrators to configure rules that control the movement of documents through your organization: for instance, an invoice passes through an approval process (CRM) and then is routed to the accounts-payable department (Acc) as illustrated in the chart below.
- Setting up dynamic rules in the workflow caters for automation in your business processes as much as possible.
- As a result, departments across the organization have faster access to a single source of information and reduced human effort to achieve the desired deliverables with highest data accuracy.
- This enables high level of productivity, as you'll no longer waste your time trying to recover lost documents or validating the data entry or managing inbound electronic/physical documents across divisions within your organization but spend it on more productive activities, thus achieve business process improvement, cost savings, and increased efficiency for a leaner, more nimble business.

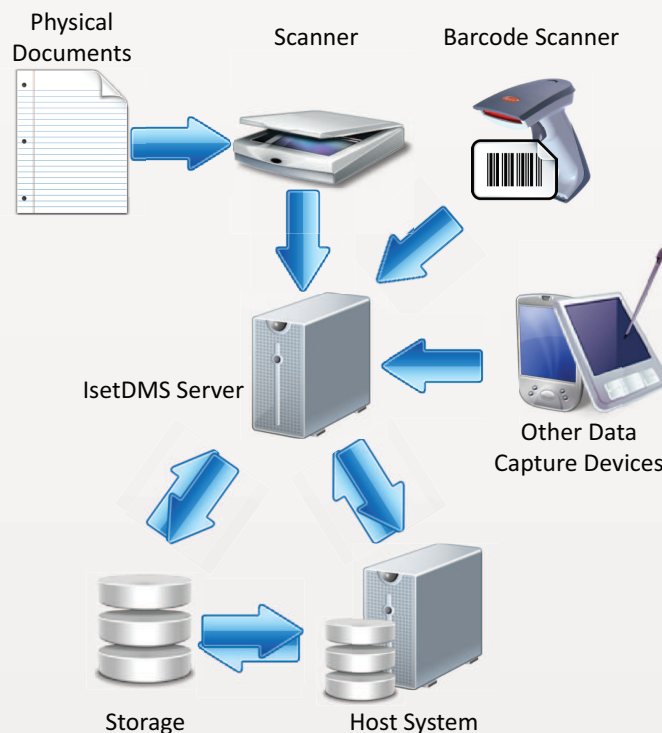


Scanning automation

Iset Scanning Automation captures and interprets information from any physical or electronic document and transfers it into your computer system. Scanning documents using our document-scanning module with the powerful OCR feature enables enormous savings in time and money.



- Using the OCR in IsetDMS reduces human errors and thus increases the data quality. For instance, if your company receives a lot of bills and invoices from vendors, you may need to transfer the information to different department (i.e. accounting, sales, inventory and etc.).
- In a traditional environment, this task involves a high level of human intervention from scanning the documents, performing data entry, validating data until the information is passed to related departments.
- Iset Scanning Automation solves these problems by automatically converting the physical documents into soft copies. With its powerful OCR feature it extracts the information required by different departments, performs calculation based on pre-defined scripts and compiles the final output before sending to related department. I.E. Compile the amount due by vendors and send to accounts department; compile deliverable items by vendors and send to inventory department and etc.



- Perform complex processes between the meta-data via scripts
- Automatic integration of the values in models with MS Word or Excel
- Automatic integration in the attributes of the document (meta-data)
- Automatic recovery of external data via ODBC interfaces and SQL requests
- Automatic writing to external databases (ODBC and SQL)
- Dynamic definition of the documentary index without limitation of numbers or contents, and with a vast choice of types of data formats
- Definition of the attributes (compulsory, read only, list, multiple choice)
- Specification of the formats for digital document storage and display