ITS Document Management System

ITS Document Management System is an integrated solution for document capture, management and archival. It is the easiest way to bring a paper based office into the digital world. It streamlines the capture, management, processing and distribution of business information such as documents, reports, images etc. It helps capture important information from paper or electronic sources and turns them into useful format – ready for electronic processing. Intelligent document recognition performs data capture, classification, extraction and delivery of information from paper and other forms of documents. It provides flexible reporting ensuring easy access to useful information. With a choice of different backup media,

Features

- Powerful recognition for scanning forms and converting them to electronic formats
- Supports electronic as well as scanned documents
- Provides fast and efficient batch scanning capabilities
- Template based classification of documents
- Flexible reporting
- Easy to use intuitive interface
- Modern architecture and use of the latest technologies
- Robust, flexible and scalable solution

Benefits

- Unified platform improves productivity, lowers costs and risks
- Converts paper documents into business ready content
- Lowers operating costs by automating manual entry tasks
- Improves data quality by avoiding manual data entry errors
- Eliminates manual sorting of documents
- Integrated system automates business processes bringing transparency, efficiency
- Provides management of content by adding security, records management, and collaboration
- Promotes better system performance, and control
- Guarantees integrity, authenticity of content
- Leverages the data assets, facilitates access to information anywhere, anytime
- ITS customization service to better address the requirements

ITS Document Management System in Action
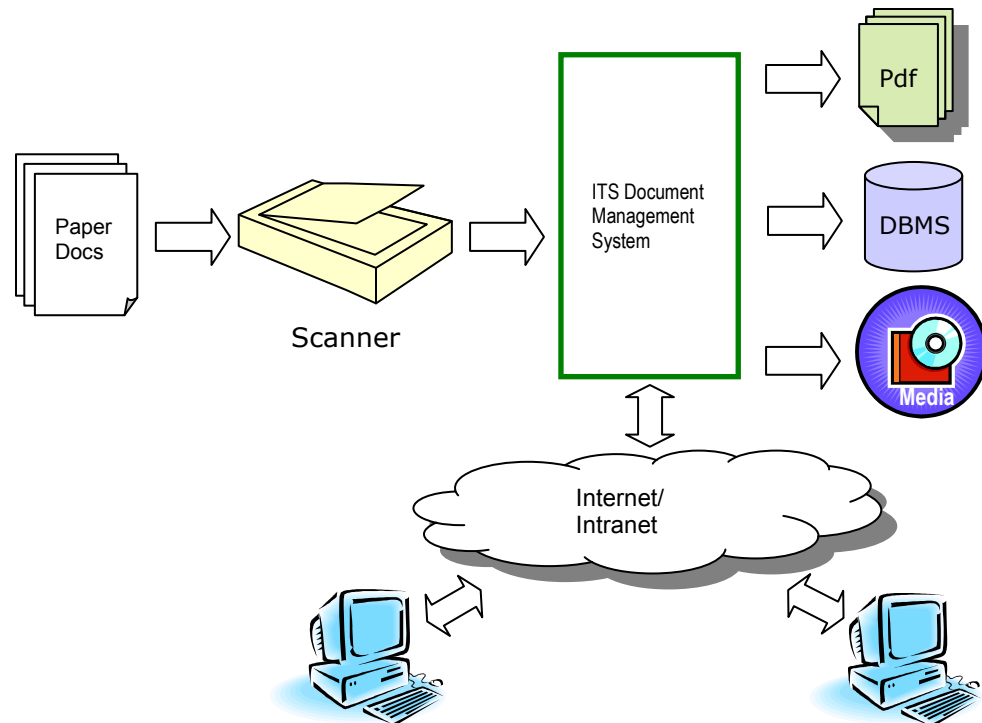
ITS Document Management System can be used in a variety of situations. The following exemplifies its use in a paper based office.

In a typical paper based office it will automatically scan the paper documents, forms and convert them into electronic documents. Depending on the company policy or the compliance requirements, this step may generate two separate versions of the paper/input document. One is the read only master image (such as pdf) and a modifiable version for operational use (e.g. a text document). This electronic document will be classified by using the templates and placed in proper place. Now the document can be searched, modified, used for generating reports, statistics etc.

A database is used to store the extracted information from the documents. By using the templates the system can recognize the type of the document. The system will parse out the necessary information from the document and put them into the database. This further enhances the usefulness of the system. For example, paper forms for new phone subscription can be scanned, classified, interpreted and the database can be automatically populated with this data, giving a subscriber database without any manual intervention.

Requirements

OS: Windows 2000, XP Pro

CPU: Pentium 4 2 GHz or better

RAM: 1 GB or more

Disk Space: 2 GB or more free space

DBMS: Oracle, MySQL, or SQL Server

Browser: IE 6 or later, NetScape 4 or later, Firefox 1.2 or later

Scanner: Heavy duty scanner

About ITS

ITS is a highly reputable IT Company serving customers in the USA since 1993. Our offerings include a wide range of IT Services. ITS core strengths are in customized Development, Integration, Support and Maintenance of application software. We have gained an excellent reputation for our constant focus on the needs of clients and partners, and consistency in delivered high-quality, cost-effective solutions to a large number of clients.

Key ITS clients include Telcordia Technologies, AT&T, Merrill Lynch, Mellon Bank, Network Associates, Lucent Technologies, Qwest Communications, Swiss Bancorp, Panasonic, Fordham University, Youngstown University and others.

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