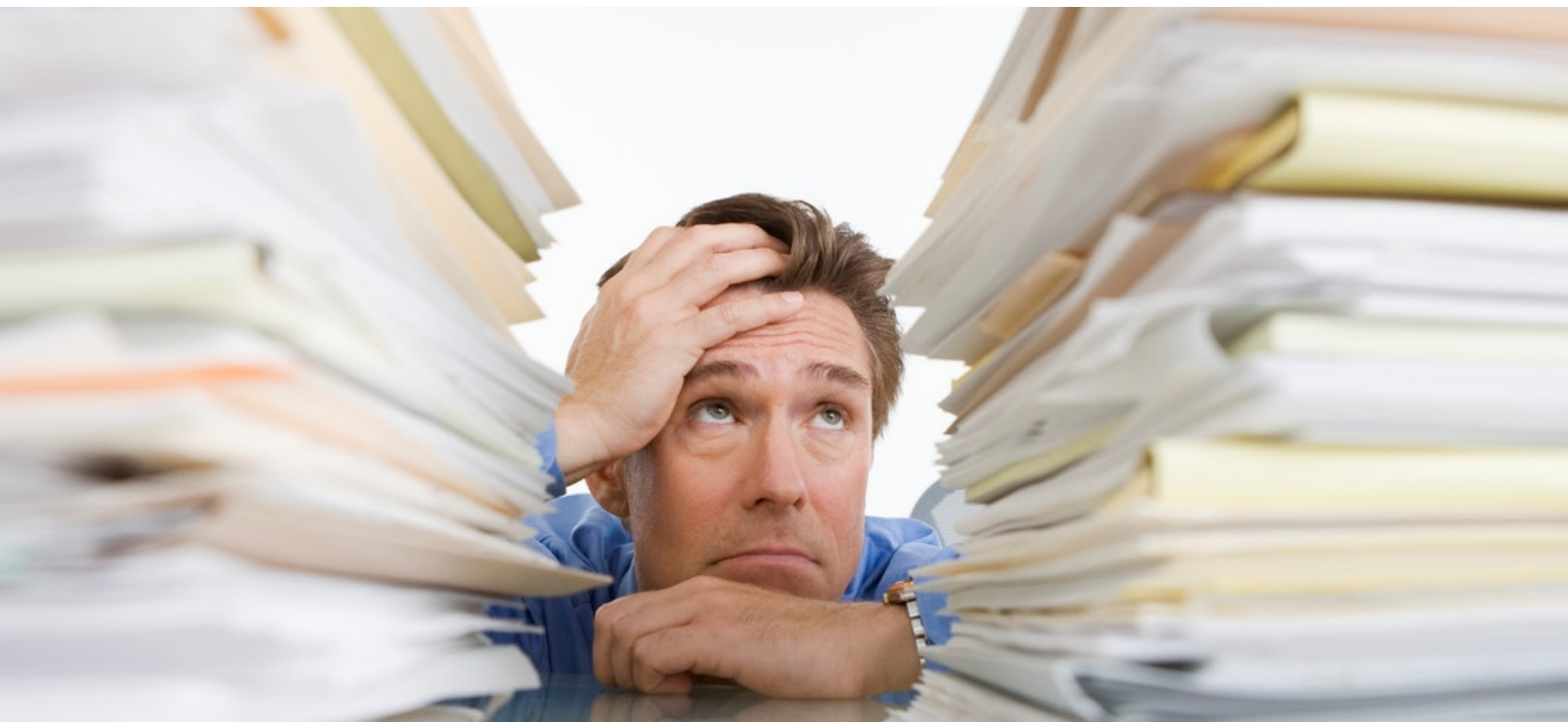




Document Management System



Increase productivity, reduce cost and comply with regulations with Tabaq's document management system designed for collaboration and office automation.

jComply Document Management system brings collaboration, control, business automation and compliance to the work environment. Teams can share documents and control their access within their groups or projects. Businesses can automate their processes to providing faster and timely processing of vendor invoices or quickly retrieve proof of delivery documents.

Organisations can create paperless environments and conform to regulations. Available on-premises or on-demand, jComply Document Management is fully integrated within the jComply GRC Platform and offers business productivity solutions with high ROI.

Document Management Solutions

Document Imaging & Archiving

Do away with boxes and boxes of papers and create a truly paperless work environment with jComply Document Management system. Instead of going through piles of document rubble, quickly enter a few keywords and retrieve your employment contracts, financial statements, signed application forms, vendor invoices or proof of identity documents. There is no limit to what paper documents can be stored; you can extend the storage to include Microsoft Office documents while retaining their native format.

All scanned images are stored against key metadata such as invoice number, date, vendor, amount, etc and can be quickly retrieved using a range of search options. Furthermore data entry and verification process can be streamlined through direct database lookups, barcode, OCR and OMR technologies. For high volume and distributed scanning needs, we can design an enterprise scanning system to support distributed scanning at branch offices using high volume commercial scanners and centralized document management server.

Archiving for Banking Systems

Core banking systems produce huge amounts of ASCII data which includes financial reports, end of day reports, SWIFT transactions and account statements. Tabaq can make this data available online at your finger tips by processing and importing the data in jComply document management system. Brining your past data online will allow you to provide high quality service to your customers and also conform to industry regulations.

Cheque Processing

Cheque Processing is a special module designed to provide both volume and over the counter scanning and processing of cheques. The system is designed to work with commercial cheque scanners and includes MICR reading. Business can reduce claims and fraud as well as increase productivity in the work environment by implementing the cheque scanning and processing system.

Purchase Invoice Automation

With the help of our expert business analysts automate your paper based invoicing into automatic purchase invoice tracking and processing system. Avoid losing invoices, double payments, and payment delays, while improving your vendor relations.

Proof of Delivery (PoD) Automation

jComply Document Management can be used to store Proof of Delivery (PoD) documents which can help in reducing the number of claims for non-delivery. With business process automation, PoD documents can be bar coded and signed document linked directly to the original orders when scanned back in.

Purchase Order Approval

Automate your purchase order approval system to reduce costs and increase productivity. Your company's approval processes for different types of purchase orders can be automated on our workflow based document management system. Our bespoke integration services can directly link your purchase order approval process with your accounting, CRM or ERP system and further increase the ROI.

OCR, OMR and Barcode Printing

Optical Character Recognition, Optical Mark Recognition and Barcode printing is part of the jComply Document Management System. Whether its printing a Proof of Delivery document with a barcode for automatic injection and attachment to the original order or printing a field survey with OMR for automatic recognition of answers, our business process management team can design and deliver a system that can help reduce costs and improve productivity.

Features

Document Library – Centrally manage all your document types like text, image, PDF and Microsoft Office. Assign access rights at folder or document level and quickly locate documents using powerful advanced searching.

Office Connector – Integration with Microsoft Office enables you to view and edit your Microsoft Word, Excel and PowerPoint documents within jComply.

jComply GRC Platform – Fully integrated with jComply GRC Platform making it easier to link documents to audits, training and other modules within the platform.

Task Management – The entire system is process driven with workflow based tasks generated for users. Apart from creating your to do list, raise and track non-conformances, suggestions and improvements.

Security – Restrict user access to document or folder level. jComply supports SSL encryption at server level and 128 bit AES encryption at document level making the data and communication very secure.

Document Tagging and Searching – Tag documents throughout the library and easily filter and search documents with a few clicks.



Alerts & Email Notifications – Alerts are automatically generated for outstanding tasks and users informed through email notifications whenever a task is assigned to them.

Comprehensive Audit Trail – An audit trail is generated automatically for each action performed by a user. Audit trail can be filtered for users, documents and other objects to show compliance.

Reporting - Management reporting suite which allows you to customise reports according to requirements.

Java Platform – Built on JEE technologies with Spring framework and JBoss RichFaces, jComply offers flexibility in deployment and integration and enhances the usability of the system.

Flexible Delivery – jComply GRC platform can run on Linux or Windows environments either as an on-premise or on demand deployment.

Active Directory Support – With built-in Microsoft Active Directory integration, easily synchronise users and groups.

Benefits

- Improve business performance and efficiency
- Improve customer service
- Paperless environment
- Minimise risk
- Save time and cost