

Current problems with paper based documents?

- Employees spend 5 – 15% of their time reading information but up to 50% looking for it.
- 7.5% of all documents are lost; 3% of the remainder are misfiled.
- 90% of documents handled each day in an average office are merely shuffled.
- Hassle of storing documents
- Natural Disasters
- Paper is expensive, wasteful, far from secure and has very little place in the future of business

With OpenKM, we help you to address your pain points and get the maximum benefits

OPENKM DOCUMENT AND WORKFLOW MANAGEMENT SOLUTION

OpenKM is a powerful and easy-to-implement enterprise electronic document and record management software that enables businesses to efficiently and systematically capture, store, manage, secure, maintain, and distribute corporate information assets with the goal of facilitating knowledge creation, optimizing business processes, and improving decision-making.

Features:

Capture Information from Digital Sources

Collaborate with Colleagues on Documents and Projects

Workflow Engine

Task Manager

Configurable Mail Message Notifications

Document Pre - visualization

Version Control

Records Management

Tracking System

Records Retention, Disposition, and Destruction

Automate Tasks

Metadata Capture

Automatic Document Classification

Electronic Signature

Administration Tools

Capitalize on Accumulated Information

Security

Integration



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