

Electronic Document Management System For An Oil Company

To implement an Electronic Document Management System in the entire organization which enables safe and secure storage of all the documents and also sharing the required documents across the organization.



Overview:

The customer is a national oil investment company of a Middle-East country. It is wholly owned by the country's government. In addition to the oil and gas exploration and production, the company also invests in power generation, energy transportation and infrastructure, oil refining, and petrochemicals manufacturing.

Challenge:

The company with such huge diversified businesses needs to take care of many documents related to its business. And there will be a lot of records to be maintained and stored. It is a hectic process for the authorities to manage all such required documents and retrieve them whenever required. Hence there was a need for an enterprise document management system which enables easy storage and sharing of all the required documents.

Methodology & Approach:

AL TOMOUH implemented the iArchive solution, which is integrated with SharePoint and is provided to the client 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 this solution can effortlessly scan all their previous and existing paper documents into the digital format while allowing effective indexing. The entire Organization uses the iArchive solution over their Intranet SharePoint portal for document management and shares over 7 different sites with data redundancy over multiple site concepts.

The solution is designed for digitizing paper documents and makes them available at a click of a mouse button. It has an exclusively designed ONE Screen Application style. 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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