

Enterprise Document
Management System (EDMS)

Product Proposal

Release Sept 2021



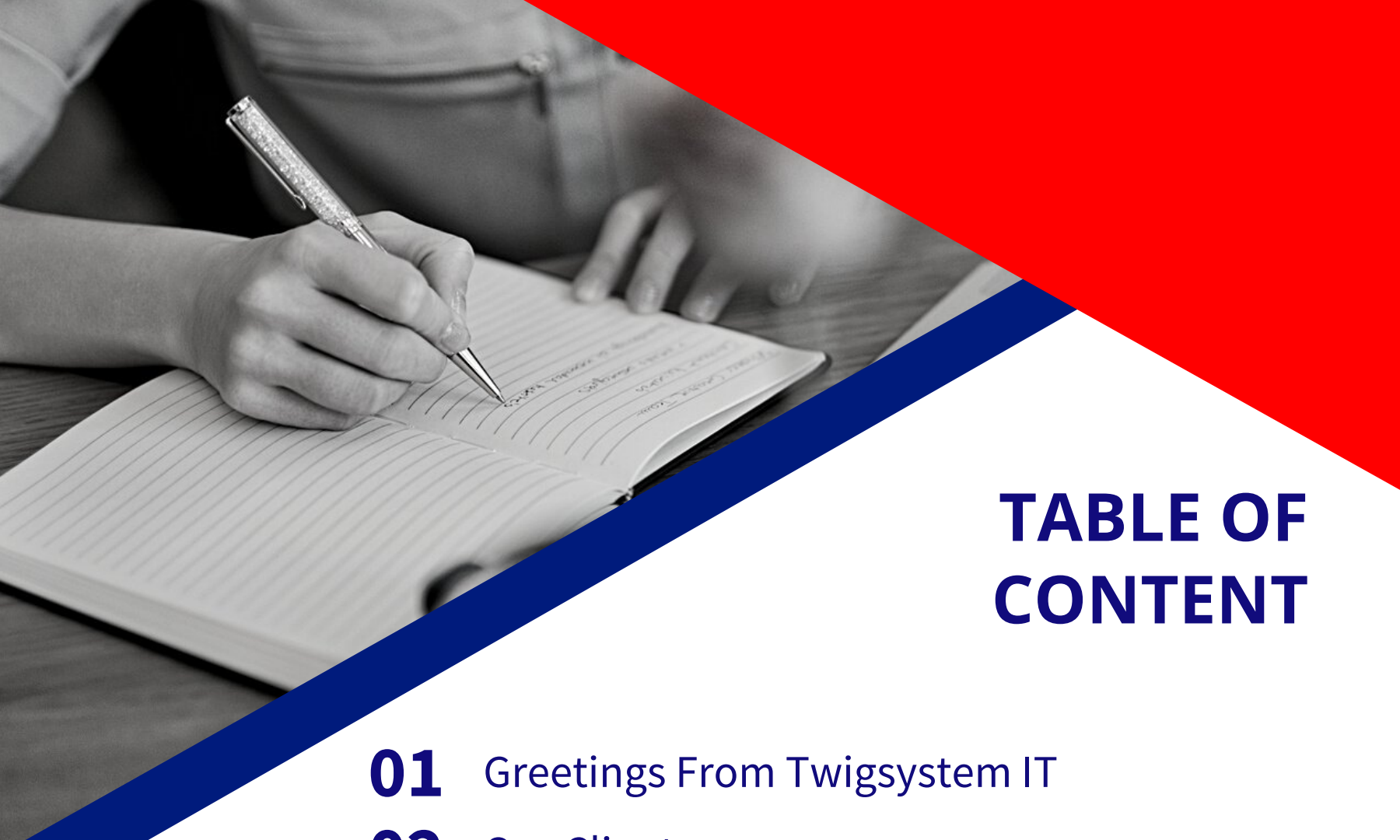


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Greetings From Twigsystem IT

For more than 5 years, TwigSystem IT has been the recognized as the Information Technology Company in UAE. Our team consists of professionals with the competitive expertise and knowledge, work closely with customers and partner to meet all their business needs. TwigSystem IT is a fast-growing IT solution and Service Provider company leading in Electronic Document Management, Paperless, business automation, technology services, and digital transformation. Our specialists know their job perfectly and constantly improve their qualifications to possess the most up-to-date knowledge and skills. Our 24/7 Support team is serving client continuously and focused on business continuity all the time.

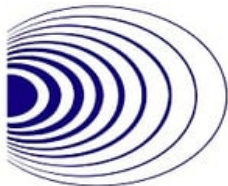
We are very focus on the best quality of our IT solution and service, keeping the best system architecture and design and that why our IT solution and Services are Secure, scalable, maintainable and cost effectives.



OUR CLIENT

“TwigSystem IT help us to implement a system which makes easy to collaborate our team member with granular permission within local branch and all geographical locations. Its makes very easy to create data and documents and manage it very easily. 24/7 Support post go live is excellent,,

INDIA:



**NUCLEUS
SOFTWARE**



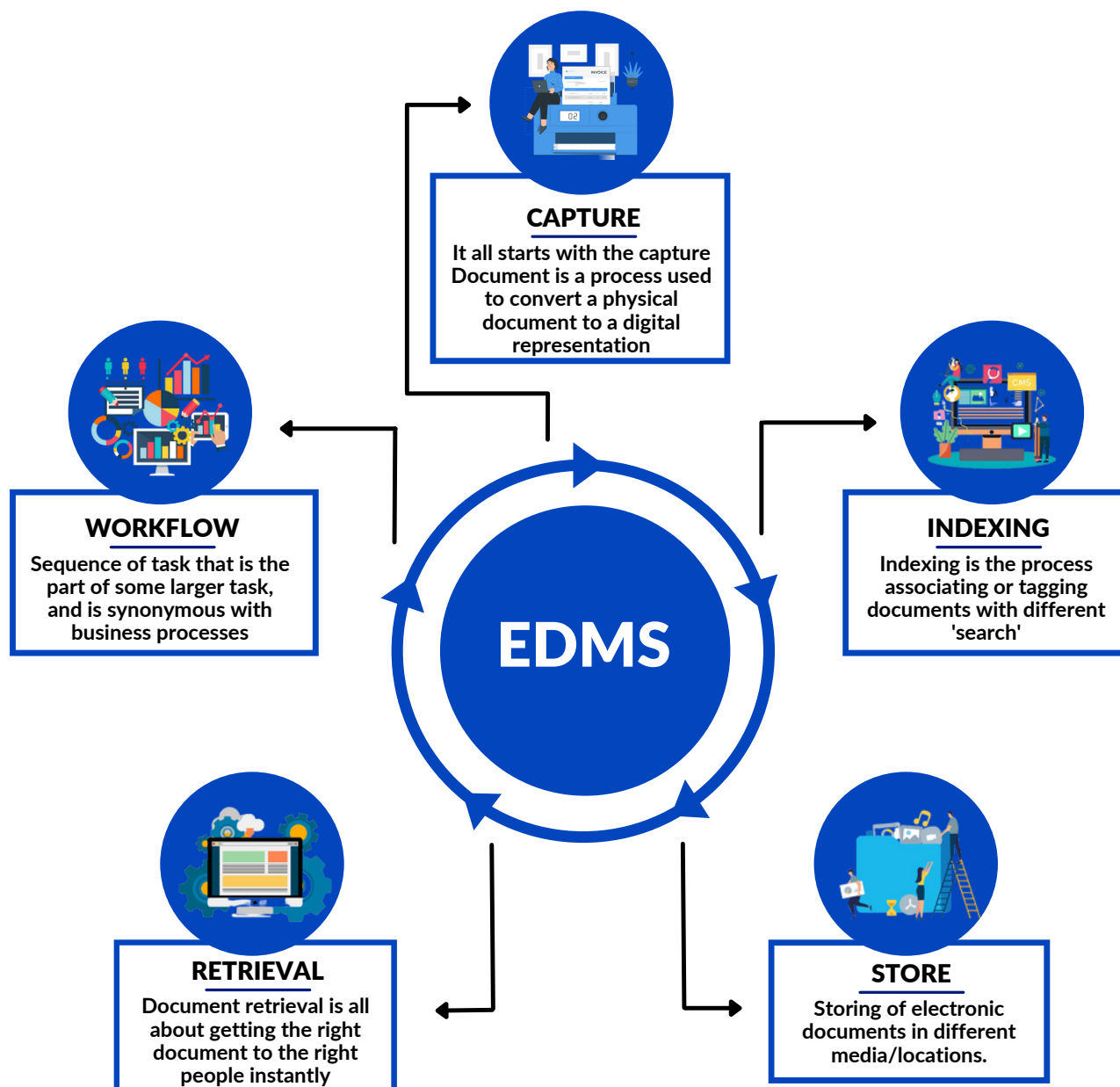
 **Globtier**

UAE:



DOCUMENT MANAGEMENT

- TwigSystem helps to achieve an efficient and paperless work environment by automating all types of Documents and Correspondence
- Automate all documents with granular securities from templates based creation till pdf publishing including IRM and digital Signature functionalities
- Route and approve Documents through customizable workflows that map your existing organizational structure, roles and processes.
- Admin interface to manage all type of configuration easily so the document management work dynamically with hassle free.



DOCUMENT MANAGEMENT

Electronic Document Management System (EDMS) to capture the documents content/data through Artificial Intelligence and Robotic Process Automation (RPA) followed by process along with notification and DMS functionalities followed by Information Right Management (IRM) and Retention policy till disposal on demand basic

EDMS BENEFITS

- UAE Pass capability for access and approval
- Simple registration and correspondence management processes
- Fully compliant with the highest information security standards
- IRM and Retention policy
- Integration with any system
- Smart documents search and retrieval by predefined criteria
- Real time and historical tracking for correspondences processes
- Support of e-signature and digital signature
- Notification and alerts based on predefined business rules
- Multi- language support including English, Arabic, Turkish, French, and Russian with the ability to add more whenever needed
- Availability of statistical reports and interactive dashboards
- Flexible Customization
- SSO Support
- Email Notification



EDMS Features



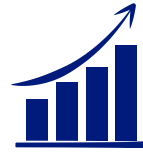
Log In

Single Sign On (SSO), UAE Pass, Two Factor Authentication, Login ID and PASS



Scan/Create/Upload

Template Based, Upload, All format



Workflow

Review, Approve, Delegate, More Information



Service

Digital Signature, Report, Dashboard, Search



Achieving

Retention, IRM, Disposal

1

Enterprise Document Management

Digitize physical documents and manage digital content from capture to archival for faster information retrieval and enhanced decision making



- Capture, classify and organize documents from filesystem and scanners
- Search and retrieve documents faster through metadata and full-text
- View, annotate, redact, collaborate and track revisions on documents
- Manage multi-level access control through robust security mechanisms

2

Business Process Management

Design and manage document-centric workflows based on user role/activity and events to ensure right action is taken at the right time.



- Define smart workflows & routing with allowable actions for users and teams
- Create custom business processes with data input driven through HTML forms
- Trigger workflows automatically with document sources mapped to workflows
- Notify users on their actions across documents including a task-manager
- Provide execution benchmarks, reports and analytics of workflow execution

3

Records Management System

Manage archived physical records across the life cycle with security and access control making it easier for users to fetch records.



- Store records with indexing, barcoding, blurbs and digital document links
- Retrieve physical records easily from wide arrays of storage structures
- Control access and track activities with checkout logs, file movement etc.
- Schedule disposal of expired records with due care to legal hold status

4

Automated Forms Processing

Extract business data from digital documents with Optical/Intelligent Character Recognition (OCR/ICR) enabling process automation.



- Extract text, images and data from paper-forms with OCR-based technologies
- Automatically identify a document template with template-matching rules
- Export data into variety of file formats such as XML, CSV, etc.
- Set meta-data of documents during extraction for faster search & retrieval

Let Us Know About Your Project Idea!



info@twigsystem.com



United Arab Emirates (UAE) Office:

+971-56-1502184
+971-02-5109300 (Abu
Dhabi office)
+971-04-2207784 (Dubai)

India Office:

+91-9871801299 & +91-
120-2975175



United Arab Emirates (UAE) Office:

Building No. 208
Taweelah Kizad HQ
Abu Dhabi United Arab
Emirates

India Office:

A-13/1, Synergy Tower
Sector-62, Noida.(U.P)
India

