



Document Processing System



Gain Control over Your Document Processing and Digitization Projects

Do you depend on time consuming application development for each new Document Processing or Digitization project you get?

Tired of managing various applications that are independent of each other and hence do not give you a single picture of your operations?

DocPro System has been designed exclusively for Document Processing & Digitization that gives you easy-to-manage, integrated and configurable system to manage all your projects centrally.

Since DocPro has been designed exclusively for Document Processing & Digitization companies, the features and capabilities delivered with the solution are a perfect fit for your requirements.

Benefits

- ❑ Exclusively designed for the Document Processing & Digitization Industry
- ❑ Spend less time consolidating data, and more time **analyzing information** and **providing insight** to your operations and management teams—enhancing the strategic value of the operations function
- ❑ Improve **business agility** by configuring projects centrally and deploying them across various locations
- ❑ Central **control and visibility** on all your projects wherever they are running
- ❑ **Reduce the lead time** on each project so the revenues start coming in faster
- ❑ Centrally control the **workflow** for the documents
- ❑ Define the validations required on each field centrally
- ❑ Centrally control the scanned image parameters like DPI, color requirements, frame-size etc that gives you direct control on your costs
- ❑ Move activities according to the man-power or infrastructure available at your locations. **Improve productivity** of man-power like data-entry operators and of equipments like scanners.
- ❑ Better manage the operational results using **real-time reports** across projects and locations. Make **better business decisions** by simplifying and standardizing data collection across the organization.
- ❑ Integrate with your Records Management System for inventorization of the physical documents
- ❑ Integrate with your Document Management System by uploading images and data to the DMS

Key Features

Modeling and Administration

- Create the workflow for the project – e.g. Inward, Scanning, Data Entry, Outward
- Define the parameters for each step created above e.g. – Scanning Parameters like DPI, Color/Grayscale/Black and white etc.
- Define the template for data entry screens – Labels for the data entry fields, Validations on each field, you can also define the drop down lists for a field
- Create users and assign the rights to the users.

Access Control

- Access Control is in full control of the administrator
- Role based access control
- Create roles, assign rights to roles, assign roles to users
- Assign projects to users

Reporting and Dashboards

- Generate reports centrally for data on all projects in the organization
- Central and local reports for operations control
- Productivity reports – by location, by project, by employee etc
- Reports for billing

Get DocPro and make your Document Processing and Digitization Processes a breeze.

Please get in touch with us for your queries-



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