

# Enterprise Document & Records Management

## Business Trends

Exponential growth of unstructured information has posed challenges in accessing the right information at the right time for effective decision-making. Strict regulatory requirements have also increased risks for financial & reputation damage due to non-compliance.

Industry research by Gartner, IDC, Forrester & Fulcrum indicates:

- Over 80% of enterprise content is unstructured
- Content volume is growing by over 200% per year
- White collar workers utilize up to 40% of their time managing documents
- 15% of the time is spent on duplicating existing information

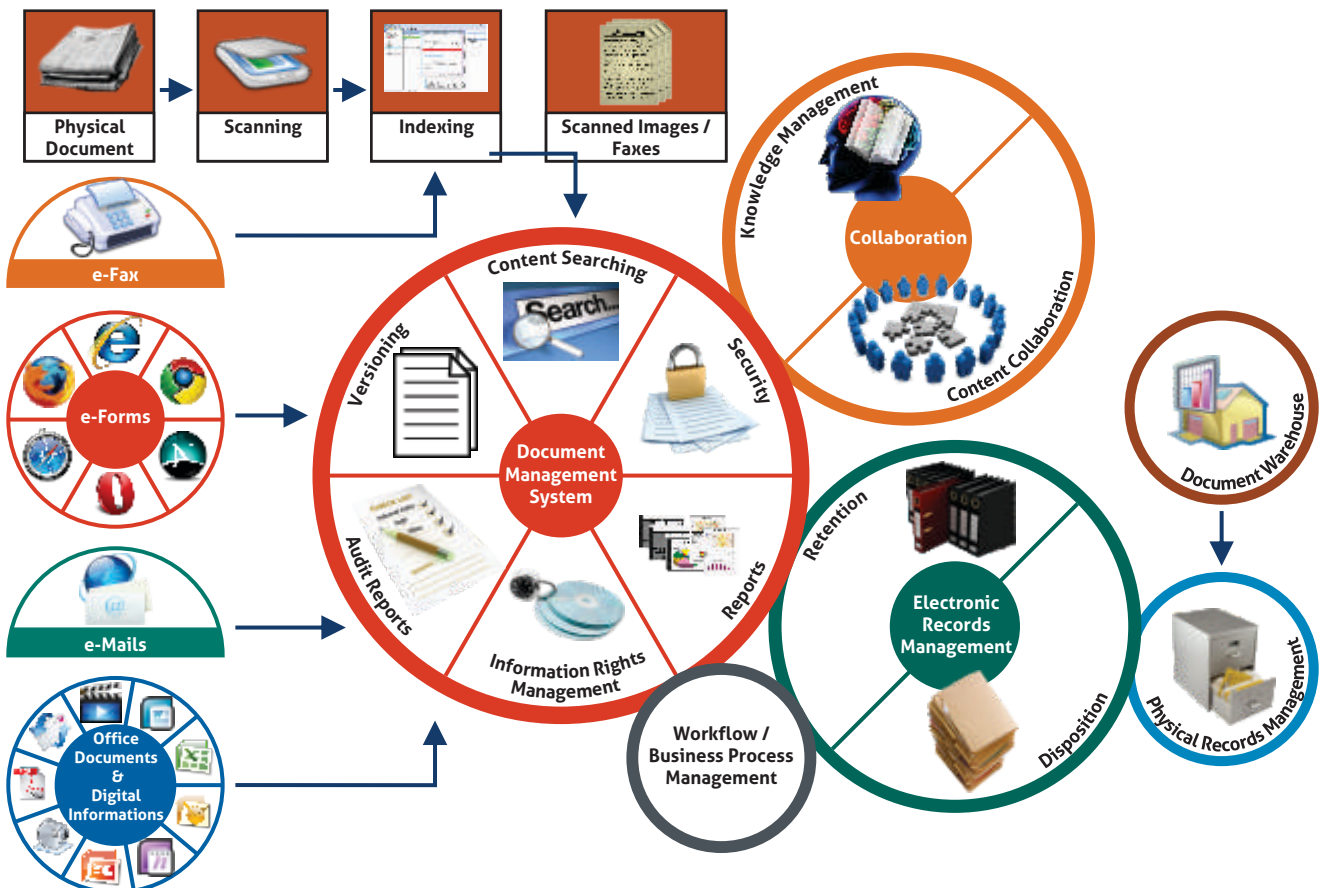
Business & technology managers are grappling with challenges posed by increasingly complex business processes & unstructured content in disparate silos. The need to streamline capture, collate, archive & report of structured & unstructured information is more intense than ever before.

## Datamatics' Next-Generation Solution

Datamatics offers Next-Generation services enabled by a smart framework that:

- Enables intelligent consolidation, identification, & categorization of information
- Allows seamless integration with IT infrastructure & business applications, to streamline business process
- Provides a 360° view of structured & unstructured information through integrated information management capabilities
- Assesses quality of close to real-time project
- Contributes towards building an eco-enterprise / green-enterprise
- Offers content analytics to improve process efficiency & gain new business insights
- Ensures collaboration & regulatory compliance

## Datamatics' Enterprise Document & Records Management Workflow



## Datamatics' Offerings

### Consulting

- ECM Strategy Consulting
- Business Process Mapping
- Taxonomy Consulting
- Product Evaluation
- Solution Architecture
- Product Implementation & Customization
- Validation, Reconciliation & Auditing

### Solutions

- Smart Information Handling
- Text Analytics
- e-PM (Work-flow Solution)
- e-Content Migrator
- Compliance Management
- Go-Green/Eco-Enterprise

### Services

- Document Capture
- Document Management
- Business Process Management
- Records Management
- eMail Management
- Digital Asset Management
- Collaboration

## Datamatics' Advantage

<b>PROVEN TRACK RECORD</b>	Executed projects globally over various industry verticals like UN Organizations, Government, Pharma, Large Enterprise, BFSI
<b>DOMAIN EXPERTISE</b>	More than a decade of rich EDRMS experience through highly professional & certified Consultants
<b>PLATFORM</b>	Partners with leading gratner rated products IBM – FileNet, EMC – Documentum and Microsoft – SharePoint

## Success Story

A global non-government international confederation dealing with regulatory compliance was looking for a credible solution to reduce the total turn-around-time for submitting documents. They were also faced with the challenge of managing documents for records & enforcement of retention /disposition policies on the submitted documents. Datamatics developed & deployed a composite solution that facilitated automated uploading of documents by submissions through web portal & enforced documents as records by applying retention & disposition policies. The solution also provided event-based workflows for processing submitted documents & an extensive search/retrieval mechanism. As a result of this project, the submission processing time was reduced by over 70%. With the records management solution in place, the organization was able to meet regulatory compliance.

## About Datamatics

- Global Information Technology (IT) & Business Process Management (BPM) organization taking you forward on your route to Digital Transformation
- Trusted partner to several Fortune 500 companies globally
- Capabilities built around technology, domain expertise & knowledge of business processes
- Alliances with global technology leaders such as Microsoft, IBM & EMC<sup>2</sup>
- More than 7,500 employees globally
- Certified for SEI CMMI Level 4 V1.3, ISO 27001:2013 & ISO 9001:2008
- SSAE 16 compliant processes
- Global presence: U.S., UK, Australia, Dubai & India

## Associated Services

<b>Imaging Solutions</b>	<b>Smart Document Processing</b>	<b>Portal Management</b>	<b>Business Intelligence</b>
<ul style="list-style-type: none"> <li>▪ Redaction</li> <li>▪ Splitting</li> <li>▪ Masking</li> </ul>	<ul style="list-style-type: none"> <li>▪ Intelligent Crawler</li> <li>▪ Contextual Search</li> <li>▪ Auto Sequencing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Portal Solutions</li> <li>▪ Web Enabled Services</li> <li>▪ Hosted Services</li> <li>▪ Cloud Interface</li> </ul>	<ul style="list-style-type: none"> <li>▪ Information Mining</li> <li>▪ Business Analytics</li> </ul>

## Contact

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