

**Electronic**

# Document Management System



## Total Document Solution

Document management capture and control  
your paper and electronic information.



# Document Management System (DMS)

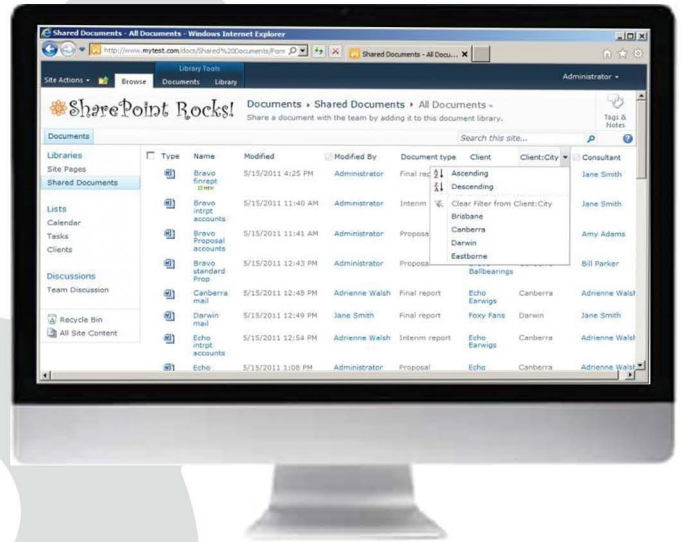
# Your Gateway to Efficiency

Combine all the disparate information in your organisation into one single, secure point of reference.

ITZonePakistan is a server-based electronic document management system designed for people who don't have time to manage documents. It can scan and convert your paper files and archive them together with your existing Microsoft Office® documents, and emails, all in one secure digital cabinet. Once indexed, you can search all of your files for the information you need, instantly.

ITZonePakistan brings together document capture, approval and validation, process automation, collaboration and tracking, into one innovative platform.

With information security at the forefront of many organisations' minds, ITZP offers a host of controls for document access. With an intuitive search builder and web-based document retrieval client, your information is readily accessible, whenever you need it.



# Total Document Solution

**Document management - capture and control your paper and electronic information.**



01

## Capture

**Unlock and index information stored in paper documents, barcodes, electronics office files, email and multimedia**

02

## Control

**Document versioning ensures critical data is never accidentally overwritten; security options restrict access to users and groups.**

03

## Integrate

**Connect with line of business applications and link to data in finance systems to access critical information from one solution.**

04

## Workflow

**Multi-step document validation and approval workflow improves efficiency with your business processes.**

05

## Automation

**Create business processes that generate and deliver documents using your templates; trigger powerful custom actions on document conditions.**



# A Powerful Process

From small to large organisations, DMS helps manage the information lifecycle by locating, capturing and storing information, automating business processes and improving efficiency.

Simply drag and drop your electronic office documents and emails directly into DMS cabinets, submit via document forms or place into special hot-folders. As well, an embedded scanning interface, for IT Zone Pakistan multifunctional devices, ensures that your paper documents can be seamlessly converted into electronic records and automatically distributed or archived in the correct destination.

Once captured, DMS documents can be tagged with metadata entered by the user in addition to data extracted from barcodes and optical character recognition. DMS manages each document revision separately whilst intuitive features like paperclips and sticky notes allow users to tag documents with transitional data and context. Once added to the system, DMS document analysis engine extracts keywords from the content of the document, whilst building a high-resolution preview, ensuring that the correct information can be easily located without having to open the document.

Document Management System dynamic data lookup feature can retrieve and display data from any existing business system in your organisation, and embed into DMS metadata fields. Together with the approval and validation workflow, DMS keeps you in control of your information flow.

IT Zone Pakistan will work with you to create an environment in DMS which is specifically tailored to your organisation. Document keyword forms, filing structure, permissions and security as well as systems integration can be configured to meet your exact requirements.



## Complete Information Lifecycle



SCAN



SAVE



SEARCH



SEND



SECURE



SHRED

- ✦ Enterprise-ready SQL data engine with no record limit
- ✦ Barcode recognition and extraction module capable of recognising many barcode types
- ✦ Document revision and versioning engine
- ✦ OCR engine supporting dozens of languages with graphical and tabular output
- ✦ File validation and approval workflow for document authorisation and process automation
- ✦ Supports 3rd party business application integration for custom lookups
- ✦ Dynamic 'hot spot' document searches possible from any 3rd party application
- ✦ "Cloud ready" architecture for offsite hosting

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