



# Document Management Solution (eDMS)

## WHAT IS TTCS ELECTRONIC DOCUMENT MANAGEMENT SOLUTION e-DMS?

**TTCS'** Electronic Document Management Solution (eDMS) enables your organisation to digitize and go paperless while maintaining a competitive edge. It provides content management, document processing, information retrieval, workflow, disposal, distribution and cross departmental information exchange all in a robust secure system. With **TTCS'** eDMS you can make your document management efficient using cutting edge technology that is simple, efficient and easy to use interface for enhanced user experience. It easily integrates with any system to get your documentation flow running smoothly. It is also scalable enabling you to adapt to changing business needs as your business grows. The solution easily integrates with applications from other external systems.

### BUSINESS CHALLENGES

- Fragmented organisational documentation
- Inconsistent documents and folder structure
- Difficulty finding relevant documents
- Content cannot be shared between team members
- Disconnection of data and enterprise content
- Long term storage of documentation
- Compliance and auditing costs

### SOLUTION COMPONENTS

- Content Management
- Inbound Processing of documents
- Information Retrieval
- Workflow
- Document Disposal, Distribution and Retention
- Cross Departmental Information Exchange
- Security

### BENEFITS

- Control records management and reduce compliance costs
- Complete platform backups for disaster recovery
- Simple, efficient, user friendly and with easy navigation
- Access to dashboards that accelerate decision processes
- Enable consistent document handling through integration with Microsoft Office and other systems
- Traceable and transparent documentation
- Seamless collaborative workspace for employees
- Easy filing and finding of relevant documents
- Leveraging information and documents from the past
- Consolidate repositories and storage management



twenty-third century systems

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