

KRYSTAL™ DMS: Advantages

KRYSTAL™ DMS is easy to use, powerful and cost-effective document management software that allows companies to centralize the management, storage, retrieval and distribution of documents.

Built with robust, scalable architecture, **KRYSTAL™ DMS** can be deployed over LAN, WAN or Internet in large Enterprises. These Products also empower individuals and organizations by acting as powerful knowledge management tools.

KRYSTAL™ DMS addresses the needs of many vertical markets, including manufacturing, architecture, engineering, construction, utilities, universities, and government agencies.

KRYSTAL™ DMS gives organizations following advantages:

- **Increased Productivity**

One of the biggest hidden costs that paper-intensive businesses face is the time it takes to work with paper files: employees spend valuable time walking to and from central records rooms and finding and replacing documents. **KRYSTAL™ DMS** document management solution makes employees more productive, since they can work with those documents without ever leaving their desks.

- **Improved, faster and more flexible search**

KRYSTAL™ DMS can retrieve files by any word or phrase in the document - known as full text search - a capability that is impossible with paper or microfilm. A DMS can also apply single or multiple taxonomies or categorizations to a document or folder that allow documents to be classified and stored in more than one way from a 'single instance' - something which is not possible with paper or microfilm.

- **Improved Security**

KRYSTAL™ DMS can provide better, more flexible control over sensitive documents. **KRYSTAL™ DMS** solutions allow access to documents to be controlled at the folder and/or document level for different groups and individuals. Paper documents stored in a traditional filing cabinet or filing room have the same level of security i.e. if you have access to the cabinet you have access to all items in it. **KRYSTAL™ DMS** also removes the possibility of having confidential material or trade secrets lying around unattended in an office.

Threats from outside (competition, identity thieves) and inside (disgruntled employees, employee theft) threaten the integrity and value of your most important information.

KRYSTAL™ DMS can provide several layers of security:

- Multiple levels of password-protected access for groups and individuals
 - Encryption of document contents
 - Audit trails showing who has accessed or updated documents
- **Digital documents aren't subject to physical wear and tear**
Unlike physical paper documents, digital documents aren't subject to any wear and tear, and a fresh copy of the document can be easily created by printing the document from the system.
 - **Disaster Recovery and Business Continuity.**
KRYSTAL™ DMS typically include off-site data backups and other steps to ensure that a fire, flood, or break-in won't cripple your business.

Enterprise Document Management

Advantages

- **Improved Regulatory Compliance**

The risk of non conformance leading to fines, a withdrawn license to operate, or in certain circumstances custodial sentences when an audit takes place is reduced and in most cases removed. A combination of security control, audit trails, archiving and disaster recover ensure that an organization is able to authenticate the validity of information stored and demonstrate compliance with regulations and requirements.

- **Process Consistency**

One benefit that matters more to larger companies is that **KRYSTAL™ DMS** will enforce consistency. No longer will consistency in filing, naming conventions, and workflow suffer as you add new employees or cover for vacationing staff.

- **No long term storage and retrieval costs. Organizations can regain valuable office space previously taken up by filling cabinets.**

The cost of filling and maintaining a filing cabinet is staggering. There are costs associated with equipment, space, and the salaries it takes to maintain the filing cabinet. A four drawer filing cabinet holds 15,000 to 20,000 pieces of paper. It costs \$25,000 to fill the cabinet and \$2000 a year to maintain it. One filing cabinet of information can be held on a single optical platter, about twice the size of a CD case you have in your music collection.

- **Save money on fax and postages; simply email or view documents securely on web.**

With **KRYSTAL™ DMS** there is reduction in photocopying, faxing and courier/mail document transport as everybody refers to an electronic copy of the document. This electronic copy can also be sent as an email.

- **Documents do not get misfiled or misplaced.**

KRYSTAL™ DMS organizes documents in various document classes and hence all the documents are always stored in a particular class. As documents are classified depending upon its attributes it highly unlikely to get the document misfiled. As there is no human intervention, documents are never misplaced as they are in electronic repository.

- **Effective Collaboration**

KRYSTAL™ Workflow tools provide efficient way of instantly moving work from one step in a process to the next, even to remote offices. Workflow provides a way to work without paper using techniques similar to how people work with paper. For example, users have an inbox with items requiring action. Work items have an online form attached to one or more documents describing what needs to be done. When they complete the action it moves instantly to the next person or step without delays or postage.

Contact Primeleaf Consulting for information on additional **KRYSTAL™ DMS** modules, or to explore how **KRYSTAL™ DMS** can drive enterprise efficiency by managing your structured & unstructured data & documents.

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