الطموح لتقنية المعلومات ش.م.م
Al Tomouh IT LLC

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سهيل
بهوان
عزم... إنجاز...

Electronic Document Management System For Ministry of Defence

To implement an Electronic Document Management System for the entire organization that maintains a log of all the required documents and to retrieve them whenever required. The provided solution is integrated to SharePoint for easy access and sharing.

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Overview:

The customer, Ministry of Defence (MOD) is the governmental body in a Middle-East country, responsible for all matters relating to the defence of the state. It needs to take care of defence related activities including defence acquisition.

Challenge:

There will be many documents that are of utmost importance and priority related to Defence of the country. The ministry needs to manage all such important documents in a safe and secure way. It is important to easily obtain the required documents, whenever required.

Methodology & Approach:

MITECH implemented its iArchive solution integrated with SharePoint to meet the challenges of the customer. iArchive is an essential software suite designed to convert paper files and records into the electronic format. Business and organizations equipped with our solution can effortlessly scan all their previous and existing paper documents into the digital format while allowing effective indexing.

The solution is designed for digitizing paper documents and making them available at a click of a mouse button. It has an exclusively designed ONE Screen Application style. Hence, there is no need to go through multiple menus for achieving a simple task.

Some of the special features of iArchive include: Import bulk image files, index it any time, follow up a document, trace back the follow up history, support multiple image types, classify and differentiate pages into multiple sections, and manipulate the images at a single mouse click.

Outcomes & Conclusion:

Easy management of all required documents and storage.
Conversion of all previous documents into scanned copies for easy storage.
Easy retrieval of all such required documents whenever required.
Safe and secure storage of all such documents.

About AL TOMOUH

AL TOMOUH an IT Services Company providing software solution platforms specializing in a broad range of services such as Consulting, Application Software Development & Maintenance, Managed Operations IT Services, SMS, Cloud services etc., and solution offerings which include Office Automation, eVISA, Service Management, eServices, Document Management, Archive, Record Management, Mobile Apps, SMS gateway, CRM and HRMS etc.

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