



# DOCUMENT MANAGEMENT SYSTEM

## Client

The Client was a reputed Legal Consultancy Firm in the United States.

## Business Challenge

The Client had a huge collection of documents and they want to manage it more efficiently. Their main business goal is to store bulk volume of documents with predefined metadata and taxonomy.

Also they want store, retrieve and search the different type of document based on the type of documents from a secured cloud environment. They also wanted a secured cloud based storage from which their data can be searched or shared with their clients in accordance with their data security policies.

## Solution Delivered

After thoroughly analyzing the business challenges and requirements we came up with with a cloud based document management system on Microsoft Share Point with Office 365 Environment to make it secure and easy to search and share documents.



## Technologies Used

 Office 365



## Business Benefits

Our Cloud Based Document Management system addressed all their business challenges and enabled a number of business benefits as follows:

- ▶ Enabled safe and easy to use data storage on secured Microsoft cloud environment.
- ▶ Improved efficiency by enabling rapid search using instant calling based on tags, document categories, meta data and content in the document.
- ▶ Provided rapid web based solution that can be accessed across various platforms and devices enabling team colobration.
- ▶ Furthermore the system also enabled a secured storage for them to share and manage documents with their clients.

## Get in touch with us today



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