

# V-One Docs



**FOR A PAPERLESS OFFICE**

V-One Docs is a revolutionary 3-tier web application that allows you to capture, store, process, manage and retrieve unstructured data as an electronic document in any format like spread sheet, image, CAD, presentation or letter.

### *Eliminates Bottlenecks*

When you get information on demand - you can eliminate key bottlenecks in your business process management. Think of the possibilities –

- Loan applications processed in 4 hours instead of 3 days,
  - Customer inquiries answered in seconds rather than minutes or hours,
  - Responding to citizen information requests immediately rather than mail back information
- just a few of the bottlenecks that you can eliminate.

V-One Docs has a comprehensive set of features which makes it an ideal platform for building customized document portals

### *Document Origin & Control Stage*

- Upload using web interface
- Create using web forms
- Extract from e-mail
- Assign unique document ids
- Maintain versions.

- Assign tasks.
- Automate Workflows.
- Send alerts and reminders using e-mail.
- Track using change logs, comments, Q & A.
- Set document properties.
- Digitally sign decisions

## Document Access and Knowledge Management

- Browse using category view.
- Lookup by assignee.
- Recently added and modified documents.
- Create virtual folders.
- Content, property and hybrid search.
- Easy to use web interface

## Security and Audit

- Access policy for each document, folder or cabinet
- Grant rights for users, groups or roles
- Partial access for read only, write, manage or just add comments.
- Comprehensive access and change log.

## Publishing & Archival

- Use content manager for automated publishing to web portals.
- Create archives for millions of documents.
- Archive and distribute cabinets offline.

## Integration

- Simple API for screen level integration.
- Integrate to enterprise applications using CORBA or Web Services

## Knowledge driven

- The first benefit of building your document portal is that it is a firm first step for creating a central knowledge repository. It will reinforce the value your organization places on knowledge as a core competency. In fact you can announce awards and encourage knowledge collection by identifying top knowledge builders using knowledge metrics module.

## Transparent; Corporate Governance

- Make information available securely and transparently to all stake holders. Track organizational decisions and ensure that you comply with various compliance requirements.

## Efficient and Green

- No need for statistics here. Check your printer usage, a document portal can earn you rich environmental rewards..

## Agile

- Your knowledge is just a few clicks away. Find what you need in seconds from anywhere...

### Usage Areas

- Corporate Communications
  - Set up a board portal, investor portal, PR portal or a HR portal.
- Financial Services
  - Automate insurance claims processing , loan application processing, procurement processing and invoice processing.
- Legal Process
  - Patent search reports and patent application filing.
- Pharma and Biotech Research
  - Create and automate various stages of drug discovery and clinical research documentation.
- Banking and Credit Card
  - Generate statements and distribute statements online

# Document Portal Consulting

V-One professional services group helps clients in implementing end-to-end document management and workflow solutions including creating customized document portals.

- Consulting and System Study
  - We offer services for analyzing your requirements and creating a comprehensive architecture for your document portal complete with visual diagrams for automating your workflows.
- Implementation
  - We offer implementation and customization services for your specific requirements. This may involve creating a customized look and feel for your document portal.
- Mentoring and Ramping up
  - We along with our partners offer solutions for getting your existing system migrated to an online portal. Services offered include initial document scanning, indexing and archiving.

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## Contact

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