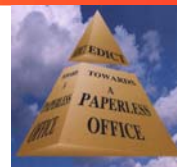


EDICT-Workflow



MultiMedia Computer Systems Pvt. Ltd.

"We are happy that the gains from the electronic transactions system have been significant in terms of reduced response time, efficient information dissemination, quick decision-making and transparency in operations."

G.Gopalakrishna
Regional Director

Reserve Bank of India, Thiruvananthapuram

Solution Overview

Accelerating the road 'Towards E-Office'

Today's business environment is focused on the creation and manipulation of documents. Whether handwritten, typed, electronic or printed, documents are the lifeblood of enterprises in every industry around the world.

EDICT-Workflow has been designed to provide a clear and user-friendly methodology by which all documents can be digitally managed. Offering a central document repository, tracked movement of documents and transparent routing of documents across various work centers, EDICT-Workflow can improve productivity, enable faster decision making, reduce costs and increase customer satisfaction. With EDICT-Workflow, enterprises and knowledge workers enjoy outstanding benefits, including:

- Round-the-clock access to business-critical information
- Increased productivity
- Lower overheads from reduced photocopying, printing and physical storage
- Enhanced, more granular information security
- Increased recoverability from catastrophic events such as fires and earthquakes

The Challenge

The key business challenge in any enterprise setting is to make information available to business users whenever required. Only this way can an organization reduce the valuable time that users traditionally spend on non-productive tasks, such as looking for documents or waiting for documents to reach their desks.

Naturally, in today's high-threat environment, it's also crucial to provide the peace of mind that can only come from comprehensive document security. EDICT-Workflow has been designed to enable the movement of documents between multiple users, while offering robust levels of security that exceed those offered by the physical manipulation of documents. By changing the behavioral patterns of workers in this way, EDICT-Workflow ensures ready accessibility to information while effectively reducing operational costs.

Company Profile

MultiMedia Computer Systems (MMCS) is a leading solution provider based in Bangalore, India. The company is committed to the creation of solutions that enable the scanning, storing, archival and retrieval of documents, as well as the effortless sharing of documents between multiple workgroups.

Offering technologies that are ideally suited to document-centric business environments, MMCS builds solutions that combine best-of-breed security with forms-based architecture for automated work processes.

Target customers include government departments and administrative staff in banking, finance and insurance, as well as knowledge-based professionals such as doctors, lawyers and auditors.

Solution Contact Information

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Company Telephone:
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Company Website URL:
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Microsoft® Office System Solution Builder Program is in cooperation with

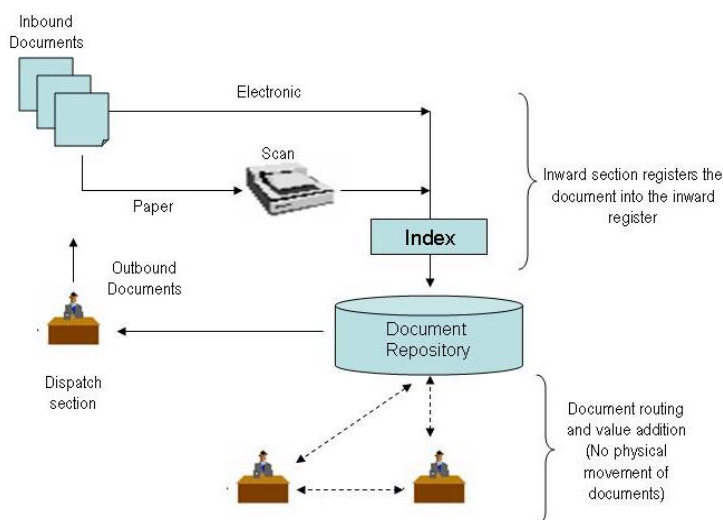


BUSINESS VALUE

Solution Framework

EDICT-Workflow has been designed to streamline and simplify document-driven business processes, such as the processing of loan applications by financial services organizations.

The following diagram illustrates the simplicity that EDICT-Workflow can bring to such business operations.



Business Value Proposition

While the actual benefits experienced by users are unique to each enterprise, it is possible to surmise substantial cost-savings in the cycle time of processing a document with EDICT-Workflow.

For instance, assuming that the movement of a document takes at least two minutes to move from one work centre to another, a document's physical movement alone would take 10 minutes on an approval-chain of just five people. With EDICT-Workflow, this time lapse can be reduced to practically zero!

The elimination of this time lapse can be directly translated into cost savings and enhanced profitability, as staff efficiency improves and the number of documents being processed increases. In most business settings, conservative estimates suggest that EDICT-Workflow can deliver at least a 10% increase in productivity.

TECHNICAL VALUE

Solution Features and Architecture

EDICT-Workflow has been developed using Microsoft® Visual Basic® 6.0, Microsoft® Exchange Server 2003, Microsoft® Office Outlook® 2003 and Microsoft® SQL Server™ 2000. The application leverages an API model for all document-management functionality.

Using Outlook Forms with Microsoft Exchange Server, business processes are streamlined and automated to incorporate workflow and document management.

The document tracking and routing engine uses Microsoft Office Outlook 2003 and Microsoft Exchange Server 2003 to track documents, and all tracking and routing data is stored in Microsoft SQL Server 2000.

Solution Description

EDICT-Workflow is structured as an add-on facility to the multi-dimensional functionality of Microsoft® Office System.

Its clear use of forms and hassle-free document management means that it can be effortlessly integrated with established business processes.

The familiarity of Microsoft Office System also enables users to quickly and easily utilize the full benefits of the solution.

Solution Benefits

- Precise in-warding of documents for registration
- Established processes for scanning documents received in hardcopy
- Processing of documents by value addition, including notes/remarks and annotations
- Provision to add reference documents
- Secure filing of documents in an organizational file structure
- Digital signature security
- Organizational chart to help define the organizational structure
- Departments, sections and employees with authorized designations can be defined to help create an organizational structure
- Routing of documents using predefined routes
- Comprehensive document tracking from the point of entry of the document until it is filed/terminated/completed
- Transparent audit trail of each and every operation done at every level
- Holiday listing – a routing and reminder setting checks the document against a defined holiday list before processing
- Customizable forms to meet the specific operational needs of each enterprise