

# RECORDS MANAGEMENT SOLUTIONS

BY SOFTDOC MANAGEMENT PRIVATE LIMITED



# ABOUT US

Comprising of a small dedicated team lead by Chartered Accountants, Softdoc aims to become the pioneer of Records Management Solutions in India. Our vision is to develop and implement world-class practices of records management and documentation solutions utilizing the digital workspace capabilities.

We know and understand very well the importance of your documents and criticality of sensitive business information. We constantly deliver our customers the level of services which transforms their workspaces into innovation centres, rather than being clogged up with unnecessary papers.

We would absolutely love to hear from you and obtain feedback on how to make your experience with Softdoc even more enriching! Please feel free to connect with us.

A large red speech bubble graphic with a white outline, pointing downwards. The text is centered within the bubble.

# Why Records Management?

**60%**

Business information is created, stored and transmitted offline

**21%**

Loss of employee productivity due to document challenges

**60%**

Companies worldwide offer a work-from-home option

**1.2 days**

Wasted per person per month in search and retrieval of documents

**8 years**

Average storage period of business records

No central repository for business records and information

Loss of records due to employee turnover

Past period records are not filed structurally (legacy data issues)

Risk of loss/damage of paper records

Work-from-home/remote-working teams in times of COVID

Digital transformation of traditional business



How we do it?

# SERVICES SUITE

## Conversion

Bulk-scanning services. Conversion of hard copy documents into pdf format.



Best for organizations having multiple past year records in physical files

## Softdoc DMS

Your own space where you can upload/ view/ delete all your organization documents using our web application



Best for small and medium organizations with multiple users and/or multiple locations

## Conversion + DMS

We undertake all activities such as document scanning, quality checking, indexing and uploading on cloud



Best for medium and large-scale organizations having both physical and digital documents

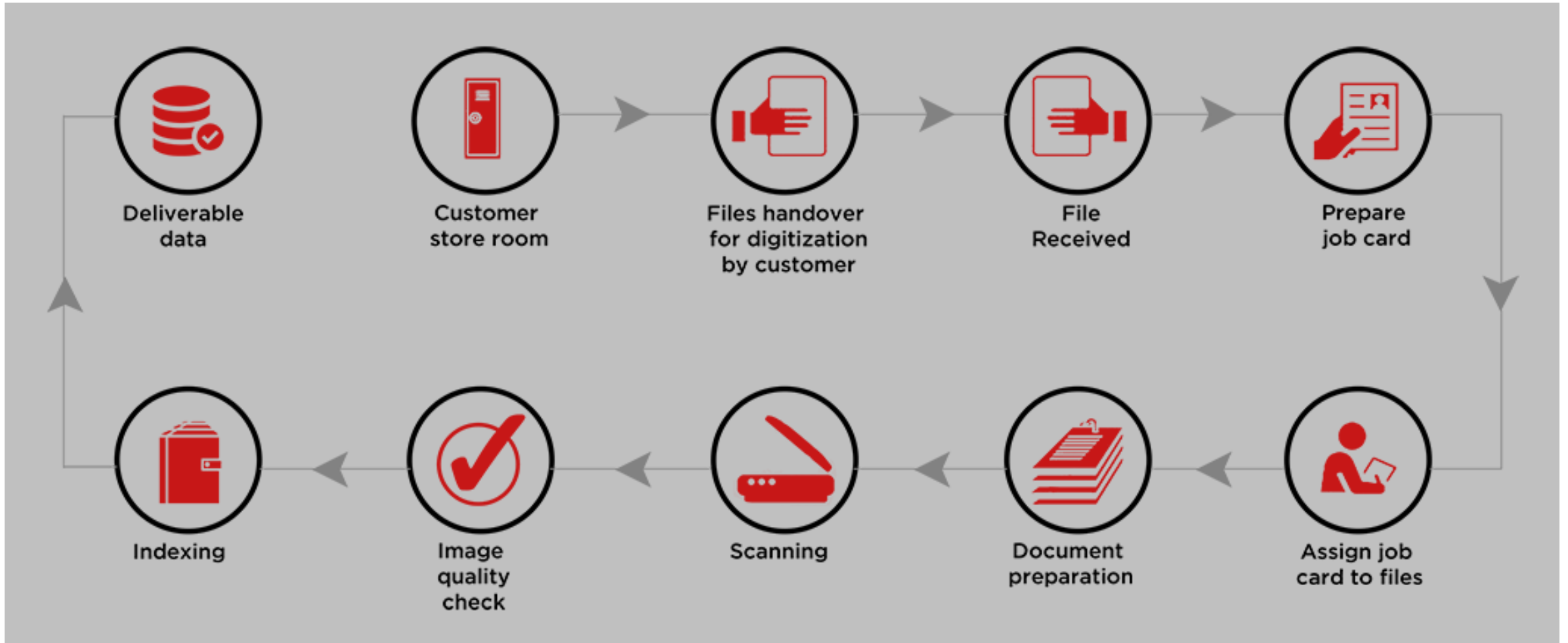
# SERVICES SUITE - COMPARISON

Features	Conversion	Softdoc DMS	Conversion + Softdoc DMS
Document pick-up and drop	✓	X	✓
On-Site scanning	✓	X	✓
Quality checking	✓	X	✓
Department creation	X	✓	✓
Document type creation	X	✓	✓
Unlimited Indexing	X	✓	✓
All devices supported	X	✓	✓
Access control	X	✓	✓
Version control	X	✓	✓
Structured Record-keeping	X	✓	✓
Briefcase (personal storage)	X	✓	✓
Messaging & Group Chat	X	✓	✓

Note: Document Conversion services are available in limited locations only.



# PROCESS OVERVIEW - CONVERSION



Note: Document Conversion services are available only in Delhi-NCR

# FEATURES OF SOFTDOC



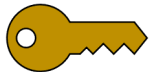
## Single Admin Control Account

One account to control it all. All your Softdoc data, users, permissions, audit trails and logs can be controlled from a single login, letting your team focus on the work.



## Team Collaboration

Get all your teams working on single files instead of making their separate documents. All files are updated in real-time, available 24x7 and continuously backed up ensuring zero possibility of loss.



## Multi-level Access control

Set access rights at multiple levels. There are User rights at the system level and also at specific File level which are completely customizable. Only you control what you want to share.



## Version control

Always work on the latest version. Ensure no version of any file gets lost and is available for download and restore.

# FEATURES OF SOFTDOC



## Easy File – Folder Structure

Simple and intuitive way to work with your content. Its logical and beautiful.



## Indexing and Metadata

Attach virtually any indexing fields and meta-data to your documents for quick access and search. It is fully customisable and unlimited.



## Messaging and Group Chat

Collaborate like never before with messaging and group chat capabilities built right into the software. No need to switch between multiple apps and devices to reach out to colleagues.



## Single powerful Search

Search across all your documents to access the relevant files in an instant.

# FEATURES OF SOFTDOC



## *Audit Logs and Document History*

Advanced logs are automatically maintained for all activities like changes, modifications and even views, so you can be assured that there is no unauthorised access to your data.



## *Personal cloud space for everyone*

Have files you do not want to share with everyone just yet? We got you covered. Every user gets a personal cloud space which is separate from organization storage.



## *Backup*

All your data is automatically backed up three times over eliminating risk of ever losing it. We know how important security is, so we added an additional SSL layer, which makes your data even more secure than on your laptops.



*30-day Trash*



*File Commenting*



*Starred*



*Notifications*

# DATA SECURITY

Bank-grade coding  
languages

Transparency &  
Privacy



SSL-Security  
ISO Compliance

Automatic Backups

Data Encryption

A red speech bubble with a white outline, pointing downwards. The text 'Why Softdoc?' is written in white, sans-serif font inside the bubble. The background features a pattern of concentric, overlapping circles in light gray, some solid and some dashed, creating a ripple effect.

Why Softdoc?

**Best industry practices**

**Fastest turnaround time**

**Device independent web application**

**Complete access control**

# CONTACT US

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