

# **Archiving & Enterprise Content Management**

from Crystal Infosystems Pvt Ltd

# Traditional ways of Documenting

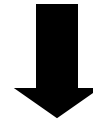
Documents were stored in racks in a separate location away from office and a manager was in charge for recording the same



An employee needs a particular document for reference



The manager would search for the document and send it to the employee who requested



An employee receives the document



THE MAIN OFFICE



# Traditional ways of Documenting

## **Disadvantages :-**

- Storing documents is expensive
- More complexity as documents are unorganized
- Waste of time as most of the documents are to searched when needed
- Never throw any document as you may need it any time. This leads to more documents, more space and more people employed to manage it.
- A fear of loss of important documents
- Security of the documents not guaranteed
- Records to be maintained systematically

**SOLUTION TO ALL YOUR PROBLEMS**

**Crystal Infosystems Pvt Ltd**

# Welcome to Crystal Infosystems and Services

**Crystal Infosystems and Services** offers an integrated platform for all types of enterprise content, including business documents, vital records, paper-based information, digital assets like images, audio and video, e-mail, forms, reports and more. We help you in streamlining all your day to day business activities, connecting and sharing knowledge across the organization.



**Crystal Infosystems  
Pvt Ltd**

# About - Crystal Infosystem and Services

## **Our Vision**

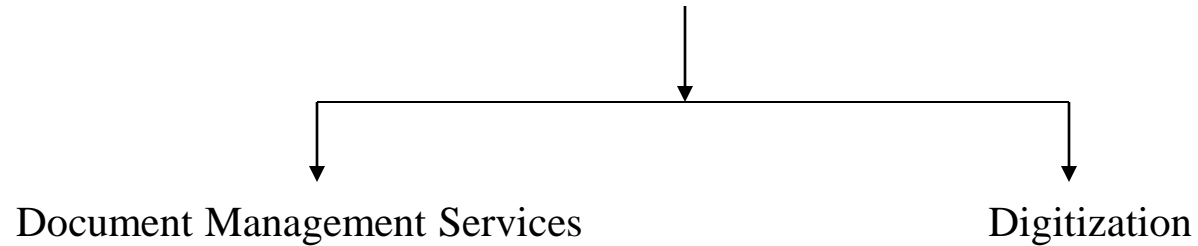
We wish to be a number one global organization in providing world class Digitization and Document Management services to organizations all around the world.

- We are a leading provider of BPO ( Business Process Outsourcing) which includes Data processing, Document management services(DMS) , Bulk scanning, Digitization for over a decade.
- We are a team of highly qualified professionals who are best known to offer the most efficient IT services in India and are preparing ourselves to leave a mark on the globe very soon.
- We at Crystal InfoSystems and Services offer IT solutions which aim at reducing the cost without compromising on the technology used in the enterprise environment.
- We have left our footprints behind in a number of services offered to Karnataka Government like computerizing the birth and death documents of Bruhat Bangalore Mahanagara palike (BBMP) from 1884 to 2007. We have also worked on the recruitment applications processing of BBMP and BWSSB( Bangalore Water Supply and Sewage Board).

# Services we offer

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## **Enterprise Content Management**



- **Facility Management services**
- **Training services**
- **Software services**

# Enterprise Content Management

## **What is Enterprise Content Management ( ECM) ?**

Enterprise content management (ECM) is used to create, store, distribute, discover, archive and manage unstructured content such as scanned documents, email, reports, medical images and office documents, and ultimately analyze usage to enable organizations to deliver relevant content to users where and when they need it.

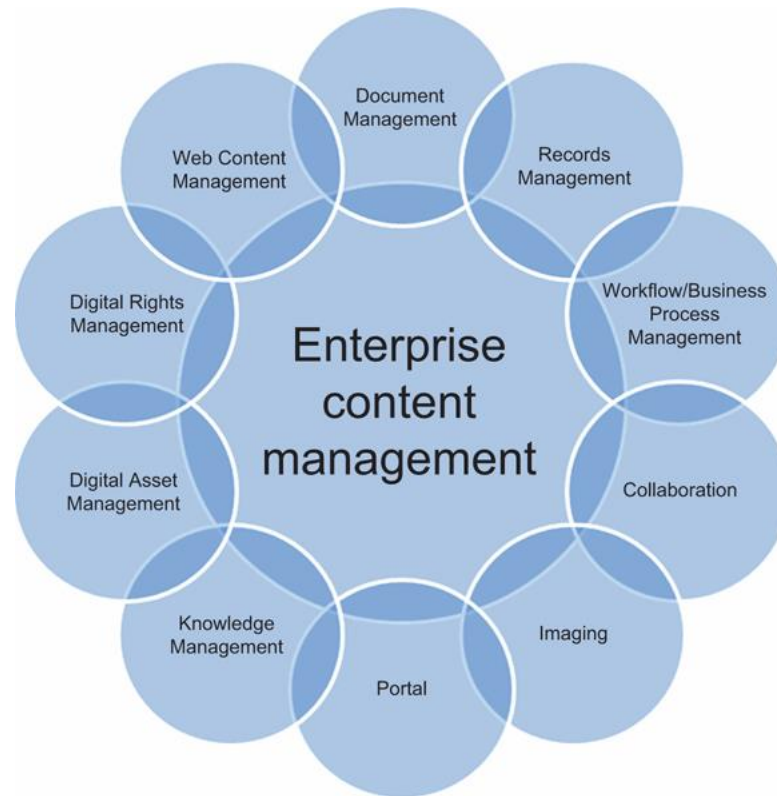
# ECM - Characteristics

- **The Enterprise Content Management encompasses the concept of content management apart from the web content management and content syndication and digital and media asset management.**
- **The Enterprise Content Management is being used as a middleware to integrate protocols.** It is a common fact that generally of the software systems we use have restrictions and limitations but with ECM used as an integrative middleware, these restrictions are potentially being overcome based on the applications and architectures of the systems.
- **The Enterprise Content Management and its components are capable of being used as an independent service.** The pieces of information that can be collected and stored using the ECM concept are capable of being used even when the source or the origin of the information obtained is not being regarded.
- **The Enterprise Content Management is capable of being used as a universal mechanism to store and deposit all the information that was obtained.** ECM is capable of being used as a general “warehouse” to all gathered information regardless of the information type and origin.



# ECM – Components

- Enterprise Content Management provides the technology one needs to **create, capture, manage, store, preserve and deliver** all the content, records and documents related to your organizational processes.
- **Components of Enterprise Content Management:-**



# How do you benefit

- Eliminates the costs of printing, shipping and storing paper because the content is captured digitally
- Improves productivity by providing instant access to content and processes from anywhere, even a on a mobile
- Speeds up processes by automating predictable decisions and providing useful tools to manage all the surrounding tasks, activities and case work, allowing to increase productivity without increasing staff
- Reduces the labor required to for the critical document-intensive processes
- Greater collaboration fostered by real-time access to content
- Lower overhead needed to support physical documents

# How do you benefit

- Increased leveraging of knowledge assets
- Eliminates the delays and inefficiencies inherent to manual processes
- Provides customer self-service with secure Web-based access to important documents
- Better support for governance, risk and compliance initiatives by enabling secure access to content, standardized business practices and retention of content based on policies
- Improved litigation readiness and reduced litigation risk.