

EDMS

... Enterprise Document Management System (EDMS) refers to a computerized environment that permits the creation, capture, organization, storage, retrieval, manipulation, and controlled circulation of documents in an electronic format.

PrimeLeaf's EDMS enables users to create and manage electronic documents that can be viewed, searched, and printed from virtually any computer, while the pages retain their original look and feel, complete with text, graphics, photos, and colors.



Krystal™ DMS
Discover Manage Secure

Advantages & Benefits

... Krystal provides the following advantages and benefits.



Krystal™ Benefits

Robust Document Management with Version Control

Document Management enables you to manage document creation and revising. Through a check-out/check-in function, documents can be versioned and multiple revisions of the same document can be stored and archived.

Accessible over the Internet, WAN or LAN

Being a completely web based solution Krystal™ can be accessed over internet, WAN or LAN. The only client software required to view your documents is a java enabled web browser.

Secured Accessibility

Only users with valid user logins and passwords can have an access to the system.

Low Startup Cost

An affordable web driven solution that requires minimal support, networking, user training and licensing fees which ensure a very low cost of ownership.

Platform Independent

Krystal™ software is completely written in JAVA Technologies and supports ORACLE, SQL SERVER and MYSQL on any Operating System. Krystal™ is

built in Java and uses an XML interface to exchange documents. Hence Krystal™ is fully platform independent and supports all Windows Servers, UNIX Servers and all IBM e-Servers.

Easy to Set-up, Administer and Support

Krystal™ is completely a web-based solution. Hence once installed on the server, the only software required to use it, is an internet browser. Krystal™ software is installed within 5 minutes and does not take more than 30 minutes to configure.

Krystal™ Advantages

- ◆ No long term storage/retrieval costs.
- ◆ Regain valuable office space previously taken up by filing cabinets/files.
- ◆ Save money on fax and postage; simply email or view documents securely on Web.
- ◆ Improve client/customer relations through efficient information retrieval.
- ◆ Documents do not get misfiled or misplaced.
- ◆ Digital documents aren't subject to wear and tear.
- ◆ Digital backups of entire archive can be made easily; thus providing safety in case of disaster.

The Krystal™ Enterprise Document Management System increases productivity by automating document-centered processes. With a single platform, Krystal™ EDMS enables multiple teams to collaboratively create, manage, deliver, and archive information to increase workers' productivity by reducing the document management life cycle. Your staff spends less time searching for information and more time acting on it

Features & Components

... a list of our new features and components



Document Retrieval

Documents can be retrieved easily by searches on Meta data and key index fields for a particular document class. Wild card searches are also possible.

Customized Searches

One of the most powerful features is the ability to create public and private searches. You can search for specific documents through unique key values, like Customer Number, Invoice Number, etc.

Document Retention Ageing

The Document Retention module allows for the automatic destruction and removal of "qualified"

documents that have exceeded their retention period and have not been marked for exclusion.

Revision Control / Check in Check out

This function prevents multiple people from making changes to the same document. You can check out a document, add annotations, and check in back the same document.

Every check-in creates a new document and does not replace the original one. Every new document is given a revision number that keeps a history of changes in the document.

Annotations

You can add annotations like notes, highlights,

black-outs, etc on the opened document. The notes can be added as sticky (for a particular revision) or journal notes (for all revisions).

Related Documents

Linking documents using related document function enables you to directly jump from one document to its related documents. For instance, when you are viewing an Invoice, you can immediately jump to the related Order or Delivery Note.

Export

The documents can be distributed by e-mail, fax and can be printed or copied on a CDROM.

Krystal™ Enterprise DMS comprises 3 major components.

Krystal™ Server

The Krystal™ Server is the core engine and manages the document repository.

Krystal™ is built using JAVA Technologies and uses XML interface to exchange documents. The captured documents can be stored into a variety of databases that include ORACLE / MS SQL / MYSQL.

It is flexible enough to be deployed on almost all platforms including Windows Server, Unix Servers and IBM e-Servers.

Krystal™ Capture

The Scan component allows users to scan, index and import the documents into the server component. Krystal™ Scan can be used with high speed ADF scanners for scanning large amount of documents.

This is a windows based application, developed using C# technology and is very efficient for scanning with personal document scanners.

Krystal™ Xplore

Krystal™ is the main user interface. It is a completely web-based application that allows users to access documents using a JAVA enabled browser from anywhere in the world.

It has a very simple and user friendly interface which enables users to search, download, export, and import documents into the Krystal™ Server