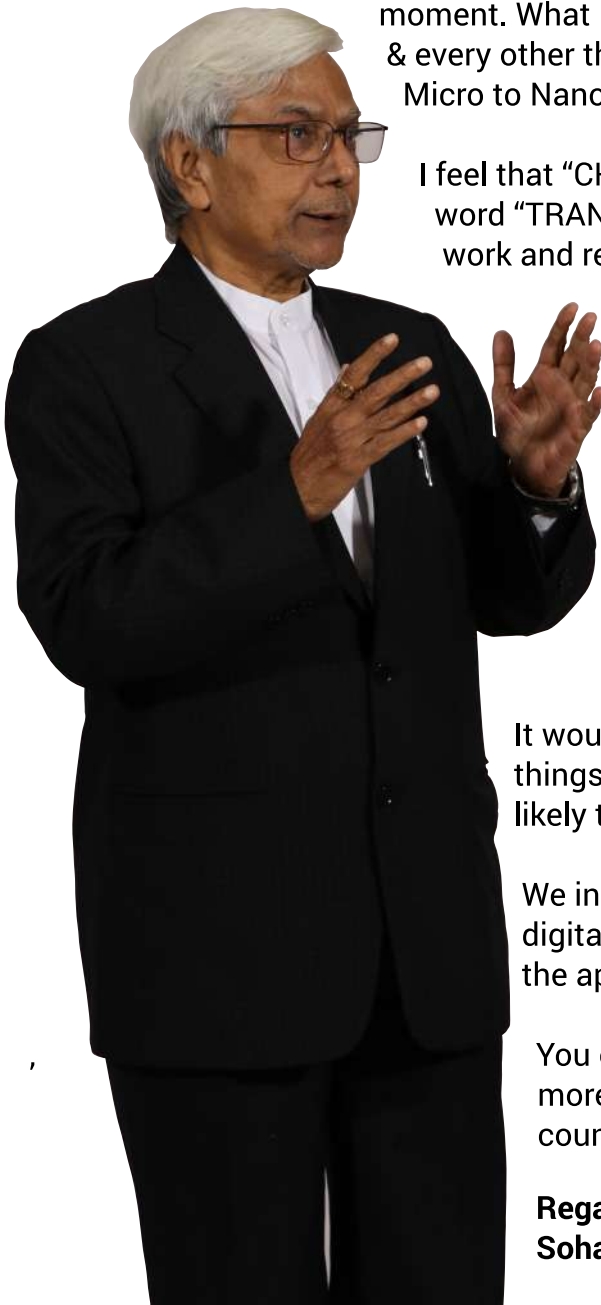




Is it a **CHANGE** or a **TRANSFORMATION?**

At the outset, let me welcome you to a new journey of DIGITAL VALLEY which we shall do together every month to have a glimpse of what is happening in & around our Digital World.

The world is changing very fast and that way, life too. It is changing every day, every hour & every moment. What it was yesterday is not today. The shape, size, colour, texture & every other thing for matter has gone on changing from Mega to Mini to Micro to Nano & now to virtual.



I feel that "CHANGE" is a wrong word. Instead, we should now use the word "TRANSFORMATION." It's a transformation in the way we live, work and relate to each other

Because of this, there is a recalibration of distance, time & space & the world has shrunk into your palm.

VIRTUAL is going to be a reality soon with the help of technologies like IOT, Cloud, AI, Robotics etc.

Power is becoming WIRE LESS. Communication is also becoming WIRE LESS and Offices too are going to be PAPER LESS.

It would be our endeavour every month to bring new ideas, new things, new technologies happening in the digital world, which are likely to bring new transformation in our style of living.

We invite you to send your thoughts, ideas, articles etc. from the digital world around you and the same can be printed here after the approval of our Editorial Board.

You can also forward your suggestions as to how to make this more readable, interesting & useful for the readers across the country.

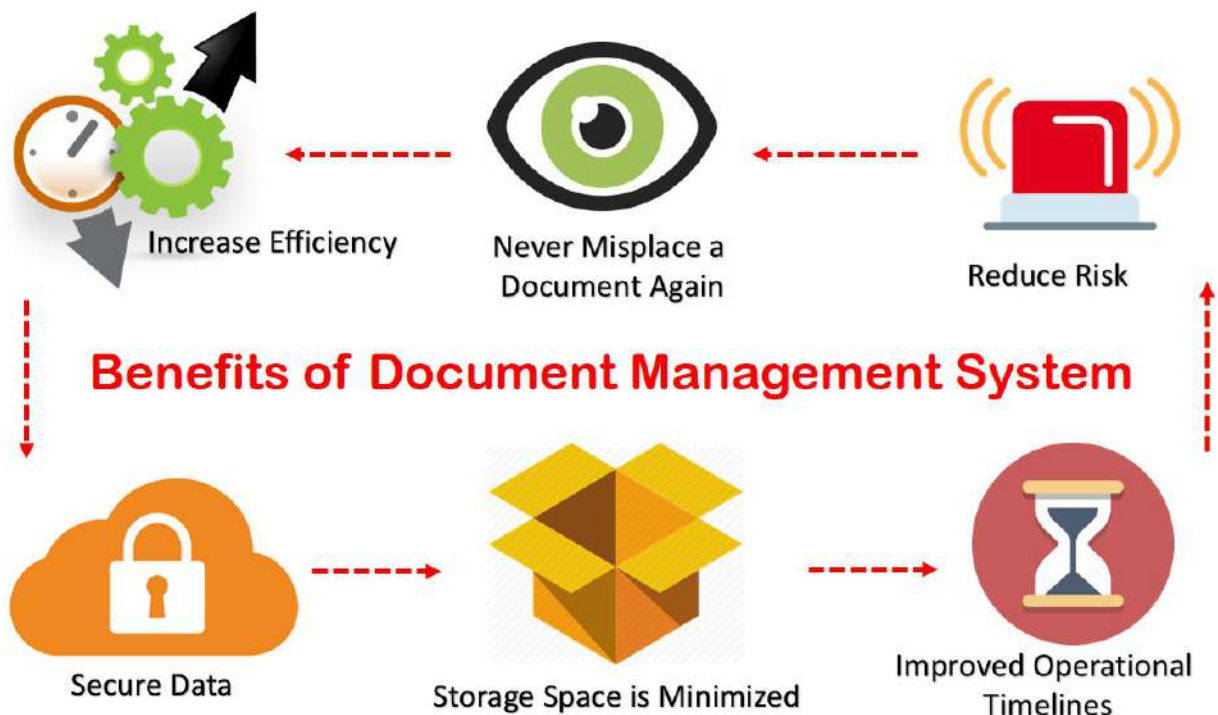
Regards,
Sohan Khemka

Benefits of document management systems

Today's businesses are up against more challenges than ever in the past. With technology having such a massive influence on just about every aspect of modern-day business, organizations in just about every industry struggle with how to best approach the workday. One of the biggest effects that modern technology has had on business operations revolves around the demise of paper documents.

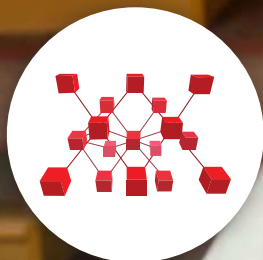
Paper is expensive, wasteful, far from secure, and has very little place in the future of business. While some businesses think they don't need to move away from paper, getting started with this practice has never been so crucial. Knowing how to make the transition from paper to digital documents can be difficult ... and there's no better way to get things off the ground than to implement a well-designed document management system.

Documents, whether electronic or paper, are an essential component of just about any enterprise. Managing business information, sometimes from several sources, can be a challenging task. Depending on the nature of your company, a document management solution (DMS) that captures, stores, and retrieves both paper and electronic documents can provide many key benefits to your organization.



Benefits of document management systems, including:

- Increase Efficiency
- Never Misplace a Document Again
- Reduce Risk
- Secure Data



Unlimited Resource Managers
Unlimited webOPAC Users



Single Campus – Mult Inst tutes License Opt ons
Mult Campus – Mult Inst tutes License Opt ons

Mult language Interface | Smart Dashboard | QuickLinks – Smart Access
AWS Ready | Amazon Data Connector | ISBNdb Data Connector | FRBR Ready
NCIP Addon available for RFID | Support for Barcode St ckers on A4 Laser Printers
@Import / Export Ut lity

web
LIBRARIANTM

What are the key features of an effective document management system?

Documents are the central part of any project/s. An effective system would be the one that helps you with keeping track of your documents and give every document its rightful place. A good document management system such as docManager™ is very helpful in such cases.

There are many factors to consider when choosing a Document Management System.

- Simple and Intuitive
- Some are listed below for your reference
- Supports different file types
- OCR (To Search scanned text)
- Configurable Security Permissions
- Complete and Secure

All these features make an Effective Document Management System, these all are the basic need of DMS. Our product Document Management System Solutions covers all of that features and more...

Here are the key features of docManager™ – A Complete Document Management Solution

STORAGE LOCATION: The documents can be stored centrally in a systematic way, so that it can be retrieved whenever required.

CHECK-IN / CHECK-OUT: This helps in Version Controlling the documents during simultaneous update.

LOCKING / UNLOCKING: This Locks the document access for the other user but will be viewed by the owner.

ANNOTATION:

- Tagging the Document
- Commenting the Document
- Email Notification
- Stamps & Signature

SEARCH: Find documents and files in seconds.

SHARE: Allow more than one user to view the documents at same time

VERSION CONTROL: Version control gives you the ability to manage document change and revision. Done for particular documents.

AUDIT: Verify who viewed and made updates to the documents.

ARCHIVING: Automatically archive the documents which are not in use after its expiration.

DOCUMENT CAPTURE & MANAGEMENT : Centralize paper documents & electronic files and access them with one familiar interface from all work stations in your office

DOCUMENT SECURITY: Extremely flexible user and group based security along with many system level rights .User and Folder based 'Ownership Overrides' allow administrators to retain ownership of documents for specified users or folders. Separate export rights prevent unauthorized export of information out of system.

Use of DRM (Digital Rights Management) to secure Documents.

ACTIVE DIRECTORY INTEGRATION: Integration with Microsoft Active Directory allows users to login to Docsvault using their Windows login name and password eliminating the need for remembering separate passwords.

BUILT-IN REPORTS: Powerful built-in reports are available for Administrator to get insight and useful data related to documents, users and other important business processes.

WORKFLOW: Replicate your document centric business processes to make them more streamlined, more accurate and less time consuming. Automate repeatable processes like account payable, leave applications, order processing, purchase authorizations, etc

WORKFLOW HIERARCHY MANAGEMENT: Manage documents viewing and editing rights, according to the hierarchy followed in your organisation. Add / Remove members in the departments for managing workflow in the organisation.

DOCUMENT RELATIONS: Users can set many-to-many relations between documents. Document Relations allow grouping and easy access of documents filed in different locations throughout the Repository.

DOCUMENT PREVIEWS : Preview contents of all common file formats (Word, Excel, Emails, Tiff, PDF, images, Audio, Video) without their native applications



idSTUDIO™ is a secure, fast and reliable ID Card design software. It allows you to design, create, produce & print ID cards, badges and nametags with photos & barcodes for all kinds of users: students, employees, libraries, club members, corporate, convention/seminar delegates etc. and for all other identification needs. idSTUDIO™ prints cards on your own printer. The program consists of a badge designer and a producer. idSTUDIO™ allows you to customize your badges with text, barcodes, logos, pictures and more. The program has a digital picture capability via camera input, imported pictures, barcode reading and more.

idSTUDIO™ is the ideal choice for organizations looking for an affordable, powerful, secure and easy-to-use digital identity and photo card design & management software solution with local card production capabilities.

Easy To Learn & Easy To Use! Using idSTUDIO™'s advanced card design tools users can easily produce professional dual sided cards with textual data, pictures, barcodes, logos & shapes etc. Runs on Windows 2000 and XP. Intuitive card design tools, Easy to use data import/export wizards, Integrated photo capture, supports unlimited number of records & both single and batch printing (single and dual sided cards), encodes barcodes

Creates customizable reports, supports network configurations, native support for MS Access. idSTUDIO™ is the ideal choice for small, medium & large organizations looking for ID Card design software with photos & barcodes that provides quick and easy single/double sided card design and print production. More Features at less cost! With idSTUDIO™'s intuitive card design tools users can easily produce professional cards with variable data, barcodes, pictures, shapes & logos etc.

idSTUDIO™ : A Professional ID Card Production Suite

- Best Choice for Badging Applications
- A Secure Identification & Visitor Management Software
- Manages Personnel Data Professionally
- Creates Professional ID Cards quickly and economically
- An easy way to create & design ID Cards in house
- Produces ID cards with Photos & Bar Codes
- Inbuilt Bar Codes generation & Reading facilities
- Liberty to choose your colors & fonts
- Background & Foreground color support for all objects
- Select from Pre-defined templates or design your own
- Can add 'n' number of images

- Create, Edit & Save 'n' number of templates from Template Creation Module
- Color & Fonts Palette for Design Interface
- Drag & Drop the fields into positions
- Resize & place the fields as per requirement using Ruler reference
- Webcam Interface for grabbing the image
- Import data from Excel
- Export data to Image file and PDF & save where ever you want
- With Menu Driven, Tool Bar & Log Report with Pass Word protection facility
- Single & Multiple Card Print
- Production of ID Cards at Cheapest Cost

Suitable for Educational Institutes, Placement Cells, Library, Sports, Clubs/Associations, Healthcare, Corporate Houses, Security Service Agencies, Retail Stores, Governments etc.

System Requirements :

Before installing idSTUDIO™, your computer must meet the following minimum system requirements:

- Windows 2000 or XP or Me;
- Microsoft Internet Explorer;
- PC Pentium 600 MHz or higher recommended;
- 256 MB RAM; CD-ROM drive (for software installation);
- 50 MB free space on hard disk;
- Microsoft Data Access Components (MDAC) 2.5 SP3. (Download MDAC 2.5 SP3 from Microsoft)
- If you intend to use a video input device: Microsoft DirectX 8.1 or higher. (Download DirectX from Microsoft)
- If you intend to use an external database with IdSTUDIO™: Microsoft Access 2000 or higher. (<http://www.microsoft.com/office/access/>)

Additionally recommended :

- A camera such as a webcam, camcorder or any video device that supports TWAIN;
- A tripod for the camera;
- 98 KB free space on hard disk per picture;
- A properly configured network;
- ID Card Printer (Laser/Inkjet/Dye-sublimation)
- Lamination m/c
- A barcode reader (serial or keyboard)

Brought to you by :



CR2 Technologies Ltd.

A-407, Safal Pegasus, Prahladnagar Road, Vejalpur, Ahmedabad-380 051. (Guj.) INDIA

Product URL : <http://www.idstudio.in>

Corporate URL : www.cr2.in

Email : idstudio@cr2.in



5 Features every Document Management System must have

Today, implementing a quality document management system is critical for a business to succeed. Therefore, when searching for a reputable document management system, have in mind that an ideal Document Management System should contain the following features:

- Document Input
- Document Indexing
- Document Search
- Document Processing
- Workflow Automation
- Document Security

Document Input

When it comes to document input, most of the businesses combine paper and digital files. The ideal Document Management System should allow inputting files through the following sources:

- Scanner
- Email
- Manual Upload
- Bulk Upload
- Automated Process for Mass Uploading
- Mobile Applications
- Web Services

Document Indexing

Document indexing is the process of associating / tagging documents with different "search" terms. Indexing is a way to the documents. That path is based upon your business processes and your staff.

All document management systems have some level of system indexing too. Default system indexing might be the date or document type or some other identifier that describes the document.

An ideal Document Management System should provide:

- Indexing of all documents
- Custom Automatic Document Numbering
- Content recognition and indexing
- Indexing Meta Data
- Indexing all revisions
- Supports innumerable formats
- Extendable meta data fields

Document Search

No matter what indices we use, the power of document indexing is revealed when we do a search later on. The document search engine should provide:

- Safe and Powerful search
- Document content and meta data search
- Advanced search on all document attributes
- Scalable Document Search Engine

docManager™ A Complete Document Management System provides a powerful document search engine that searches through document content and gives you quick results.

Document Processing

Document Processing involves the conversion of typed and handwritten text on paper-based & electronic documents into electronic information utilizing. An ideal document management system should provide the following features:

- Create Documents using Templates
- Link Document to records in System
- Link to ERP/ CRM system
- Forward, Move, Share Documents
- Email Documents
- Revise Documents
- Inbuilt Document Editors for various file types
- Check-In and Check-out documents

Workflow Automation

A good document management system, should have inbuilt an enterprise level Business Process Management and Workflow Automation that automatically routes the documents to their destination. The workflow automation should provide:

- Rule based processing on incoming documents
- Setup individual rules and document actions
- Automatic and Manual workflow
- Document Routing
- Business Process Modelling with Customized Windows, Reports
- Configure multi-level approvals
- Automatic creation of records based on documents
- Update records based on documents

Document Security

Security is one of the most critical aspects of a document management system. The ideal software will provide a high level of documents encryption and role based access, as well as:

- Audit Trail
- User and Roles
- Advanced Access rights
- Encrypted Documents on file system
- Indexing all revisions
- Modify Ownership

How important is a document management system?



Most organizations live and die by their documents, so just imagine running your organization without documents isn't an option, but maintaining paper files is

So many organizations would fail or collapse within 3 to 4 weeks if they suffered a disastrous loss of paper-based records, and as we know that an office without files simply does not work. So why should you keep old tradition of paper files alive when the world has advanced technologies all around you? It's time to invest in a secure document management system.

A document management system helps you to keep your files more secure than they would be in a locked file cabinet. And, you don't have to worry about your files getting corrupted either because Image Executive keeps a backup handy for every one of your documents so you're free to view them via the smart device of your choice (e.g. smartphone, desktop or tablet).

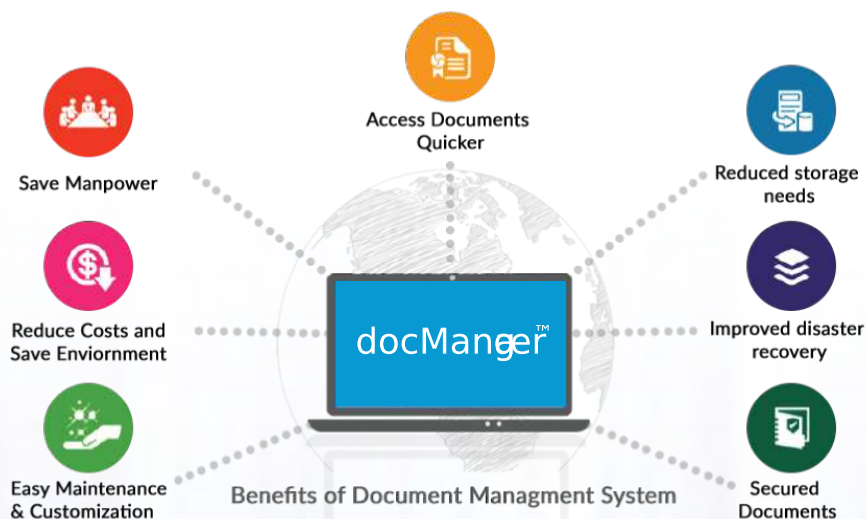
A strong document management system helps when it comes to local file access and storage. You can save your documents locally in the system so you don't have to go online every time you need to check out a file. This help's keep internet costs down as you work on your documents, and is a great option for those who prefer to store documents locally.

A robust document management system helps when it comes to offsite cloud storage. You can save and backup documents in the cloud while the system synchronizes with your desktop and mobile devices. And, offline file support is available for times when your device isn't connected.

If you're thinking of branching out with more offices, the option of cloud storage will help your employees to work on a single file simultaneously from varied locations while each change is registered and saved. A document management solution adapts the contents of your file for different uses, and keeps you in control from a central location.

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docManager™
A COMPLETE DOCUMENT MANAGEMENT SOLUTION



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