doccept

Integrated Document Management

Doccept is a multi-user document management software that allows businesses to streamline business processes become better organized, more secure, and decidedly more efficient

In a report released by AIIM (Association for Information and Image Management), it was stated that "over 60% of all organizations are required to keep some of their records into the foreseeable future, even within the non-government sector."

In today's world, organizations of all sizes possess and manage a legacy of paper, electronic documents and correspondence. It is therefore essential for the success of the organization to:

- Quickly search and retrieve the information located in the various documents.
- Identify the author of any document or its associated changes quickly
- Ensure that the document flow is aligned with the process flow of the organization
- Protect documents from accidental or intentional destruction
- Support audit and alert mechanisms for tracking and managing business processes

"Don't follow the data, Let the data follow you"

Industry study shows that:

- Each individual in an administrative or managerial position spends an average of 15 hours in a week either looking or waiting for Information contained in a document, leading to loss of time and money.
- Organizations on an average make 19 copies of each document needed for business use.
- Of all paper documents that are handled each day in an average office, 90% are merely shuffled.

Kensium's Doccept helps organizations manage their data and files effectively, ensuring time and cost savings in the long run.

- Sharing of documents across multiple locations – secure access outside of the office
- Maintaining an audit trail and change history of important business documents
- Security and backup of critical business documents
- Identifying the latest version of a document
- Time and effort wasted in recreating content that already exists somewhere within the organization

Imagine a scenario where users are notified the minute a new document that they are interested in is updated through an Email or SMS notification.

Doccept Solution Benefits

- Reduced Storage
- Increased Control of Information
- Flexible Retrieval Options
- Improved Security
- Disaster Recovery
- Digital Archiving

- Improved Regulatory Compliance
- Improved Operations/Workflow
- Improved Customer Service & Satisfaction
- Improved Productivity
- Mobile Compatible

Dashboards

- A comprehensive Dashboard giving users real time updates about every document that is uploaded, downloaded, checked-in, checked-out, or modified for user to review and act as needed.
- Notifications & Alerts to users for task assignments which can be configured to emails or SMS

Workflow Management

- Efficient Work flow engine, automating document flow within the organization
- Integration with Email to ensure centralized access and workflow
- Robust version control with the option to revert/roll back to previous versions.

Store, Index, and Search

- Capability to store unlimited documents, folders, workflows, document types, user groups
- Facilitates easy document search including contents of the documents
- Automatically index documents with support for more than 100+ document types including DOC, HTML, RTF, XLS, etc.

Access & Control

- Maintains an audit trail of all documents for organization's compliance.
- Web based access providing documents to users anywhere, anytime.
- Track users activity and access at all times
- User quota restrictions based on position
- Printer and Scanner integration.

Doccept Versions:

Doccept is typically deployed as an on-site solution, ensuring that you are in total control of your business critical documents within your office. However, Kensium can provide hosting services with 99.99% up-time ensuring that your documents are always available and accessible from everywhere, while including disaster recovery and daily backup services.

Doccept comes in three versions (Basic, Professional, and Enterprise), with specific feature sets. Each version is available in a flexible user-based licensing model.

- Supports Unlimited Storage
- Access your documents from anywhere
- Highly Configurable Security Levels
- Email Integration with perpetual storage.
- Configurable Audits & Alerts
- Reduced Document Storage Costs.
- Integration with Scanners, Printers & Barcode Readers
- Integration with existing ERPs, CRMs and Accounting Packages etc,

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Kensium is a fast growing Information Technology and Knowledge Process outsourcing company. Kensium has consistently been in the forefront of delivering solutions aided by focus on client satisfaction, quality and relationships.

Kensium is an ISO 9001 and 27001 certified organization and follows very stringent quality and security practices, assuring customers of delivering the "Best of Class" products that are highly user-friendly and cost effective.

We provide innovative solutions that allow our customers:
- To better manage critical information
- Control costs
- Enhance performance
- Improve efficiency through technology

Kensium aims to be a trusted advisor to clients, with a team of highly inspired people, delivering technology innovation with results driven by work ethics.

At Kensium, we work with a core belief that is 100% Customer Satisfaction. We believe that the customer is seeking a better, more collaborative relationship with their business software provider, and want software that is simple to buy, easy to deploy and convenient to manage. More than 300+ satisfied customers stand with us.

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