

# Document Management Software

*An Enterprise-Class Document Management Suite*





# Get Rid of

*Manual, unorganized, and traditional management practice of **paper documents**. It eats your **time, money & opportunities!** Hampers the **organizational growth**.*





# Managing Documents **THE OLD WAY** IS **OUT**

**7.5%**  
DOCS  
GET  
LOST

**3%**  
DOCS  
MISFILED

**30<sup>hrs</sup>**  
TO RECREATE  
LOST  
DOCS

**500<sup>hrs</sup>**  
LOOSING IN YEAR  
PER EMPLOYEE  
FOR SEARCHING  
DOCS

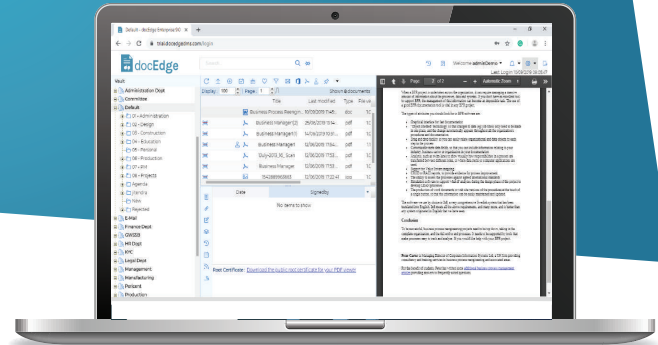
**19<sup>times</sup>**  
DOC GETS  
COPIED

**60%**  
MORE  
STORAGE  
REQUIREMENT

**\$20**  
TO FILE  
DOCS

**\$220**  
TO REPRODUCE  
LOST  
DOCS

Capture, organize, collaborate,  
automate and distribute your documents  
with docEdge, an all-in-one DMS software  
for business of all sizes.



# AFFORDABLE — AND — ADAPTABLE

**40%**  
**LESS**  
**COST**

Compare to peers\*

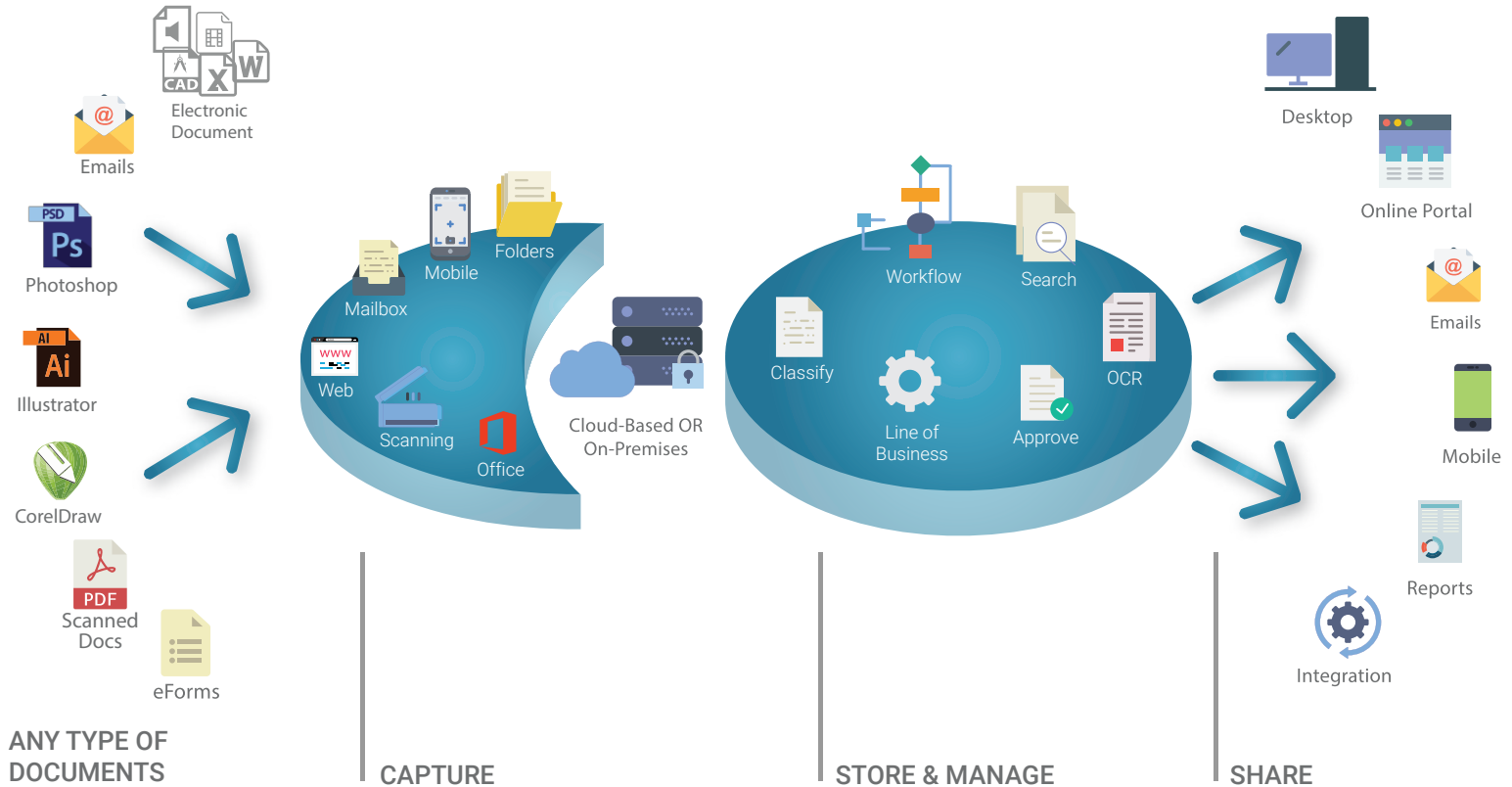


**30%**  
**FASTER**

ADAPTABILITY

Compare to peers\*

# ARCHITECTURE



**Capture  
Easy**



**OCR & QR  
Support**



**Hot folders** for seamless  
& faster uploading



Capture through  
**e-forms**



Convert Emails into  
**PDFs**



# Organize Better



Supports all document formats



Auto Versioning



Machine Learning Categorization



Topic Tagging



Semantic Extraction



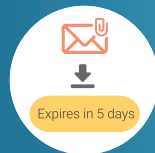
docEdge - An absolute way to get your documents organized.



# Effortless Sharing



Share documents as an email attachment or compressed attachment right from the tool itself.



Share documents as a downloadable ticket with expiry time attached to it.



# Robust Searching



**Google-class search**, built with blazing fast Solr search platform.



**Full text-based search** on content as well as based on metadata of the documents.



## Collaborate & Corroborate



**Add annotations** to collaborate with your team.



**Stamp documents** with image/text to sign or declare specific status.



**Rate document** and promote participation.



# Highly Secured



Enterprise-class security.



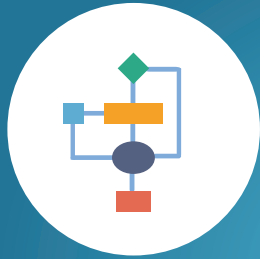
Secured documents through powerful encryption.



Define user access based on their roles and responsibilities.



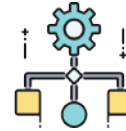
Track activities of any user on the portal regarding alteration in documents.



Define and create workflow of the documents to automate document process related to various business process.

- ✓ Multiple transitions at each state of the workflow.
- ✓ Get email notifications and reminders for Scheduled events.
- ✓ Auto execution of the workflow on certain events.

# Workflow Management



# Edge Features



## Digital Signature

Documents can be signed through digital signature for approvals. docuSign enabled.



## Multilingual

Collaborate with users from different parts of the world and manage documents in various languages.



Integration  
Ready



# Event Subscriptions



Receive email notifications by subscribing 'Events' related to single document or specific folder and sub-folders.

## A few examples of events

- 'A document has been created'
- 'Document renamed'
- 'Document archived'





# Schedule Tasks



Schedule system tasks to execute processes which are performed during normal execution of the program without the intervention of a user.

## A few examples of processes

'Email Download'

'Archive Builder'

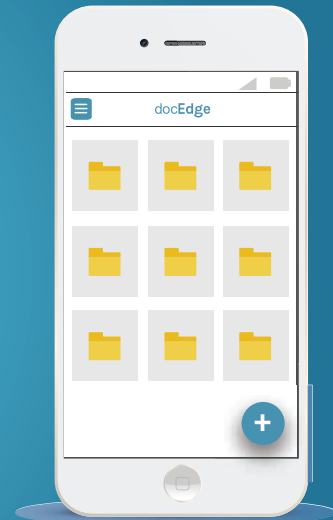
'Tag cloud computation'



# Mobile App

## Manage Documents Anywhere Anytime

Document management is easier than ever before. Manage documents anytime from anywhere using your mobile phone. Attractive, enhanced, and easy-to-use mobile application.



# Flexible Deployment



## On-Premise

docEdge platform could be deployed on premise for critical information oriented businesses such as financial, healthcare, pharmaceutical, and government bodies.



## Cloud-Based

Cloud hosted docEdge platform on customer's preferred cloud partner or bundled with our packages.



## Document Classification



Let the machine organize all your organizational documents and save your time by eliminating manual interference.



A classified repository system improves document search-ability.



## Controls & Permissions



Only you have the supreme controls & permissions of your documents.



No one can check any document without your access permission.



## Routing, Indexing & Archiving



Fully packed with required features which let you effortlessly complete your tasks related to any document.



### Routing

Map and streamline any documents with easy routing feature.



### Indexing

Systematic indexing helps your documents to be found effortlessly.



### Archiving

Archive and restore required documents anytime.

# Bulk Generation



Generate bulk documents quickly and easily.



Spreadsheet and database support.



Save time and increase value.



**Pay Only  
Once**



Choose perpetual  
**one-time payment** mode  
to get rid of subscriptions and be  
cost-efficient.





# Global Sharing



Share documents to the public directly from the tool.



Anyone around the globe can view and download the shared documents on a specific URL.



Documents that are meant to be shared or issued for all to view can be shared using this feature.



## Publish or Release Documents



Publish the required documents to any concerned person seamlessly.



The person can view and download documents easily by the registered email verification process.



Fully secured and enhanced feature.



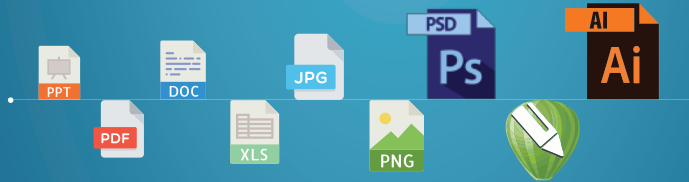
All these you can do in a few clicks and enjoy seamless workflow.



## Multiple Format Support

Upload documents of any format and access those without any changes in format.

Work on any file format with an uninterrupted flow in your task as it supports all formats like Text file, Image, Png, PDFs, PSD, Ppt, Xls, doc, etc.



# Easy to Adopt UI

Default - docEdge Enterprise 9.0 X

trial.docedgedms.com/login

docEdge

Search

Welcome adminDemo

Last Login 10/09/2019 09:05:07

Page 2 of 2 Automatic Zoom

Business Process Reengin... 10/09/2019 11:45... doc 1C

Business Manager(2) 25/06/2019 13:14... pdf 1C

Business Manager(1) 14/06/2019 10:51... pdf 1C

Business Manager 12/06/2019 17:54... pdf 1C

July-2013\_16\_Scan 12/06/2019 17:53... pdf 1C

Business Manager 12/06/2019 17:53... pdf 1C

1542889963663 12/06/2019 17:22:41... jpg 1C

Date signedby

No items to show

Root Certificate: [Download the public root certificate for your PDF viewer](#)

What is a BPM project is undertaken across the organization, it can require managing a massive amount of information about the processes, data and systems. If you don't have a specialist tool to support BPM, the management of this information can become as disorganised task. The use of a good BPM documentation tool is vital in any BPM project.

The types of windows you should look for in a BPM software are:

- Original interface for fast documentation
- "Object oriented" technology so that changes to data (eg job roles) only need to be made in one place, and the change automatically appears throughout all the organization's procedures and documentation.
- Drag and drop facility so you can easily reuse organizational data objects to each step in the process
- Customizable meta data fields, so that you can include information relating to your industry, business sector or organization in your documentation
- Analytics, such as swim lanes to show visually how responsibilities in a process are transferred between different roles, or "Chain Data" where to complete applications are used.
- Support for Value Stream mapping
- CEED or RACI reports, to provide evidence for process improvement
- The ability to generate the processes against general organizational standards
- Simulation software to support "what-if" analyses during the design phase of the project to design LSAI processes
- The production of word documents or web site versions of the procedures at the touch of a single button, so that the information can be easily maintained and updated

The software we use by choice is BML, a very comprehensive 30+year system that has been translated into English, and meets all the above requirements, and many more, and is better than any system we've ever seen.

Conclusion

To be successful, business process reengineering projects need to be top down, taking in the complete organization, and the full set of end products. It needs to be supported by tools that make processes easy to track and analyse. If you would like help with your BPM project.

Price Carver is Managing Director of Corporate Information Systems Ltd, a UK firm providing consultancy and training services in business process reengineering and associated areas.

For the benefit of students, Peter has volunteered additional business process management slides providing answers to frequently asked questions

# Compliance Ready



HIPPA compliant lets you store PHI (Protected Health Information)



Securities and Exchange Commission guidelines makes your business covered with risks.

# Awesome After Sales Support



Top-notch support by our knowledgeable team having great technical experience.



Get assistance over phone/mobile/web.



Remote desktop support.



Quick turn-around time.



# EXCELLENCE & INTELLIGENCE OVER DECADE

Worked for top brands  
as well as global clients



## A Product Developed by Skilled and Experienced Team

Established in 2007, PERICENT is a preeminent software development company in India and specialized in developing & delivering customized services and solutions that cover the full application development lifecycle.

PERICENT is a team of highly skilled and experienced Business Analyst, Software Architects, Programmers, UI/UX Designers, Project Managers, and Testers who are constantly delivering technology innovations. Armed with immense experience of 188 solutions for Java Platform, Business Process Management (BPM) & Cloud Computing for our clients around the globe. Our core competence is designing and developing complex yet user friendly solutions for both enterprise as well as start-ups. We also developed 153 Mobile Applications Development (Android, OS, Windows Platform).

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[www.pericent.com](http://www.pericent.com)

For the Love  of Documents!



#LoveOfDocs



**Pericent BPM & DMS Software Pvt. Ltd.**

**INDIA Office**

69/279, V.T. Road, Mansarovar,  
Jaipur-302020, INDIA



**INDIA +916378701767**



**contact@pericent.com**



**www.pericent.com**

**Global Sales**

**USA | UK | UAE | SWEDAN | BRAZIL**

