



**Printf Technologies**

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# **DOCUMENT MANAGEMENT SYSTEM**

# WHAT IS A DOCUMENT MANAGEMENT SYSTEM ?

A document management system is an essential tool for any organization that aims to securely, safely, and systematically store records, media, and data in centralized locations. By employing a DMS, organizations can easily retrieve these documents and data both physically and digitally.

Typically viewed as a subset of Document Management System (DMS) systems and related to digital asset management, document imaging, workflow systems, and records management systems, the implementation of a document management system offers benefits such as enhanced document security, access control, centralized storage, audit trails, and more.

As a reputed industry leader in secured document management services across India, Printf Technologies offers a range of comprehensive solutions for document scanning, imaging, digital transformation, and secure destruction.

With 5 dedicated **facilities**, each equipped with :-



Fire Supression System



24/7 CCTV Surveillance



Manned Petroling



Temperature & climate controlled vaults



Processing Center

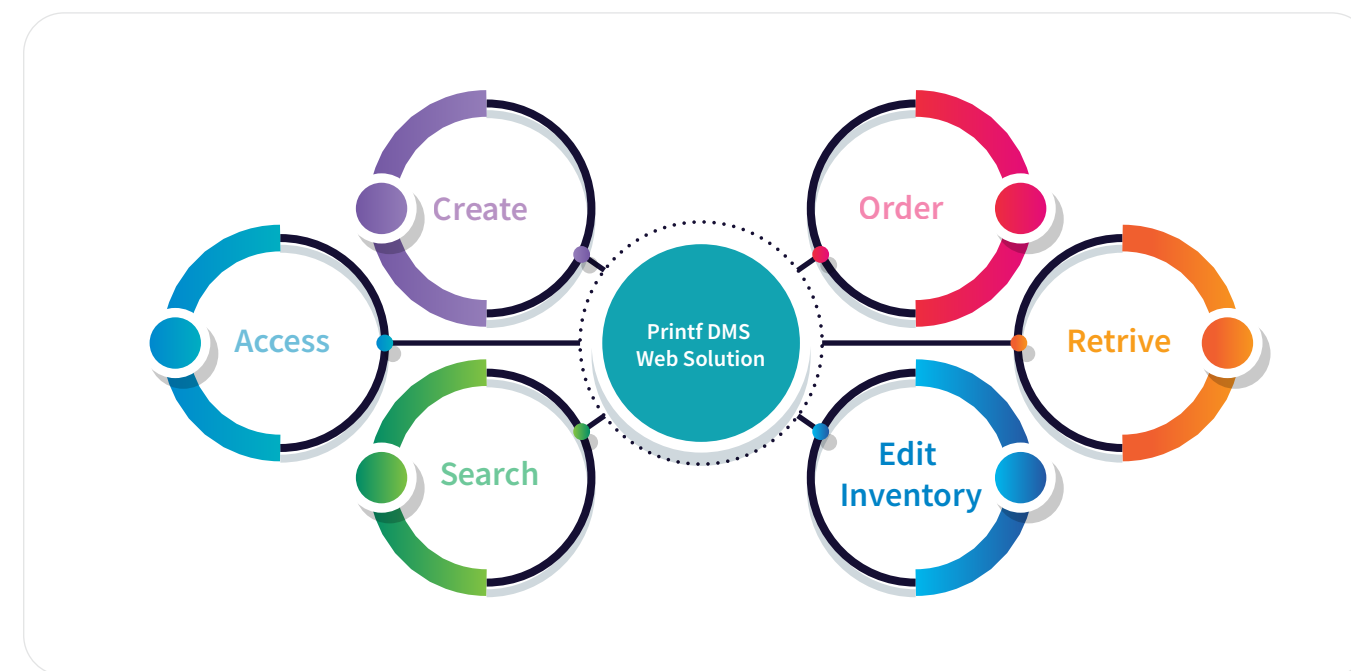
Printf Technologies offers efficient and secure storage and management of documents, files, and other forms of data.

It's worth noting that **Printf Technologie's** additional services, such as document scanning and imaging, digital transformation, and secure destruction, align well with the needs of businesses seeking to digitize paper documents, streamline workflows, or dispose of documents in a secure manner.

# OUR OFF-SITE STORAGE SOLUTION FOR YOUR HARD-COPY FILES AND ELECTRONIC DOCUMENTS GIVES YOU FLEXIBLE ACCESS TO YOUR DOCUMENTS

## ACCESS AND CONTROL

Our organization has implemented a cutting-edge document management solution known as **Printf DMS Web Solution**.



This unique web-based platform allows users to seamlessly access, create, search, order, retrieve, and edit inventory via a web browser. With our rigorous classification and cataloguing systems, combined with electronic or physical retrieval on demand through our user-friendly web portal, your paper records have never been more accesible. Our online document storage and document management software in India ensures that information is readily available at your fingertips.

Furthermore, Printf DMS Web Solution can be tailored to your specific needs. It offers customizable features such as key field capture and retention date enforcement, as well as comprehensive indexing and searching capabilities for your entire archive. This tailored approach is what we consider a holistic document management solution.

With our advanced Printf DMS Web Solution, your organization can experience the ease and convenience of efficient document management. By leveraging this powerful technology, your information is no longer confined to physical storage spaces. Instead, it becomes digitized and readily available through our secure and user-friendly web interface.

Embrace the future of document management with our seamlessly integrated Printf DMS Web Solution. Contact us today to learn how our holistic approach can transform your document management practices and streamline your operations.

## CONFIDENTIALLY CONTROLLED

Your records are housed in dedicated, purpose-built records centers. Each site operates a strict security policy, with perimeter fencing, 24/7 alarmed premises, and staff trained in data protection. Your peace of mind is paramount to us, so our facilities are second to none.

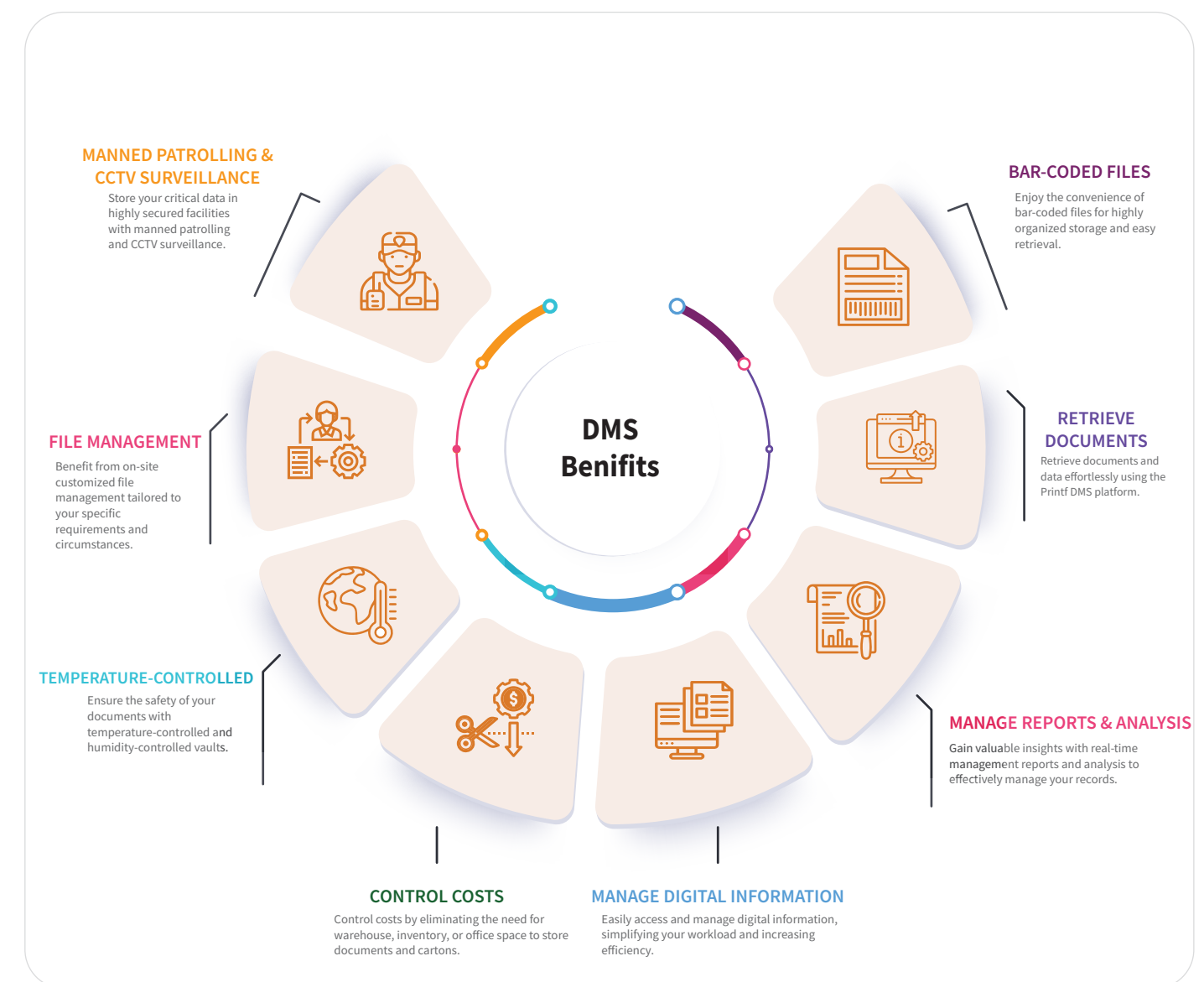
## PUTTING YOUR NEEDS FIRST

As a professional, it is essential to maintain complete control over your information and assets. One effective method to achieve this is through the use of a barcode system for tracking. By implementing such a system, you can easily monitor the entire lifecycle of your assets, from deposit to disposal.

The barcode system offers a myriad of benefits, including a comprehensive audit trail of your assets. This audit trail allows you to gain insight into the history of activity associated with each asset, ensuring transparency and accountability.

Furthermore, the system provides you with detailed reporting capabilities. You will receive pertinent information on storage locations, enabling you to effortlessly locate your records. Additionally, you can access invaluable spend and trend analysis, giving you the necessary insights to make informed decisions

## WHAT ARE THE BENEFITS OF USING A DOCUMENT MANAGEMENT SERVICES?



## DMS Benefits

## INTELLIGENTLY MAKING THE PHYSICAL, DIGITAL

Digitizing handwritten and printed information enables text to be indexed and searched. Scanning documents provides quick digital access, but digitization technology goes further, allowing proper archiving and sharing of handwritten notes. This process saves time by enabling easy retrieval of specific information and ensures document preservation.

Digitization also facilitates seamless sharing and collaboration, enhancing productivity. Choose digitization to optimize document management, improve accessibility, and harness the power of searchable and shareable information.

## WHAT CAN DOCUMENT DIGITISATION DO FOR YOUR DATA ?



### Efficiency:

Retrieving digital files saves time and reduces human error, allowing employees to focus on more important tasks.



### Flexibility:

Digital data provides valuable insights, helping companies stay ahead of the competition.



### Security:

Scanning documents creates a secure repository, protecting information from loss, theft, and environmental damage.



### Preservation:

Electronic records serve as master variants, enabling easy production of copies in various formats.



### Communication:

Digitized information is easily shared in standard file types, facilitating seamless transfer to clients and employees.



### Searchability:

Advanced software has revolutionized records management, making it possible to access previously inaccessible information.

## TYPE OF SCANNING SERVICES THAT PRINTF TECHNOLOGIES CAN OFFER

Printf Document Management System understands every business is unique, that is why we offer highly customizable scanning services that will meet your needs.

We specialize in:



Our goal is to ensure a smooth and secure transition from paper documents to electronic files and build a digital Document Management System backbone for your organization.

## OUR DOCUMENTS SCANNING SERVICE PROCESS FLOW

Printf Technologies, document scanning involves these 8 steps:





## COLLECTION, CAPTURE AND CONVERSION

Flexibility is key in the digital environment. At Printf Technologies, we tailor the process to your company's needs, ensuring optimal workflow and compliance. Our imaging services offer a wide range of formats, delivered through various options like removable storage, SFTP, or web hosting. With digital character recognition (OCR and ICR), processing is fast and efficient. Leveraging machine learning, we identify document types and direct data to the right parts of the system and key individuals for further processing.

Choose Printf Technologies for flexible, efficient, and accurate digital document management.

## THE NEXT STEPS

Document scanning is an essential step in the journey towards digitized information management. At Printf Technologies, we help companies securely scan, capture, and import their content, such as invoices, job applications, and contracts, into a digital repository.

Our content management capabilities empower organizations to store critical documents digitally. Users can easily view, edit (based on access rights), and organize documents within folders, while also checking how data has been categorized using metadata.

Once documents are securely stored, our advanced search functionality allows users to quickly locate specific documents based on full-text search, keywords, dates, and users. The next stage in the journey is to automate and streamline key business processes by digitizing tasks like recruiting and onboarding new employees or the accounts payable process.

With our enterprise content management capabilities, we enhance compliance by restricting folder access, monitoring system logins and logouts, and maintaining comprehensive audit trails for document creation.

Choose Printf Technologies for professional document scanning and enterprise content management solutions that streamline workflows, enhance compliance, and enable efficient information management.



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