

Dreaming of a paperless office with all your information a mouse click away?

Stop dreaming!! Your dream of a paperless office and still access to all your information even easier and quicker than before has arrived.

Welcome to the ViciDocs Enterprise Content Management (ECM) solution. ECM is the capturing, management, storage, preservation, and delivery of your business information.

Our flexible core electronic content management solution with rich features for data capturing, archiving, managing, indexing and retrieving of your information. The flexible data capturing module makes it possible to extract data from almost every source with integrated digitization, e-mail, Optical Character Recognition (OCR), image to text conversions and scanning technologies.

Managing your documents is made easy with the use of intelligent indexing and tagging mechanisms so you will never lose that important document again.



Why use a Document Management Solution (ECM)?

Reduce Turn Around Time (TAT) – Information will be widely available for your colleagues and clients in a controlled manner.

Reduces Storage - Decrease the cost of commercial property and the need to store documentation.

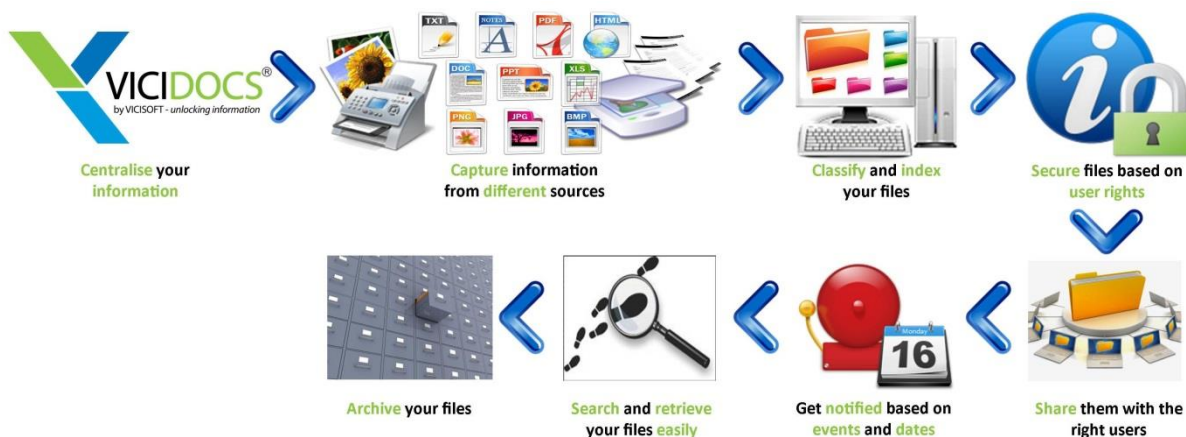
Faster Search - Retrieve files by any word or phrase in the document - known as full text search - a capability.

Increase Performance – The extended reporting functionality will show where you can optimize your processes.

No Lost Files – See who and when a document is viewed, shared or changed.

Improved Security – Secure your sensitive documents better and with more flexible control.

How ViciDocs ECM works



Some of our prestigious customers



DP World got grip of the information in their organisation with ViciDocs ECM

DP World operates more than 65 marine terminals across six continents with a professional team of nearly 30,000 people. Container handling is the company's core business. Jebel Ali Port, DP World's flagship facility, handled 13.6 million TEU in 2013 and has been voted 'Best Seaport in the MiddleEast' for 19 consecutive years.

The ViciDocs ECM solution enabled DP World to grow and increase their service and customer satisfaction. ViciDocs is used by the following departments:

- Commercial Department;
- Information Technology (IT);
- Human Resources (HR);
- Marine Operations;
- Procurement;
- Finance;
- Technical Departments.

The solution is implemented to capture and store all important documents, both paper based and electronic. The key to success is the reduction of search time to retrieve the information that is required.

Business Needs/Issues:

- Large Volume of Employee Related Documents
- Need to retrieve specific employee documents quickly based on employee id, type of document and other attributes
- Need to enable access to documents to employees from within the Employee Self Service Portal of Oracle EBS HRMS

Benefits for DP World:

- Significant savings in storage and retrieval costs.
- Average lead time for retrieval brought down.
- Easy navigation for users through browser interface.
- Greater productivity possibilities through integration with Commercial Application.



Information Management

ECM is all about your company's information. One of the most valuable assets you have so it's important to look after it. With ViciDocs ECM can be used to be compliant with authorities, government bodies and auditors but can also be implemented for certification such as the ISO standard.



Collaboration

Collaboration allows individuals with complementary, or overlapping, areas of expertise to create better results faster than before. With today's collaborative tools, business units and teams can work together anytime, wherever and whenever needed.

Collaboration is the art of working together. It's good business; groups can accomplish more than individuals.

About ViciSoft Technologies

ViciSoft specialises in information management solutions to structure unstructured content like images, forms, emails and documents for medium and large enterprises. In 2000 a team of highly educated professionals found each other and bundled their knowledge to bring their vision alive in the ViciSoft Enterprise Pro solution. The experience has shaped the solution to one of the top players in today's Enterprise Content Management (ECM) market with a proven track record.

The design, development and delivery processes are all ISO 9001-2008 certified by UKAS since 2006. This ensures you the highest standard in the market.



For more information or a presentation about information management please contact us.