



# **Transform** Your Document Management Today with **OspynDocs** **DMS**

*Empowering Organizations to Work Smarter*



An efficient document management system gives you a competitive edge in decision-making speed, operational efficiency, regulatory compliance and customer responsiveness. Without this, your organization may lose thousands in lost productivity, increased risk, and missed opportunities.

OspynDocs Document Management System (DMS) enables organizations to capture, store and manage documents in a centralized repository. OspynDocs DMS isn't just a business solution, it's a profit center for your business.

# Challenges in Manual Document Management

- ◆ **Space & Storage Costs for Physical Documents:** Physical documents consume expensive real estate and require ongoing maintenance.
- ◆ **Time Lost to Search:** Employees spend up to 30% of their time searching for information affecting their productivity and resulting in organizational-level impact.
- ◆ **Document Access Limitations:** Multiple users or teams trying to access the same physical document from different locations at the same time can be complex.
- ◆ **Regulatory Compliance Issues:** Ensuring secure document storage to meet regulatory requirements can become increasingly complex, potentially resulting in compliance risks.
- ◆ **Version Control Chaos:** There's often confusion and errors due to multiple document versions and no clear version history.
- ◆ **Security Issues:** It's difficult to manage who can view, edit, or share important documents and there is limited control over who accesses sensitive information.



## Switch to OspynDocs DMS

Organizations using OspynDocs DMS typically see **70-90%** reduction in document retrieval time and significant cost savings through eliminated paper storage and improved operational efficiency.

Here is how:

### ➤ Access Anywhere, Anytime

**100% Web-Based Platform:** No desktop installations required-access from any browser

**Mobile-Optimized:** Full functionality on tablets and smartphones for your mobile workforce

**Flexible Hosting:** On-premise or cloud deployment options to match your security requirements

### ➤ Intelligently Organize Documents

**Custom Document Libraries:** Design folder structures that mirror your business processes

**Business Document Types:** Configure document types with attributes specific to your industry

**Bulk Upload Capabilities:** Drag-and-drop multiple files at ease and rapidly with bulk upload

### ➤ Smart Search & Indexing

**Web-Based Document Scanning:** Convert physical documents directly through your browser

**Metadata-Driven Search:** Find documents instantly using intelligent search algorithms

**Custom Keywords:** Tag documents with business-specific terms for faster retrieval

### ➤ Enterprise Security & Compliance

**Granular Access Control:** Define precise permissions at user, group, and document levels

**Personal Storage Spaces:** Secure individual document areas within the enterprise system

**Complete Audit Trails:** Track every action for compliance and accountability

# Key Business Benefits



## Immediate ROI

**Reduce Physical Storage Costs** by up to 80%

**Accelerate Document Retrieval** from hours to seconds

**Eliminate Document Duplication** and associated costs.



## Enhanced Productivity

**Enable Remote Work** with secure document access from anywhere

**Improve Collaboration** through real-time document sharing

**Automated versioning** for smooth and organized document control.



## Risk Mitigation

**Ensure Compliance** with appropriate retention policies and audit trails

**Protect Sensitive Data** with enterprise-grade security controls

**Maintain Business Continuity** with disaster-proof digital storage



## Scalable Growth

**Quick Deployment:** Minimal setup with faster go-live timelines

**Flexible Architecture:** Scales seamlessly as your business expands

**Future-Proof Investment:** Browser-based solution adapts to changing technology

**OspynDocs DMS** is chosen by enterprises across different industries as it provides:



**Quick wins in 1 week**



**Measurable results in 1 month**



**Transformational ROI within 6 months**



Don't let document chaos hold your organization back with losses in productivity and profits. Use OspynDocs DMS today and boost your ROI, improve your work file organization and bring control to your chaotic document management.

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