



Data Digitization

Hardware & Software



Manage access rights
Create workflows



Our Clients

Methodology / Work process
DMS and FMS

Integrated Document Management
and File Movement System Portal
Development



Methodology / Work process – DMS and FMS

Annexure – 1

The barcode sticker on the box should have the following information:

1. Zone Code -2 or 3 Characters, as dened in the code list.
2. Area Code -3 Characters as dened in code list.
3. bundle number - 5 numeric, 00001 to 99999
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Annexure – 2

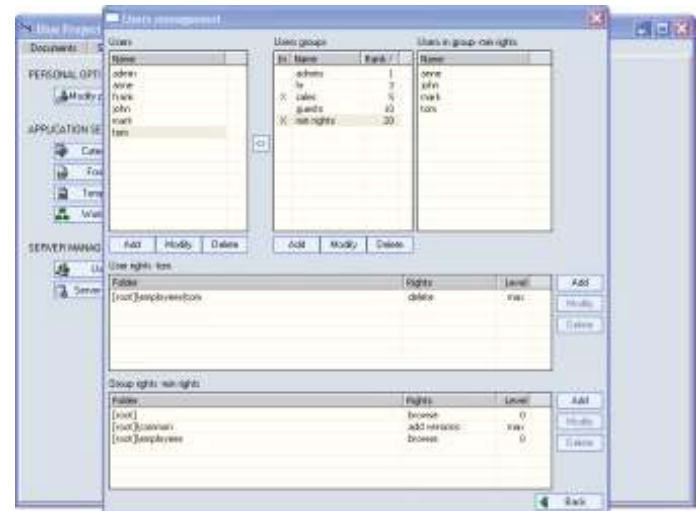
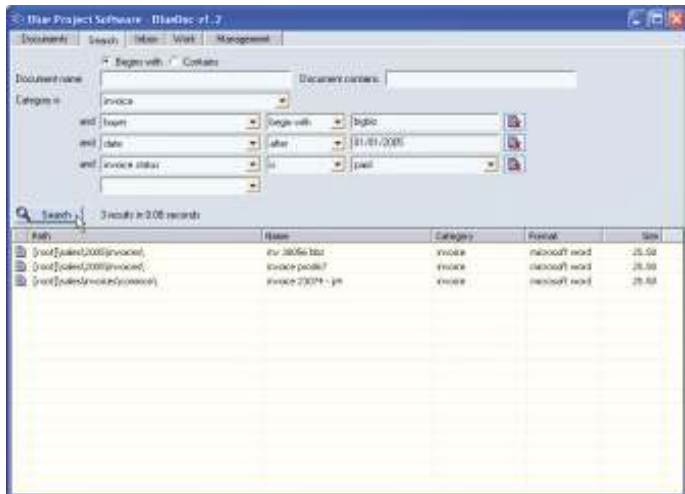
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3. Open a new bundle and get a unique bundle number.
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5. Close the bundle
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viewed in the Software as pending for scanning

9. Now vendor will 'prepare document' — De-stapling / removing tags / using thing plastic sticker to stick fragmented paper — bundle wise.
10. Vendor will also check if all relevant documents are available. If not available, give le back to Bundle owner, who in turn will give it to Cabinet Owner. Software to take care of all entries.
11. File with all its documents is nally scanned. Images are stored in local computer.
12. Image quality check is done in neighbor computer. Authentications of documents are checked.
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15. Final checking of the Image le, index data, by vendor. Entry to be made in software for sending this bundle to bundle Owner to check 100% forms. Data should be clearly available.
16. Upload the image data in the local server, bundle wise. Also make a backup copy of the image and index data
17. Handing over the physical bundle after completion to bundle Owner

18. bundle Owner, stores the bundle in the pre-numbered barcod edcorrugated box of standard size.
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which may include even full-text search for popular le formats such as Word, Excel, PowerPoint, PDF and so on.



Manage access rights

A client-server system designed especially for concurrent usage by many users. It gives the possibility to create user groups with detailed specification of rights and access levels

Manage documents

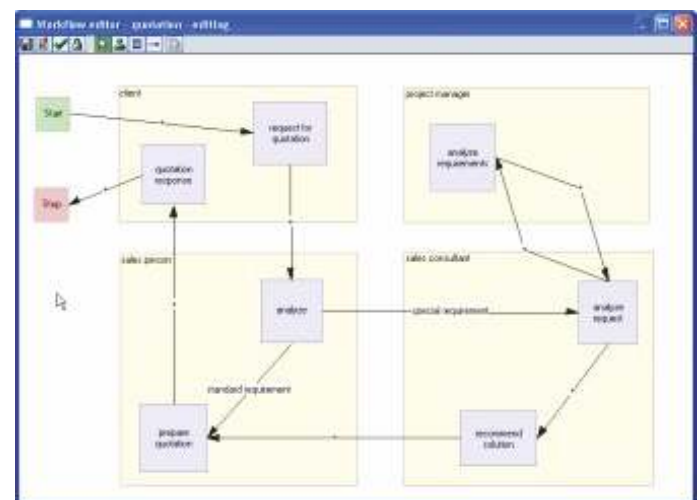
A powerful tool necessary for scanning, designing, storing, and controlling the documents in the electronic format

Dene documents categories.

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Search for documents

Easily request queries based on multiple criteria,



Create work flows

Define work flows to improve the circulation of the documents. The workflow definition can be easily accomplished using the provided graphical workflow editor tool, which let detailing the characteristics of the workflow by establishing the component tasks and assigning them to users.



View document versions history.

As the document undergoes various modifications, new versions of the same document may be created and stored for review or later possible usage.

Annexure-III

Hardware & Software
Storage System Specs
Storage subsystem with

- dual controller storage system
- 4 GB Cache per controller. scalable to 8GB
- 4 * 4 GBPs front end ports

Architecture

- All-Fibre architecture. i.e. the front end Host bus connection and the back end Disk controllers.
- Scale from 4 disk to at least 100 disk
- Should support, 73 GB (10K & 15 K RPM), 146GB HD (10K & 15K), 300 GB 10 K rpm SAS / Fibre Channel disk
- Should support 750 GB & 1000 GB SATA disk
- Should offer 2 controller card with independent CPU and cache
- Should offer more than 150,000 I/ops
- All RAID operations should be hardware RAID with dedicated ASIC chips only for RAID parity calculation.
- There should be dedicated Hardware CPU chips for front end and backend I/o transfers. Redundancy & Data Protection Should offer

Redundancy & Data Protection

Should offer

- No single point of failure
- RAID-level intermixing for optimal protection, performance
- RAID-0, 1 striping and mirroring for rapid decision support applications
- RAID-5 implementation maximizes performance and capacity

- Should have support for 2 disk failure
- Concurrent RAID1, RAID 5 implementation
- Concurrent maintenance: Redundant and hotswappable components
- Dual controllers, cluster failover, and path failover support
- The LUN or Volume ownership through one controller should be able to be switched to the other controller without bringing the storage subsystem down for performance optimization and load management
- Up to five global hot spares
- Mirrored and battery backed-up cache
- Non-disruptive microcode updates
- Cache battery backup for minimum of 24 Hrs.
- case of primary volume corruption.
- Non-disruptive LUN expansion
- Error logging and “call-home” software should be provided.
- Online verify data assurance code, and error correction code.
- Should offer upgradeability to any future product that will increase the disk capacity.
- Should offer iSCSI connectivity whenever required by addition of a iSCSI header.
- Should be upgradeable to a newer model that will enhance the performance and also capacity
- Performance enhancement in terms of cache bandwidth, backend fiber loops, increase in cache and increase in front end host interface modules.

Features

- Facility to allocate LUNs on Cache for data access at cache memory speed. Facility to allocate multiple LUN completely on the cache.
- Should support software for having Point in time instant copy which can be Split and used for backup or for development.
- Should support full volume copy
Should be read and write copy .
Should synchronise with the original copy.
- The Point in Time copy software should offer reverse sync for instant database restore in

- The storage management software provided should conform to SNIA standards of CIM & SMIS.

Management

- Attachment to multiple open systems servers
- Centrally Managed using Central management interface (GUI)—based on Java™ technology and facilitate Remote management via LAN or RS-232 port
- Web-enabled monitoring via any browser
- SNMP compliance

- Should offer proactive call home software for immediate error detection

Redundancy and Hot Replacement

- Disk drives
- Power supplies
- Fans
- Controller boards (dual configuration)
- Battery

Operating System Support

Should support all versions of the Operating Systems plus all their cluster software's.

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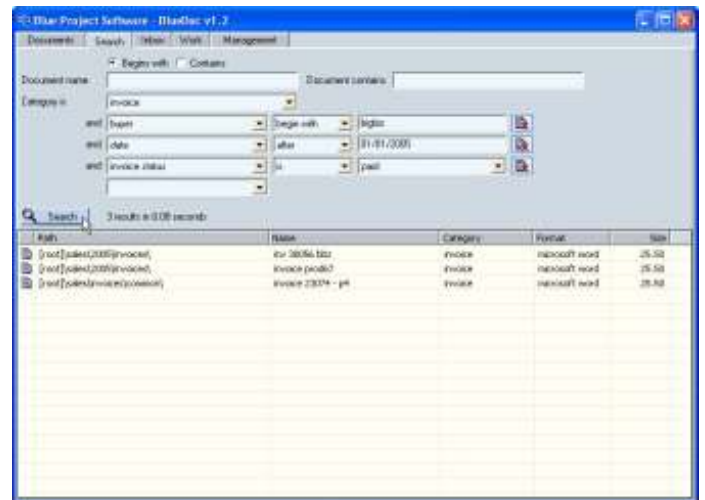
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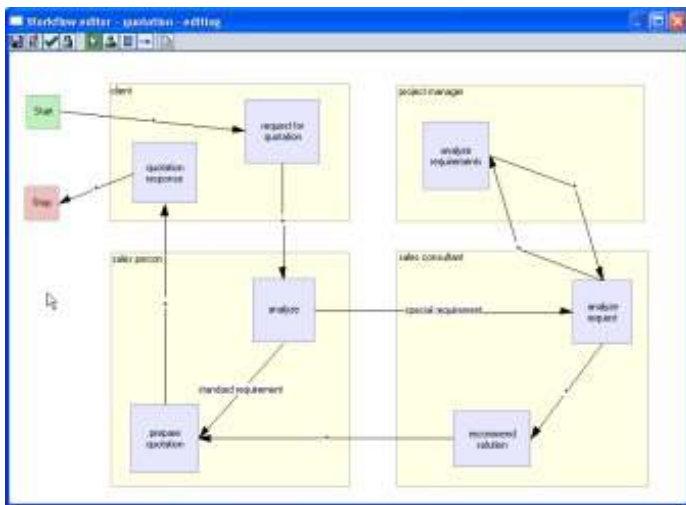
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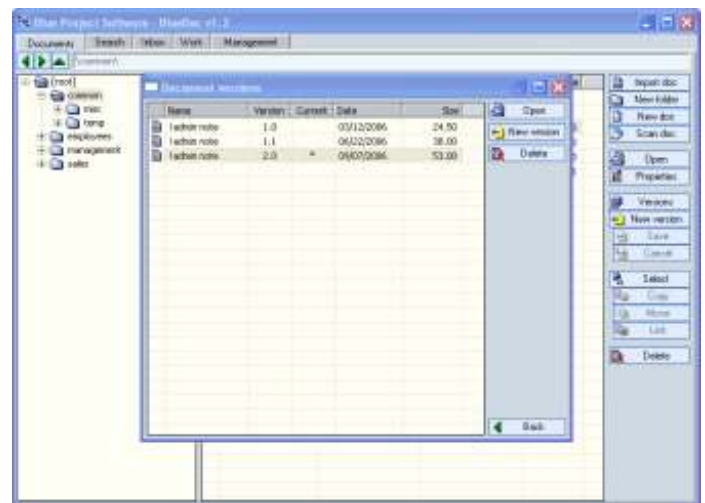
Manage access rights

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Our Clients



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