



**Client: State Bank of India, Hyderabad, India.**

Industry	Public Sector Bank
Project Description	Implemented ViciDocs for managing circulars
Project Summary (What we did uniquely)	SBI Zonal office receives many circulars from its head office and also from Reserve Bank of India. Before implementation of ViciDocs these were distributed by courier to its branches in Andhra Pradesh which numbered more than 600. ViciDocs enabled SBI to digitize the circulars and to host them centrally on a web server and also send periodic updates by CD at places where using the internet was not viable.
Specifics	<ul style="list-style-type: none"><li>❖ The circulars were scanned and through ViciDocs were converted into searchable PDF files. The PDF format ensured consistency of formatting of documents.</li><li>❖ Central repository of circulars was created and published on a website which could be accessed by most of the branches. The web-based architecture of ViciDocs enabled this to be configured very easily.</li><li>❖ ViciDocs also enabled archiving sets of documents on CDs which were fully searchable.</li><li>❖ ViciDocs also enabled linking of documents to each other so that users could click through circular numbers and browse circulars.</li></ul>
Benefits to Customer	<ul style="list-style-type: none"><li>❖ Customer has made significant savings in printing and dispatch.</li><li>❖ The circulars are fully searchable making it easy for users.</li><li>❖ Easy navigation for users through hyper linking.</li></ul>

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