

## Editor's Point of View...

In the last few years the change in the international digital market is quick and in that way life too. It is changing consistently and each minute which has the major impact on Indian digital market and traders of India. At the same time, digital product distributors in India have taken major step to reach "Digital India" products to the international market. Today these products are very famous in international market. Sohan Khemka, Editor-Digital Valley Journal, defines the evolution in digital world.

The digital transformation of enterprises across the globe has opened-up new challenges, possibilities and opportunities in the IT industry. Digital is all about re-imagining certain aspects if not entire business processes, services and interactions with customers, partners and vendors by leveraging consumer oriented digital technologies to deliver a superior experience.

Organizations always had applications to support business known as Systems of Records like docManager, ERP, CRM, Librarian, etc. These applications are transaction-driven and designed to initiate, record, execute, monitor and report on business transactions. These are the "core" applications of any business.

The evolution in digital world is known as the Third Industrial Revolution, is the shift from mechanical and analogue electronics technology to digital electronics which began anywhere from the late 1950s to the late 1970 with the adoption

and proliferation of digital computers and digital record keeping that continues to the present day.

As a result of this, there is an amendment of distance, time and space and the world has contracted into your palm.

VIRTUAL will be a reality soon with the assistance of innovations like IOT, Cloud, Artificial Intelligence, Robotics and so forth.

Power is getting to be WIRE LESS. Communication is additionally getting to be WIRE LESS and Offices will be PAPER LESS.

It would be our undertaking each month to bring new thoughts, new things, and new advancements occurring in the computerized world, which are probably going to acquire new transformation in our style of living.

Customer's interest has been changed, their demands has drastically increased, and they need to be satisfied as unique individuals. Service providers must dive deep and innovate to win the trust of users in this hyper competitive market.

Regards,  
Sohan Khemka

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## DOCUMENT MANAGEMENT SYSTEM

### WHAT IS DIGITAL INDIA?

**Digital India is a Program to prepare India for a Smart Digital Future.**

Hon'ble Shri Narendra Modi, Prime Minister of India has laid emphasis on National e- governance plan and has given its approval for Digital India – A program to transform India into digital empowered society and knowledge economy. Digital India consists of three core components, (a) development of secure and stable digital infrastructure, (b) delivering government services digitally, and (c) universal digital literacy.



### UNIVERSAL CONTRIBUTIONS TOWARDS DIGITAL INDIA:

**Business Tycoons and organizations from all over the world supported digital India in the following ways:**

Leaders from [Silicon Valley], San Jose, California expressed their support for Digital India during PM Narendra Modi's visit in September 2015. Facebook's CEO, Mark

Zuckerberg, changed his profile picture in support of Digital India and started a chain on Facebook and promised to work on Wi-Fi Hotspots in rural area of India. Google committed to provide broadband connectivity on 500 railway stations in India. Microsoft agreed to provide broadband connectivity to five hundred thousand villages in India and make India its cloud hub through Indian datacentres. Qualcomm announced an investment of US\$150 million in Indian start-ups. Oracle plans to invest in 20 states and will work on payments and Smart city initiatives.

### OUR CONTRIBUTION TOWARDS DIGITAL INDIA THROUGH docManager®

CR2 has launched a wonderful product named **docManager®** to be a part of the digital India campaign. This product totally emphasizes on removing papers universally focusing on smart work and moving towards an eco-friendly environment providing digital solutions. docManager® is a Best Digital Document Management system Software Solution for Enterprise, Small Business, Accountants, Legal files of Law firms offices, Education, government, medical hospital & health care industry, and many more.

### WHAT IS docManager®??

docManager® digitally creates, captures, stores & retrieves any document in any format created irrespective of Time & Space easily, swiftly & without any loss of time moving towards a paperless office.

### CURRENT SCENARIO

- Documents received or sent are filed in a box file or card file as per the category.
- Category can be subject wise like Agreements, Legal, Products etc., City wise, Client wise etc.

- Files are stacked with identification marks on one another or in a Filing Cabinet / Amirah etc.



- No records of modification/edits by whom, when, why, how.
- No version Control
- No rights of users defined as to who will do what? (Read, Annotate, Edit etc.)
- Not possible to maintain Regulatory requirements manually
- File Sharing is very difficult & unmanageable
- Total management is done manually

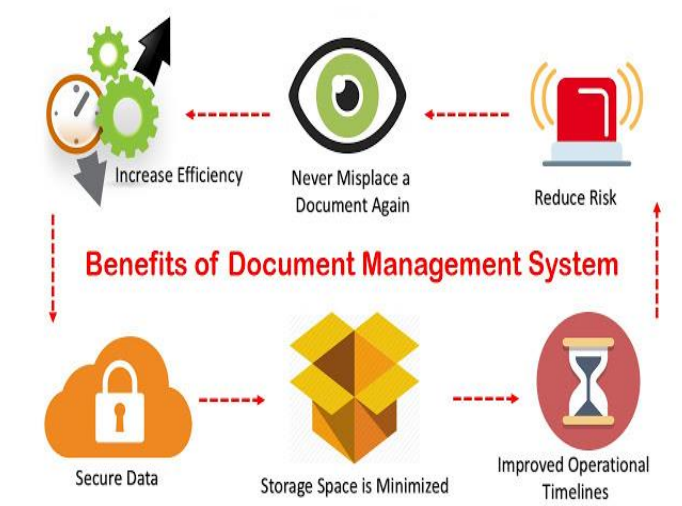
### WHY THE PROBLEM HAPPENS?

- No Policy for managing secret or confidential office documents
- Change of location every now & then
- Dumping of bundles while relocation
- Change of dealing hands or manpower
- Relocation of docs/files
- Insufficient Space for Stacking
- Total unawareness of what is lying where

### HOW docManager® CAN BE BENEFICIAL?

## 1. Increased Collaboration & Communication:

- Having a Document Management system in place promotes quicker and easier collaboration among employees, especially across geographic locations.
- By having the ability to quickly access documents and share them through an online workspace, such as an intranet, it allows users to work together on the same project with no hassle.
- Through other collaborative features included in your intranet software, these documents can be saved and shared among employees throughout the organization.



## 2. Reliable Document Version Control:

- For large organizations, maintaining updated documents and keeping information current can often be a struggle.
- Our customers often ran into that problem before moving to a Document Management system. By having document management software, it is easier to keep track of documents and keep them up-to-date.
- Users can simply upload a document then manage the updates and versions online

through their intranet. Our Document Management feature includes an automated archive and clean-up function to better organize and maintain documents.

### 3. Increase Time-Cost Savings:

- Ever heard the saying, “time is money”? If we go back to our scenario above, it took so long to locate a specific document, that the boss was late for her meeting.
- This is costing the organization in man-hours and potentially costly mistakes without arming managers with the best information available to make the right decisions.
- By having all these documents organized and filed on your company intranet, it makes it much easier and faster to locate the right information. With a few clicks of the mouse, the document can be found and used accordingly.

### 4. Eases Accessibility:

- With more and more people working from home or traveling for work, it is critical that they have access to specific documents or policies when they are not in the office.
- While some may argue that this is easily done with paper documents, there’s still a chance that halfway through your flight you realize you forgot something back at the office.
- Having these documents online and accessible from anywhere is more efficient and can save a lot of time and stress.

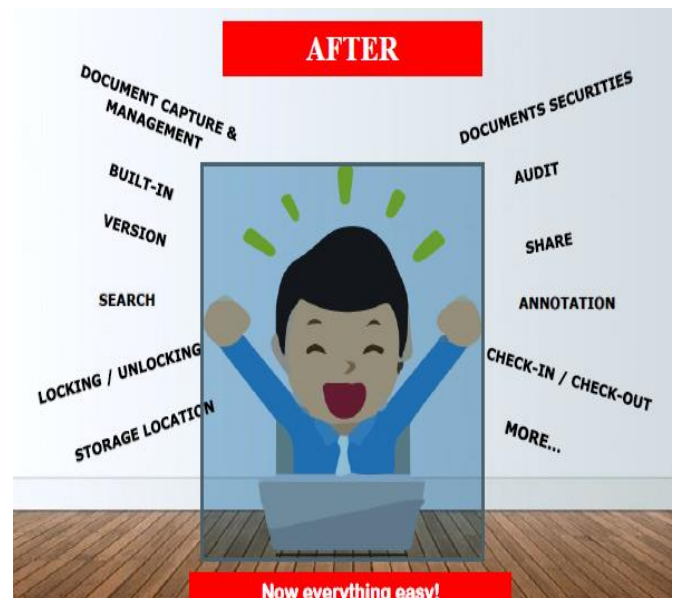
### 5. Increase Productivity:

- Uploading, editing, tracking and sharing documents take half the time with a Document Management system.

- Because of this, it enables employees to be more productive and ultimately more efficient. The time spent searching for documents through several different cabinets can now be used to get more work done.
- An intranet allows the company to store all its documents and data digitally in one organized place. This can be accessed on the intranet from any computer or mobile device with permission.

### 5. Keep everyone up to Date:

- Once your documents have been updated using our version control functionality, the next challenge is getting your staff to get in there and read the new policy.
- With our read and agree feature you can, with a couple of click of the mouse, select and notify everyone in your organization to let them know that they need to read the updated policy. You can even give them a deadline.



- If they decide to ignore the initial prompt, they are sent more automatically. This ensures they are not going to forget. At any



time, you can pop into the policy assist area to check and see who has confirmed. Therefore, when you reach the deadline if you don't have 100% completion, you know exactly where to follow up.

### FEATURES OF docManager®:

- **DOCUMENT CAPTURE & MANAGEMENT:** Centralize paper documents & electronic files and access them with one familiar interface from all workstations in your office.
- **STORAGE LOCATION:** The documents will be stored centrally in a systematic way, so that it can be retrieved whenever required.
- **TIGHT 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.
- **CHECK-IN / CHECK-OUT:** This will help in Version Controlling the documents during simultaneous update
- **LOCKING / UNLOCKING:** This will lock 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
- **COMPREHENSIVE DOCUMENT SEARCHING:** Simple free search allows search across various criteria including text within document contents. Powerful Advanced

Search offers combination of various search criteria for precise results. Search results can be refined and saved for one click execution later.

- **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.
- **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.
- **AUDIT TRAIL & HISTORY:** Full audit trail settings allow logging of every activity happening on a file or folder. Users can see history of events on any file.
- **RECORDS RETENTION MODULE:** Create retention policies for different types of documents and dispose them in accordance with local laws and industry standards. Manage the entire life cycle of physical records and digital documents – from its safe storage, classification, circulation to its final authorized disposition.
- **PERSONAL USER WORKSPACES:** Quickly access your recently accessed, checked out, imported and created documents as well as your favourite files and folders.
- **DOCUMENT PREVIEWS:** Preview contents of all common file formats (Word, Excel, Emails, Tiff, PDF, images, Audio, Video) without their native applications.
- **ACTIVE DIRECTORY INTEGRATION:** Integration with Microsoft Active Directory allows users to log into **docManager®** using their Windows login name and password

eliminating the need for remembering separate passwords.



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

#### docManager® FOR DIFFERENT FIRMS:

**docManager®** is a document management system for everyone. From healthcare firms to construction businesses, it is used across a wide range of industries.

It is the preferred choice of small to medium businesses that need solutions for document storage, sharing, security and management.

**1. EDUCATIONAL SECTOR:** With instant searching capabilities of admissions and financial-aid

documents, decisions can be made quickly using docManager®.

Digital access to operational files in accounting and HR reduces the need for storage and improves the speed of operational processes.

Remote access to records, even from authorized people off-campus, gives educational leaders on-demand access to records without delays or costs associated with shipping.

#### 2. FINANCIAL SERVICE:

docManager® is digital document control and automation software for insurance, banking, wealth management, mortgage, and other financial services firms.

Paper documents are converted to digital files, joining electronic documents in a single, unified and secure document management system. Everything is searchable and immediately retrievable.



#### 3. GOVERNMENT SECTOR:

docManager® improves government document management with paperless solutions that speed information retrieval, reduce the cost of storage, and improve the efficiency of government processes.

With docManager® for government agencies, records managers and staff can immediately

search and retrieve government documents to research and make faster decisions; inquiries and requests for information can be responded to quicker; space used for paper file storage can be freed for other government business; records policies can be defined to ensure regulations and government policies are followed; and certain document-centric administrative tasks in HR and accounting can be automated.

#### 4. HEALTHCARE:

Healthcare files, patient notes, charts, billing records, and other paper and electronic documents are managed in a secure, electronic healthcare records management system where files are searchable and instantly retrievable. docManager® provides healthcare professionals with an easy-to-use system for managing healthcare documents electronically and in compliance with regulations such as HIPAA.

#### 5. LEGAL:

docManager® is instrumental for growth and organization throughout all industries, but more so in legal industry.



This is because, legal firms send and receive so many documents, exchange information constantly and collaborate with so many people throughout a typical work day, that implementing Document Management System becomes

inevitable. docManager® can cater to all big and small document management needs within the legal industry, allowing legal firms to operate at an optimum level. docManager® is a highly recommended Document Management Software within the legal industry. Apart from its immediate benefits such as securing sensitive data and confidential documents in a centralized repository, docManager®, has a variety of other features that can be useful in the legal industry.

Suppose....

You're sitting at your desk when suddenly an urgent e-mail comes from your boss. They are requesting the latest version of a critical policy document she urgently needs for a meeting arrives. No sweat, you will easily find it in your company's document share drive. You begin by looking in the likely places starting with your department folder you think it should be in – no luck. No problem, you will just use the search box to find the document, typing in a predictable title. There are plenty of document matches for your search but you know that none of them is the document you seek. Panic sets in and your boss is now calling your desk phone, as she is late for her meeting.

We've all been there, as intuitively as we think we have organized our company "shared" network folders, documents get lost and frustration sets in. Whether it is neglecting to archive or delete the outdated version of documents, images, files, assets, etc. or employees orchestrating confusing naming scheme for the folder structure – the point is this archaic means of organizing and managing documents/assets isn't working for your company and it is costing you.

Luckily, there is an easier way. Document Management is a way organizations can store and track all of their documents in one, central location using their intranet or other digital asset management software. Document Management has many benefits that maximize an organization's productivity and time-cost savings.



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**docManager™** Is an electronic Documents Management System with a **DASHBOARD** to manage following features:

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- Store, Archive, Share & Manage Easily with Annotation
- Track Search & Retrieve
- Version Control
- Docs Access Right Management
- Security, Locking/ Unlocking Facility
- Cloud Based : Access to your Documents at your fingertips anytime

- Workflow Hierarchy Management
- Documents Previews
- Documents Relations
- Check- in / Check Out
- Audit
- Active Directory Integration
- Personal User Workshop
- Records Retention Module



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