

Samhita
Document Manager



**Give a competitive advantage
to your information**

Samhita Document Manager



Document Management System has become essential for organizations;

- To improve customer service by accessing documents faster;
- To reduce the space devoted to archiving printed documents;
- To make employees more productive by eliminating rote manual tasks;
- To ensure that the company is complying with government regulations;
- To meet the enterprise objective in managing the documents uniformly.

What is Samhita Document Manager?

Samhita is a "Document Management" application, which provides a vault to manage your vital business information that originates from your organization's various departments..

It assists to store, organize, access, share, distribute, search, standardize and control the workflow of how documents are managed in an enterprise business environment. This includes text based documents, graphics, photographs, CAD drawings, charts, spreadsheets, HTML pages, audio/video clips, and email messages in electronic format.

With document management system software in place it will allow you to manage a document life cycle from start to end.

Why Document Management Matters?

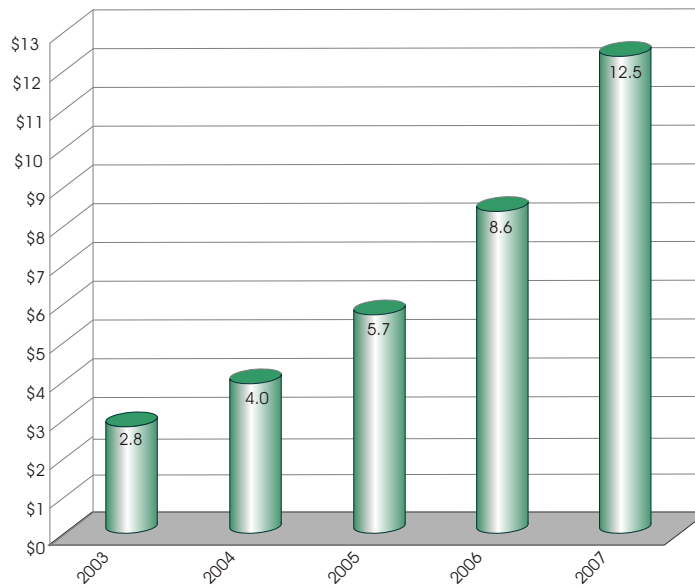
Documents are and always have been the essential elements of business organizations of all sizes. From product blueprints to marketing collateral, to invoices, to employee and customer records, to government forms, documents first guides the process of doing business and then allow us to understand how it was done.

Documents have taken on new forms in the Internet Age, and even new functions. Paper is giving way to electronic formats. A document accessed via the Web and linked to back-end systems such as order fulfillment applications, ERP, CRM applications can eliminate or at least dramatically streamline operations that once required a series of manual tasks. The price for this progress is increased technical complexity, and with this complexity comes the need for better management technology, when we talk about a document management system today, we mean a software platform that includes a document repository to store all the content, method to facilitate the capture of content into the repository, a metadata scheme to identify that stored content, a tracking mechanism to account for the history of each document, and tools for easy search and retrieval.

Document management therefore is no longer an isolated category in the information technology market, and must be viewed in the context of every other IT solutions that is in place if the ability to maximize the business value of any one of them is to exist. Viewing the existing infrastructure as a unified whole, and then ensuring each individual system interoperates with the others as needed, unlocks value by eliminating redundancy, automating tasks, and aiding collaboration. Recognizing this, vendors of document and content management, workflow, and process management software today are combining technologies to meet this holistic need. The downside of these "converged solutions" - from the point of view of a mid-sized company - is that they tend to be more complex and more costly.

All this mixing and matching can be confusing as the marketing hyperbolic files, but at the end of the day, the availability of more complete sets of functionality will accelerate the adoption of enterprise software in general, and document management system in particular.

Document Management Sales Growth



Source: Kinetic Information System LLC

● Samhita Document Management Features:



Status Reporting: The system provides information on the current state of a document. It also includes provision for tracking the previous states of the document and storing information like when was the document created, who created it, when was it last modified and by whom, whether the document is tampered etc. This information attached to the document helps the end user to identify the owner of the document and the various stakeholders in, it.



Security: is paramount for any document management system. Samhita provides multiple level of security to restrict unauthorized usage of the documents. User, group, document and access level security is provided along with the encryption and decryption of the documents. With Samhita, you can prevent any individual user (or group of users) from seeing the file. In fact you can give John access to read the file but not change it while Jill can change it but can't delete it, while Fred can't even see that it exists.



Version Control: Samhita is capable of storing various versions of the same document. It keeps track of which is the most current version, which ones have expired, who created which version etc. This provides the user with a historical view of that document - how it has evolved over time.



Access Control: Access control means not only controlling who can access the application as a whole and who can't, but also what are the permissions different users have on a particular document or specific sections of the application. Users may have full (add/ delete/ modify) rights or none or one or more of those permissions. A well-defined and implemented access control functionality is at the core of Samhita.



Event Notification: Let's say that there's a file in Samhita that someone else wrote but that you look at from time to time - a price list for your company's products, for example. Every now and then, some guy from the marketing group will change the prices in this price list, and you need to know about it. You can actually tell Samhita to send you an email whenever the document is modified. Rather than checking the file periodically to see if it has changed, you would only read it when you get an email that tells you that it has changed.



Retention Management: One of the most important functions of Samhita is to provide an archive of the documents for retention purposes. Having electronic copies of these documents allows companies to fulfill their legal and corporate requirements of preserving documents at minimum cost.



Search Engine: You can search Samhita like you search the web by looking for a certain word or phrase in every file. But Samhita is even better than that.

- You can do wild card searches ('*', '?')
- Date type wise search (for example, give me all the document updated last month).
- Document type wise search – you can search your document based on document type. (For example doc, jpeg, etc.)
- Document Size wise search – you can search your document based on document size. (for example, give me all the document whose size is less than 100 KB).
- Advanced options – Search Subfolders, Case sensitive search



Disaster Recovery: Samhita provide disaster management and recovery capabilities. It should support taking regular backups and quick recovery in case of a breakdown with minimum downtime.



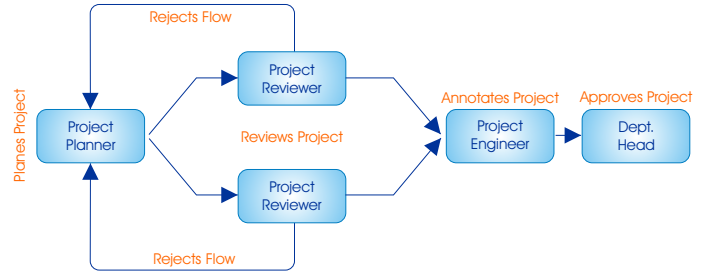
Scalability: Samhita has the flexibility to grow with the expanding needs. Application can be scaled up with the increase in users.



Web Based: Samhita is accessed through web, which allows you to provide remote access.



Workflow: You can route documents around for approval inside the Samhita application. Each user has his own inbox that shows all the files that he needs to look at. You can approve the file or reject it, and you can have a whole approval process where it goes to your boss first and then to his boss, etc. It's kind of like email, but it's more automated and it keeps track of everybody's comments and who approved it when.



A simple workflow used in a project based company



Integration: Samhita provides interface to other application (ERP, CRM, Accounting software) to capture the documents generated.



Ease Of Use: Multiple navigation styles are provided to suit the user.



Vendor Support: Our offsite development center in India ensures round the clock support for your technological need.

Other Related Products for Samhita:

Scan Forwarding Unit

Scan Forwarding Unit:

- Works in conjunction with the High speed Auto Document Feed Scanner,
- Scan the document and convert it to .pdf or other suitable format,
- Passes through OCR for character recognition and map the scanned image with the characters recognized by the OCR,
- Bundling the images into single document,
- Mailing, faxing, storing the document into the database or file-server.

FileSynch

File Synchronizer:

- Access Remote System,
- Back Up,
- Synchronize,
- Integration with different repository or file server,
- Assists offline working.

● How to know if Document Management is working:

Resource-conscious IT managers, CFO's and department heads can't indulge in lengthy experimentation: they need to know in the short term that a technology solution is generating real benefits, earning a robust return on investment, and allowing them to maximize the total value the solution can provide. In general, it is clear that a document management system is providing maximum total value if:

- It has cut a double-digit percentage off its cost of acquisition by eliminating paper-based processes and facilities. Like shutting down the warehouse where paper records had been kept.
- Document-related processes deliver demonstrably more business value per hour spent; in other words, the company spends more time "doing work" and less time "doing work about work." Time spent searching for documents stored in a file cabinet or hidden in a colleague's email folder are more productively spent solving a customer's problem, delivering a proposal, or closing a sale.
- Employees, suppliers, and customers are interacting with far less difficulty than they could without document management. For many companies, web-based delivery of documents not only eliminates shipping costs but fosters effective collaboration in the same way that "just-in-time" inventory management streamlines product cycles in manufacturing: everyone gets just what they need just when they need it, which may be as succinct of 'value' as there ever may be!

● Few areas where Samhita can be used:

- A central repository to store all the paper invoices. This repository can be tied to the financial system. Finance department can efficiently utilize this repository for efficient spending management.
- A central repository where legal department stores all the contracts and related documents.
- A central repository where HR department stores various employee related documents. This repository can be tied with the HR system for enhance functionality.
- ISO or CMM certified companies can use this for effective Document Management with versioning for compliance. Workflow can be used for the approval processes.
- A central report repository where all the enterprise systems feed their reports. This would not only result in the savings of paper but also give some longevity to the report.
- This system can be used for serbanes-Oxley compliance in the United States.

● Summary

In order to maximize value companies should be looking for a document management solution that can provide a strong combination of archiving, imaging and records management capability. The vendor should be able to address immediate problems on the department or workgroup level, but they also should be able to help their customers strategize for a near future where document management will create value throughout the organization.

● Corporate Summary

We are an innovative group of professionals who believe in the electronic document management. We always strive to innovate solutions to problems related to document management technology. Our main goal is to improve our client's ability to better manage, create, search, and index their documents. We understand the importance of our client's workflow processes, and with our expertise, we not only complement but also improvise on these processes.

When you select DBSentry you not only get our experience but also a team of dedicated professionals who take pride in their work and love to be part of our your success.

DBSentry is proud of providing innovative solutions to our customers. Solutions which have positively affected their bottom line. Some of the customers we serve include the US Federal Government, the US Dept. of Defense, Non Profit research institutions, software integrators, and senior living businesses

Our Office in India: DBSentry Solutions Pvt. Ltd.

C - 602, 6th Floor, Akshay Gardens Sambhaji Nagar, Dhankawadi Satara Road, PUNE - 43
Phone : (91)(20) 24367819 e-mail: info@dbsentry.com

Our Office in US: DBSentry Corp.

2251 Pimmit Dr. #932 Falls Church, VA - 22043
Phone : (703) 893 9449 Cell : (703) 568 3036 Fax : (270) 968 0848 e-mail: info@dbsentry.com