



# InfraVision Document Management System

**Presented By:  
Chattary Ajwan Infotech Pvt. Ltd**



# CAI Profile

Chattary Ajwan InfoTech Pvt. Ltd. an ISO 9001-2008 organization is a joint venture of **CHATTARY SUMMATIONS, AHMEDABAD**, India and **AJWAN ENTERPRISE, KUWAIT**, part of Caesars Group, Kuwait.

Our domain expertise includes Web Enabled Application, Automation of Business Process and Integration of various Business Applications to optimize investment and performance.

We have in-depth understanding of business process coupled with in-sight into customer behavior.

This has helped us in expanding our market reach and today we have presence in India, USA, Middle-East and African countries.

# Our Products

## Macro Vision

### ERP Solutions and manufacturing Units

- Chemical Industries, Pharmaceuticals Industries
- Engineering Companies and Fabrication Industries
- Process Industries & Packing Industries
- Service Industries & Test Lab Management
- Sugar Industries

## Human Vision

### Human Resource Management System

- Total Web based solution for Time-Office, Payroll & Personal Management
- Big Industries, Banks, Co-operative Societies & Corporate
- Public Sectors & Government Organizations
- Hospitals, Chains of Hotels-Restaurants & Stores

## Infra Vision

### CRM Web Based Work Flow Management

- Customer Relation, Supplier Relation & Employee Relation Management
- Opportunity Management System
- Document Management System
- Complaint Management-Issue Tracking System
- Task Management with Internal-External
- Communication Management

### Trading Management & Retail Automation

- Trading house Marketing & supply Chain- Total Solution
- On Line Shopping Portal
- B2B Portal for Trading
- Point of Sales-Total Solution for Super Market

## Introduction

*InfraDMS* is a scalable, secure ,multi-user Document Management & Workflow System.

It allows user to manage electronic documents in a single central repository.

It provides a single central facility to store documents that can be accessed and shared between multiple users, across departments ,multiple locations and the entire enterprise.

## What can InfraDMS do for your Organization

InfraDMS is equipped to handle a wide variety of documents used in organization

InfraDMS 's capability incorporates configurable workflows and helps in achieving efficient document transaction and collaboration.

Thus making sure uploading , indexing ,search ability ,sharing and global accessibility of every type of document an easy job for user

No more handling physical documents or searching for important records through files or sharing document by fax or courier at your workplace.

With InfraDMS its all effortless.

## Features

**Search** - InfraDMS search not only uses the file names but also other attributes of a document to search “specific needs” of document retrieval.

**Access Control** – Access control is provided via permissions, for document actions to be taken by any user.

The action can vary from basic level of view, download and print to full access including delete rights.

**Version Control** – It gives the ability to manage document changes and revision.

**Audit Trail**– Maintain log for action taken on document like Create, View and update files.

**Workflow** - Workflow provides quick ,easy and automatic flow of document from one user to another user for the purpose of approval or many such document routing processes.

## Structure

### **Department , Document Type and Dynamic Search Criteria**

The concept is that InfraDMS support multiple department , and each department has one or more document type. A user may have access to multiple department 's repositories and one or more document type within that department.

Document Type is a logical set of documents, e.g. a media Department may have Broadcast, Print and Digital invoices, each in its own document type

***Each Doc Type can have different Search Criteria which can be defined dynamically by Admin User.***

A user may have access to one or more doc type for that department, and they can switch document type without logging in again.

A user, especially administrators, may have access to more than one doc type.

## Structure

### **Metadata – Dynamic Document Search Criteria**

Metadata is information about the document. There is document metadata and system metadata. Examples of document metadata include Client, Product, Job, Vendor Name, Vendor Number, Invoice Number, Invoice Date, PO Number, Amount, Date, Check Number, Check Date, Check Amount, etc. Examples of system metadata include Ref. No, Subject, Document ID, Upload Date/time, etc.

Multiple metadata records may “point” to the same document, i.e. the document path and name may be the same for multiple metadata records.

### **Document Viewing**

As long as a person has rights to view a document, they may retrieve it.



## Structure

### **Search Panel**

The Search panel is a simple panel where a user may enter search criteria.

The fields and order are defined in the Doc. Type setup screen.

We currently support only searches against metadata, e.g. no “full text search” within document content.

The free form search only searches across all metadata fields, not document content. Search fields support a wildcard (\*) at the beginning or/and end of an entered search value. Users may enter search criteria in any number of fields. Appropriate fields support exact, greater than, less than, between operators so someone may search for all invoices between 10000 and 50000 dollars, for example.

## Structure

### **Import Bulk Documents & Auto build Document Type Search Criteria**

Import is a web-based utility that an operator can use to import (upload) a batch of documents and metadata to the InfraDMS repository.

The metadata would be contained in an XML file, including an element for the file path and name.

Logging would include the operator name, date/time (start & finish), repository, reference no., number of records in XML file, number of documents uploaded, etc.

Multiple operators may import/upload at the same time (different workstations).

## Structure

### User Roles and Profiles

The following roles are setup in the system:

**System Administrator** – This is the owner of the system. Complete access to the system, including setup and maintenance.

**Administrator** – Someone who can create users .

**Configuration** – Someone who can setup a new Document Type.

**Importer** – Someone who can upload to one or more Document Type

**User** - Has access to the repository and can perform searches, retrieve and view documents based on security.

**Department Administrator** – Someone who can create users in Department

**Department Importer** – Someone at the Department that has permissions to upload documents and metadata to the system

**Department User** – Has access to the repository and can perform searches, retrieve and view documents based on security

## **Conclusions**



Thank You

**Presented By:**  
**Chattary Ajwan Infotech Pvt. Ltd**

