

Document Control made easy



In today's dynamic and fast paced business environment, companies need every single edge they can get to stay ahead. Business today is done almost literally at the speed of thought. It demands speed of service, accuracy of data and instant accessibility of information for delivery of quality customer care at an affordable and competitive cost.



Industries like financial services, telecommunications, government, healthcare and law firms, there are huge volumes of documents, the movement of which needs to be tracked continuously.

In the financial industry for instance, a housing loan application alone will create at least ten documents that need to go to different departments within the bank and then out to the lawyers and back to the bank. Multiply that by tens of thousands of transactions and thousands of lawyers each bank has on average and companies will realize the enormity of the challenge.

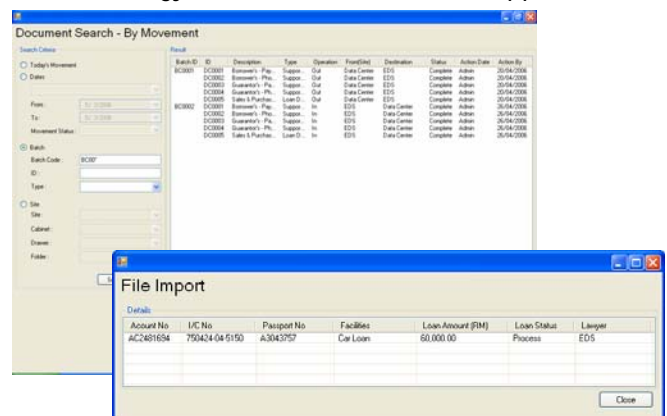
There is a distinct challenge for these companies to know where the documents are at every point in time; for example which documents are retrieved and the certainty that only authentic, original documents are returned. To top it all, the documents turn around time needs to be fast, since long waiting period will cause great inconvenience to customers in this highly competitive market.

After some period of time, relevant document will go into the permanent store, but these documents may need to be retrieved. Without proper system, the task of tracking down a set of documents which were created 20-30 years ago is a massive challenge.

eCent Systems, an MSC status company has developed a complete system for document tracking and management called the eCent DocumentController.

eCent DocumentController is an application that efficiently tracks and manages the movement of hundreds of thousands of documents while prompting users about deadlines, inaccuracies in returned documents while reducing significant cost and improving productivity. It is simple to use as it has point-and-click interface and scalable enough to hold millions of documents.

eCent DocumentController keeps check on documents made easy by the latest RFID (Radio Frequency Identification) technology. Bar code technology can also be used for this application.



BENEFITS

Maximize employee efficiencies and ROI - Employees can spend up to 40% of a workday looking for documents.

Compliance - Virtually all organizations are now legally compelled to securely store and access various content for a defined period.

Reduce the threat of legal liability - No lost or misplaced documents.

Customer retention - The faster the document turn around time the faster the service.

Increase the speed of business by keeping the deadlines for certain work processes tight and on schedule.

Knowledge at every moment where each document is and who is working on it.

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FEATURES

RADIO FREQUENCY IDENTIFICATION (RFID)

RFID is the right technology of choice to implement document tracking. No line of sight is required as detection reading is done automatically. Information such as last person holding the document, actual location of the document, date and time when the document is taken out and others can be stored in the RFID labels.

SEARCH FUNCTION

There is no more missing document to worry about and searching documents become easy when you use the search function of eCenit DocumentController.

BUILT IN SECURITY

Built-in security features is critical to ensure the integrity of the documents. Each document has its own security setting such as access rights and usage rights. Only the right user can view and modify the document.

POLICY SETTING

The policy setting will help to manage and monitor document movement through applying rules on the movement cycle.

AUDIT TRAIL

The audit function provides round the clock tracking of real time documents. Users will have the capability to monitor and track every single document registration based on user, date and item identification.

EASE OF USE

This system is purposefully designed for ease of use, the feature set has been deliberately kept straightforward, uncluttered interface which is suitable for all level of user.

EMAIL NOTIFICATION

Notification via e-mail is available to ensure efficient tracking of document to and from its original location. Users will be alerted about deadlines and inaccuracies in returned documents.

REPORTING

The reporting function will produce different comprehensive types of reports. The reports can be tailored to various formats to track document movement and document history.

SYSTEMS REQUIREMENT

Processor	600-megahertz (MHz) Pentium III-compatible or faster processor; 1-gigahertz (GHz) or faster processor recommended
Framework	Before installing SQL Server 2005 Express Edition, download and install the .NET Framework 2.0
Operating System	Windows XP with Service Pack 2 or later Microsoft Windows 2000 Professional with SP4 Microsoft Windows 2000 Server with Service Pack 4 or later Windows Server 2003 Standard, Enterprise, or Datacenter editions with Service Pack 1 or later Windows Server 2003 Web Edition SP1 Windows Small Business Server 2003 with Service Pack 1 or later
Memory	192 megabytes (MB) of RAM or more; 512 megabytes (MB) or more recommended
Hard disk	Approximately 350 MB of available hard-disk space for the recommended installation Approximately 425 MB of additional available hard-disk space for SQL Server Books Online, SQL Server Mobile Books Online, and sample databases

CONTACT US

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Genius Ingenuity Invention

e-Cenit Systems Sdn Bhd (MSC status company) was established on 10 March 2004. Its vision is to become one of the regional leaders in [managing information lifecycle](#) and storage solutions by way of developing innovative storage products with the latest development tools and technologies.

www.ecenit.com

