

easyDOC

**DOCUMENT
MANAGEMENT
SYSTEM**



**ACCESS, STORE, TRACK AND MANAGE ALL YOUR
DOCUMENTS FROM A CENTRALIZED SYSTEM**

POWERED BY

pinnacle
works

#AlwaysEvolving

About the Company

A BRIEF OVERVIEW

Name:

PinnacleWorks Infotech Pvt. Ltd

Founded:

2012

Location:

Gurgaon, India

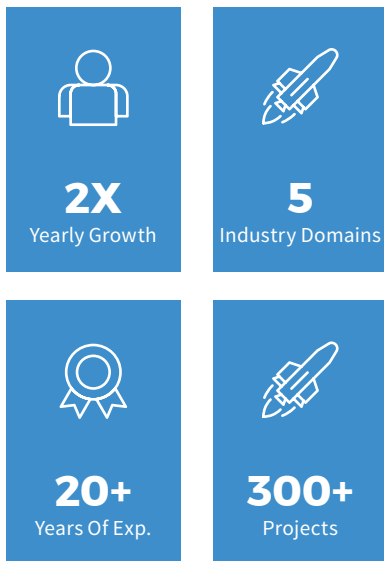
Website:

www.pinnacle.works

PinnacleWorks is a global provider of IT Consultancy and Digital Marketing Services to several businesses in India and abroad. Founded in 2012, the company has been delivering innovative, custom and packaged solutions designed for unique business requirements. The company has a fully integrated offering to support digital transformation of organizations through innovative process, Smart Systems, Motivated team and advanced Data analysis.

PinnacleWorks has a wide array of product suite to cater to its clients ever changing business needs. Our main motto is to provide best in class, custom products to our clients to match their budget and complex business requirements. We have always believed in delivering quality results while meeting our deadlines. Whether it's building a custom product for our clients, implementing one of our already built products, running digital campaigns, the team, and the company are always dedicated towards giving their best.

PinnacleWorks has adopted the highest standards of service quality and operational excellence enabling the enterprises to maximize productivity, improve speed and getting higher ROI.



SOME AWESOME FACTS ABOUT OUR COMPANY:



PEOPLE

The Efficient Team of PinnacleWorks, carries high ethical values with ever learning attitude to deliver the best possible results, resulting in quality results for the projects handled.



PRODUCTIVITY

PinnacleWorks believes in optimal use of resources for delivering higher productivity in lower cost and lesser time, resulting into better ROI for the clients and higher client retention rate for the company



ENVIRONMENT

A flat hierarchy is maintained between the employers & employees to keep a stress free environment for the people to work in.



ACCURACY AND PRECISION

The company believes in delivering quality results and therefore all its campaigns and strategies are driven by data analytics and results driven from them. This adaptation of the same allows the company to maintain higher client retention rate.

EASYDOC

**Give your work-life a treat with
Easy Management of your Docs**

WHAT IS EASYDOC?

EasyDoc is a Document Management System which is used to track, manage and store documents. It is capable of keeping a record of the various versions created and modified by different users. The system enables an organization to capture faxes and forms, to save copies of the documents as images and to store the image files in the repository for security and quick retrieval. EasyDoc stores the document in a central archive, which is accessible to everyone via the network. Every piece of information concerning the documents is stored in a database, starting with creation date over the type of document and stored tags up to the entire text content.

Once the content is imported the software acts as a search engine, facilitating the users to find what they are looking for in a faster way. The system allows for better application of search capabilities such as full-text searching and stemming. EasyDoc offers setting of MetaData, Versioning of Documents, Workflow Management, Access Management, etc. It extracts meta-data from the document automatically or prompts the user to add metadata. Versioning allows user to retrieve previous versions and to continue work from a selected point. It is useful for documents that change over time and require regular updates.

***“STOP LOSING
YOUR DOCUMENTS
& MAKE YOUR
AUDITING
PROCESS EASIER
WITH ALL THE
DOCUMENTS
STORED AT ONE
PLACE ”***

Ankit Ruia

Co-Founder, PinnacleWorks

WHY EASYDOC?

EasyDoc saves one from the hassle of manually maintaining and arranging the documents. It allows the users to have right information on right place at the right time which is the basis of decision making procedure and triggering the business process. The faster the correct information is available, the faster can decisions be made or more decisions and business processes in the same time span could be processed.



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INCREASES TIME - EFFICIENCY

Manual Documentation Compiling and Auditing takes a lot of time which somewhere reduces the productivity of the organisation. EasyDoc saves time of every organization and individual which they would have spent in compiling the paperwork and can use that time in doing some other productive work.



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REDUCES RISK OF LOSS OF DATA

Since, documents and records are an important entity of any organisation and thence those documents getting tampered or lost creates lot of trouble. Thus with EasyDoc where all the document have online automatic storage of all the edited versions, reduces the risk of loss or damaging of documents.

TECHNICAL SPECIFICATIONS



System supports deployment on both Cloud and Intranet



Made with Open Source Technologies



Scalable to a Million Documents



Supports Flexible Hardware Specifications



Single Sign-On



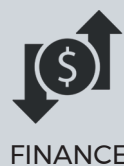
Highly Customizable with Deep Linking

FEATURES OFFERED

EasyDoc comes as a complete package with many automation and reporting features integrated into the system, allowing the users to easily access, track and manage all their documents from one centralised system, anytime, anywhere. It is a component of enterprise content management systems and related to digital asset management, document imaging, workflow systems and record management systems. The Workflow module allows the administrator to define a rule that dictates the flow of a document through an organization. Thus, with the implementation of EasyDoc an organization could ensure higher productivity and effective usage of time.



MAJOR INDUSTRIES



HOW IT WORKS?

The document is never sent around itself, but rather a link, which is the address of the document in EasyDoc. In other words, one works on a shared data basis and the distribution copy is cancelled.

Easydoc offers important analysis of the entire meta-data for controlling, which are controlled from the documents. The versioning of the documents is also done where each and every edited version of the document is stored and can be accessed by the users when required. Along with the versioning of the document, an audit - proof archiving function is also there. The documents stored in this manner have complete document status for the tax authorities and make paper-based document superfluous. The system also has workflow management where every person has different privileges. For ex - One might have the access just to view the documents and not able to edit it while the other one has access to the documents of others also along with the editing privileges.

WORKFLOW MANAGEMENT

The workflow of EasyDoc can supply corresponding coworkers or groups within the organization or externally, with documents based on specific parameters, e.g. the category, the project number, the client etc., depending on how & when they finish working on the documents, further workflow steps are triggered. It is not a fixed construction. A semi-automatic and manual workflows are also possible which reduces the execution time of the documents. With the advanced search option, the system allows one to find the required document even if he/she is not involved in the workflow, provided the person has enough privileges given by the admin to access the same. The workflow thus has been designed with much higher flexibility and technical specification in order to keep the execution easier with less time consumption and higher



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OUR PROUD PARTNERS



THANK YOU



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