

AWARDS



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WHAT DOES EDICT DO

It manages compound documents - paper documents(scanned images), word/excel files and E-Mails are organized in a database

The Documents can be retrieved in seconds by multiple persons having access rights even from remote locations

Access to the system and documents is fully secured

Enable Batch Scanning - Supports high speed scanning

KEY FUNCTIONALITIES

E-OFFICE - Email Management, Routing correspondence across work centers, Inward/ Outward register, Dashboard showing the status of the document, Notes

Annotation, Water mark, mask

Digitally Mimic manual filing structure - Flexible, compound documents are stored in hierarchical cabinet, sub-cabinets, folders and pages

Scanning - Documents can be scanned and stored in JPEG or PDF or TIFF format

Indexing - Can adopt the existing system. Numbers, alphabets, alphanumeric can be used

Key words - Add as many key words as possible. Helps in accessing documents filed in one folder being made available in different folders

Document retrieve - Powerful search facility to retrieve documents based on - Cabinet, sub cabinet, folder, date, title, keyword, file format, created by, created on, descriptor, document type

OTHER FEATURES

- Print - Take print of the selected documents
- Purge - Delete obsolete documents
- Collate - Select documents from different folders and create a new folder
- Version Control
- Notes
- Image manipulation - zoom, rotate, magnify glass

SYSTEM MANAGEMENT FACILITIES

- Microsoft Active Directory Sync
- Security - Password encryption, Permission to users or groups
- Backup
- Interface to MS office and Open office
- Performance Report
- Audit Report
- User log



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CUSTOMER SPECIFIC SOLUTION

- OCR Facility
- Form Recognition
- Bar code Reader
- Work flow
- Batch Scanning

SECURITY

- Permissions
- Audit Trail
- Advanced Security/Encryption
- Database Level Security

HARDWARE REQUIREMENTS

- i5 and Above [High End CPU (Dual Core) Processor]
- 4 GB RAM – Scalable up to 16 GB
- 200 GB * 2

SYSTEM SOFTWARE REQUIREMENTS

- Microsoft windows server 2012 and above
- SQL-Server 2014 and above
- Microsoft IIS version 8.0 and above
- Microsoft Internet Explorer 11.0 and above
- MS Office 2012 and above

ADVANTAGES

Multiple people can access the document in seconds. Most important they all have the same version to work on. Extremely useful when multiple offices are involved - avoids movement of documents, delay, inconsistency and many more

Retrieving documents in seconds, save on document storage space in offices

Control over movement of documents in the office. Able to locate at which work centre the document is currently being processed

Ability to retrieve documents across files

Selecting required documents from multiple files creating a separate folder and moving to a laptop. Easy to carry relevant documents for discussion and home work

Customization is possible for enterprise applications