

Secure, centralized, and scalable document management system



Client Profile

Enables organizations to adopt smart document management system.

COUNTRY
US

DOMAIN
INFORMATION TECHNOLOGY

Challenge

- Switch from conventional storage to a centralized repository system for files and document management
- Provide secure access to documents and files to multiple users at a time
- Need for a sophisticated document management system that enables users to split and merge documents
- Localization, globalization, and classification of content across the department
- Customized library for storing content individually
- Real-time document collaboration that enhances team productivity

Solution

- Centralized repository from where a document and metadata can be listed, classified, tracked, and accessed from anywhere, anytime securely
- Implemented a document workflow automation platform that encompasses the ability to generate and split documents
- Implemented a system from where users can initiate discussion on list-item, templates, and documents by posting comments
- Automatic logging of creating, read, update, and delete operations performed on documents
- Implemented role-based security mechanism for local knowledge manager and global knowledge manager

Outcomes

- Ease in searching a specific document amid the countless other documents
- Multiple users accessed and updated documents remotely on multiple devices
- The documents were saved and were made available to be used for later purpose
- Access rights on the documents due to privacy clause
- Ease of document access encouraged local and global office cultures
- Audit log and report generation on the activities of the documents

About Cygnets Infotech

Established in 2000, Cygnets Infotech works with clients across 35 countries and has a strong team of over 1000 employees. Cygnets Infotech's offerings range from IT Services, Technology Products, and Tax Technology solutions. Aligned with its vision of providing technology enabled business solutions, Cygnets Infotech delivers end-to-end solutions for clients' most pressing business needs.

Cygnets Infotech's Technology Services enables clients to accelerate growth and optimize business operations through, Product Engineering, Bespoke Solutions, IT Modernization, Automation, Implementation Services, Risk Mitigation Services, Information Security & Compliance Services, and IT Staff Augmentation.

INDIA

Cygnets Infotech Pvt. Ltd.

2nd Floor, Dinesh Hall, The Textile Association
(India), Ashram Road, Ahmedabad 380009

☎ +91-79-67124000

DUBAI

Cygnets Fintech Software

49th floor - Ubora Business Tower 2, Office no 48,
Phoenix Business center, Business Bay, Dubai,
UAE, PO Box No.: 118147

☎ +971 52 830 5127

USA

Cygnets Infotech LLC.

125 Village Boulevard, Suite 315, Princeton,
NJ 08540

☎ +1-609-245-0971
+1-609-533-8393

UK

Cygnets Infotech Ltd.

Devonshire House 60 Goswell Road, London,
United Kingdom, EC1M 7AD

☎ +44-20-8099-1653

✉ inquiry@cygnetsinfotech.com