

Electronic Document Management System For A Vegetable Oil Company

To install and maintain an “Electronic Document Management System” for the entire organization so that it can easily maintain them. These documents are stored for future reference safely.



Overview:

The customer is a public limited company manufacturing and marketing top quality cooking oils, ghee, margarines, specialty fats and butter products. Its products are marketed in the GCC as well as other countries through distributors. The customer exports to 30 countries, from Canada in the North, to New Zealand in the South and USA in the west to Uzbekistan in the East.

Challenge:

To manage all the documents related to sales and distribution of the company's products and for easy retrieving of such huge data for order processing, sales order generation etc. It is very important to archive such data so that it will be helpful in analysing a particular account details whenever required.

Methodology & Approach:

AL TOMOUH iArchive is an essential software suite designed to convert paper files and records into the electronic format. Business and organizations equipped with iArchive can effortlessly scan all their previous and existing paper documents into the digital format while allowing effective indexing.

Countries around the world have updated legislation to allow replacing expensive paper archives with digital archives, provided the original documents are digitally signed during the scanning and archive process. The global move towards digital archives is expected to allow companies to reduce expenses. Before legislation changes, companies were obliged to manage or outsource expensive physical archiving in order to comply with the requirement to present original documents during any legal dispute. The solution is designed for digitizing paper documents and makes them available at a click of a mouse button. It has an exclusively designed ONE Screen Application style. There is no need to go through multiple menus for achieving a simple task.

Some of the special features of iArchive include: Import bulk image files, index it any time, follow up a document, trace back the follow up history, support multiple image types, classify and differentiate pages into multiple sections, and manipulate the images at a single mouse click. iArchive is available in four different editions. The number of operating licenses changes with each edition.

AL TOMOUH implemented iArchive solution to the customer in a record time and also provided the services to digitise their paper documents to keep them online and archive them as per the rules and regulations of the organisation and the country they are operating in.

Outcomes & Conclusion:

Enabled the customer to easily maintain the entire required document as soft copies and could retrieve the required document whenever required.

Quick and easy access to required documents. Safe and secure storage of all required documents.

About AL TOMOUH

AL TOMOUH an IT Services Company providing software solution platforms specializing in a broad range of services such as Consulting, Application Software Development & Maintenance, Managed Operations IT Services, SMS, Cloud services etc., and solution offerings which include Office Automation, eVISA, Service Management, eServices, Document Management, Archive, Record Management, Mobile Apps, SMS gateway, CRM and HRMS etc.

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