



Industry: Real Estate

Deliverables: • EDMS

Technology: Windows Server 2012 & Later, SQL server 2012 Later, SharePoint Foundation 2013

Country: India

Project Goal:

- Digitize all property papers.
- To build central digital storage for all the property documents that are physically stored at various locations.
- Reduce the physical stress of handling of the documents by rendering digital documents as per the requirements.
- Capture the necessary metadata information related to each property document.
- Provision search that enable easy document retrieval with document versioning.

Challenges:

- The client was struggling to handle 5000+ property papers which were stored at various physical locations.
- At the time of purchase and sales, the client had to prepare, maintain, verify, and submit various documents to the Buyer, Seller, Government, and other agencies...
- It was a challenging task to park physical documents at various places with standard nomenclature.
- Real-time document retrieval and maintenance were time-consuming.
- Frequent use of physical documents damaged and reduced the paper life while increasing the possibility of steal.
- A huge number of papers were required for sales, purchase and review process increased the costs.
- Maintaining various versions of the property document was tiresome.

“One of the leading land owner required robust digital document management to digitize their property documents and retrieve easily as and when required. Our single digitalized system offered the client with a real-time document upload, versioning, metadata as well as retrieval and document workflows in a hassle-free manner”



Solution:

The client was in need of a centralized system in order to streamline processes and maintain digitized documents at one single location.

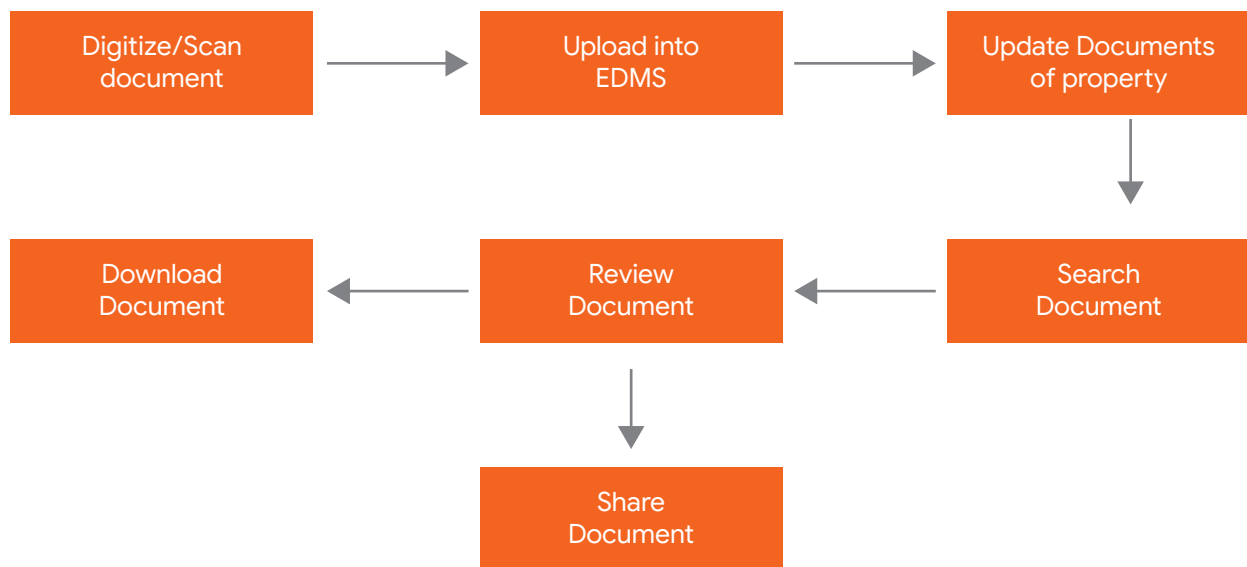
The professionals at KCS deeply understood the basic requirements of the client by utilizing their deep domain knowledge and rendered them the best possible solution.

The electronic document management system enabled the client to digitally manage all the documents without the haphazard of physical papers.

- **Digitization:** The document scanner scanned all the physical documents.
- **Uploading the Document:** This module enabled the user for single or multiple document uploads along with the drag and drop options. It also enabled the user to sync the document to the local computer drive.
- **Document Versioning:** It enabled the user with the major and minor document versioning, version history as well as restoring older Versions.
- **Check-In / Check-Out:** Check-in enabled the user to upload a document and its metadata into the electronic archive whereas check out enabled them to remove the document from general access.
- **Add/Edit Document Property:** It enabled the user to add metadata of property documents while storing it at the central location.
- **Document Workflows:** It included document archival, document disposal and inform sender via email as well as receiving document comments.

Features:

- Single / Multiple upload
- Meta data to each property document
- Offline sync
- Content search
- Workflows
- Doc sharing
- Versioning
- Thumbnail view
- Export meta data
- Robust permission
- Sync with outlook
- Check in / check out
- Direct upload of scanned document to EDMS.



Result:

- Digitization reduces the paper usage.
- Digitized documents can be easily maintained and retrieved as and when need.
- Well classified documents on based of Meta data.
- Search based on Meta data and content makes easy retrieval of document as and when needed.
- Granular level permission and filtration make the EDMS robust solution for the client.
- Versioning enables the user to get the previous version of the documents as and when needed.
- The solution could be accessed remotely: It was available anytime, anywhere.



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