



# DOCUMENT MANAGEMENT SOLUTION

## Key Benefits

**BETTER SECURITY:** Document security is vital to many enterprises. Our Document Management provides better control over sensitive documents. Access to documents can be controlled at the folder level for different groups or individuals. Also, our DMS leaves an audit trail of who has viewed a document, when it was accessed, and how it may have been modified.

**BETTER COLLABORATION:** With our DMS, information sharing and collaboration can be a lot easier. Documents captured from different sources can be accessed from multiple locations. Provides greater visibility to business processes and can allow for better workflow monitoring. Our DMS also offers Version Control which allows for older versions of the same document to be recovered if needed.

**IMPROVED REGULATORY COMPLIANCE:** Our DMS reduces the risk of non-compliance, lowers costs associated with a variety of regulatory and legal compliance processes. Records retention schedules, for example, can be automated, and new documents can be more easily classified and stored.

**EASIER DOCUMENT RETRIEVAL:** Searching for and retrieving documents can be very time consuming. With our document management, you can retrieve files by a word or phrase in a document – full text search, or apply index categories to a document or folder. Easier integration with business applications facilitates access to critical information.

**BETTER BACKUP AND DISASTER RECOVERY:** Document management solution includes data backup plan. Documents are less likely to be misfiled, and if so they are easier to locate with cross-indexing. With our DMS, documents are highly traceable and can be tracked within a range of criteria.

## DOCUMENT MANAGEMENT SYSTEM



## VALUE PROPOSITION

We will provide you with a Document Management solution that allows your organization to effectively and efficiently capture, secure, share, distribute and retrieve digital and paper-based documents and reports. You will be able to manage business information, sometimes from different sources.

## SERVICE DESCRIPTION

Your focus should be on your business. We therefore take care of all the activities concerning implementing a robust, scalable and comprehensive Document Management system. We engage you as we mature every step. Typically,

- We conclude on determining the Document Management system requirements priorities with you and document accurately.
- Conduct a detailed architecture planning and solution design effort
- Engage 2 to 4 full-time resources – 1 subject matter, 2 technical experts and 1 system architect towards delivering our solution.
- Implement over a 3-4 months' time frame a robust and fit-for-purpose solution
- Deploy in two phases consisting of customisation and implementation phases
- Conduct rigorous integration testing to validate key areas of the solution architecture
- Leverage resources within your company in terms of mentoring, shadowing and support
- Ahead of go-live, validate performance and load testing activities.

## SERVICE ACTIVITIES

Initially, Resourcery consultants will work with your team to identify the key business and technology objectives to be met.

We deliver in two phases:

- Customisation
- Implementation

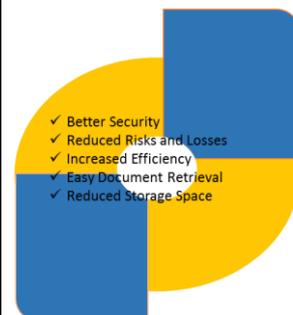
## Delivering the right Transaction scoring solution experience.

Businesses are buried in paper-based and digital content as they generate large quantities of business documents, such as customer profiles, purchase orders, forms, scanned invoices, and contracts. As content volume grows exponentially, business processes become strained, documents get lost, and access permissions become unmanageable.

Our Document Management solution allows your organization to effectively capture all types of digital and paper-based content, store content in a centralized system, and distribute content to individuals in the appropriate format, and preserve or dispose of content to control the content lifecycle.

Resourcery consultants and partners will work with you to implement a robust, scalable, customisable and flexible Document Management system. In addition, we have vast experience in putting in place, a complete and robust Anti-money Laundering, Fraud Prevention and Detection platform either in-house or via our secured hosting platform.

## DOCUMENT MANAGEMENT SOLUTION



## A cost-efficient and flexible payment plan.

Based on our experience in this area, we believe we offer a competitive solution delivery price; in terms of securing appropriate licenses and implementing a robust solution.

We are keen to hear from you. Reach us

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