

India's Best and Affordable DMS System

Build confidence in quality. Save money. Boost productivity.



Made In India. Copy Right Essjay Copier Pvt Ltd

022-25241212

E-mail: sales@essjaycopier.com

<https://dms.sale>

Save Paper

Save Trees

Go Paperless





India's Best & Affordable DMS System

Build confidence in quality. Save money. Boost productivity.

Made In India. Copy Right Essjay Copier Pvt Ltd

It's time to abandon paper documents and start thinking from a digital perspective. Not only does it save on costs, it saves our planet too.

Save Paper

Save Trees

Go Paperless



OUR COMMITMENT TO THE ENVIRONMENT



We committed to the Environment. For the like-minded companies' who wants to Go-Green by being a Paperless Office, we help them. Our comprehensive digital scanning, conversion, indexing, uploading, management and workflow system will help you simplify you document management and at the same time, Lessen your carbon footprint in the world.

Essjay Copier Pvt Ltd (ECPL) established in 1991 (Since 29 Years) , A Leading IT & Document company in India has developed scanNplus DMS with an intension of providing high quality solution to small, medium and large organization at affordable cost. We have huge experience in sales, service and support in office automation and documentation at the same time we are promoting save green too. We understand the office requirement of handling the documents in easily and affordable way. So we build application that have more features. This application easily connects with your other business solutions. Additionally, we have customized the applications to suit your specific needs.

THE MOST USER-FRIENDLY MOBILE-FRIENDLY DMS IN THE WORLD



The ultimate online document management system for all businesses and organizations, the most user-friendly DMS in the world. You can find the documents you need much more easily from anywhere in the world. Your documents are accessible to you from every PC, Mac, tablet or smartphone with an internet connection. All over the world.

DOCUMENT MANAGEMENT SYSTEM AND WORKFLOW

Introduce streamline processing of all types of documents



Create. Store. Retrieve

- ScanNplus is a web-based software and complete office automation system that enables the users to automate all the business processes with absolute ease. No matter how complicated a task is, with ScanNplus you can handle it smoothly, within a short period of time. It's a software that has been designed to create, store, collect, convey and manipulate different types of office information for handling business processes. Right from electronic transfer and raw data storage to managing the electronic business information, one can handle all the business processes using ScanNplus.
- ScanNplus deliver some of the most diverse feature sets in the industry through simple and easy-to-use interfaces. They are built on an open platform architecture, which allows easy integration with third-party applications. Deploying our solutions reduces your costs and drives efficiencies, leaving you and your end users satisfied. The applications are designed to suit the needs of companies of all sizes - from small businesses to large global enterprises.

An organization that deals with any form of paperwork needs a system to manage it. **scanNplus dms** ensure a smooth functioning of your business with higher security at affordable cost. There is an approval process and lifecycle for each document that flows through this channel. it's allows an audit trail of all usage of the system. The documents are only accessible to those with privileges and authorization. The users and roles can be defined by the companies as per their needs.

**WORK FROM HOME
WORK FROM ANYWHERE
BUT SCURITY ENHANCED**



Save Paper

Save Trees

Go Paperless

scanNplus simplifies administration, It takes away from the hassle of tracking documents when multiple parties are involved. Gone are the days of a document lost on a desk, waiting to be signed.



Multi Access. Easier Retrieval. No Lost Of Documents. Boost Productivity

With scanNplus software, all documents are stored in a central repository. Also, it is possible to index and archive your documents. As a result, there are no lost or misplaced documents. scanNplus process benefit your organization in countless ways. When documents are managed electronically and workflows are visible at every step to the people involved in them, work is faster and more efficiently. Even more this system dramatically simplifies document tracking and takes away the hassle of documents management when multiple employees from different departments are involved in work on the same documents. Ability to streamline all your office documents and can-do wonders for your business. Having the right information at the right time will allow your employees to do their jobs efficiently, thereby providing you a competitive advantage over your competitors who are still stuck with old filing systems.

Elements of ScanNplus DMS Workflow



<https://dms.sale/>

VERSION CONTROL MODIFICATION. SHARING SEARCHING ARCHIVING

scanNplus DMS helps to eliminate chaos with the feature of versioning in which the person can identify the latest documents clearly and easily.

Creation, modification, and archiving of a new document. Versioning of documents. Sharing documents and collaborating. Creation of reporting. Incorporation of search capability.

ScanNplus help you embrace optimization of the processes that power your business. It is enabled centralized document creation as well as management of document modification, sharing, searching, tracking and store important documents real-time, while drastically reducing the use of paper. IT is typically performed with an intelligent software system that acts as a document repository. Moreover this software can use for document discussions and versioning, allow authorized access and collaboration, and even manage data with configurable web forms.

Record Management



DOCUMENT APPROVAL SYSTEM

- Alert on assigned documents.
- When the user Once reverts the documents same has been disable from concern inbox.
- New messages indication on inbox documents
- Indication message on viewed documents
- User can not add or review documents after reverts
- Once documents uploaded to particular department email alert send all the work group
- Email notification on every action
- User can set date and time while revert the documents
- Reminder to user on time allocation
- A system able to send an email reminder to every user
- Time laps on concern use will indicate separately
- There will be Pie Charts Representation on eery assignment

Document Submission for Approval
Document Routed and Reviewed
Team Collaborates and Approves
Saved Document in System
Document Assigned and Approved
Summary
Pie-Chart Representation



Reduces carbon footprint



TOP BENEFITS OF SCANNPLUS DMS

One of the most powerful benefits of having a DMS system is that it can help not just the environment but also the operation at the same time. Having a green-minded worker and entrepreneur is that they may at times feel compelled to take their current filing cabinets, convert them into a proper digital system so that the earth is a better place to live in. ScanNplus DMS will always help in preserving wildlife, reducing pollution, reducing the reliance upon the waste that is created by documents over businesses. Apart from preserving trees, when you are working in a paperless office it will be much easier to get hold of documents. Not just that, it will also lower the chances of losing, misplacing the documents that contain confidential information.

Save Paper
Save Trees
Save Environment
PAPERLESS OFFICE





Sharing With User Groups & Public Link:

Share documents, folders, sections or even the whole account with different permissions (Previewer, Viewer, Editor) to anyone you like. Create groups of collaborators to share to many people at once!



File Versions: You can upload a new version of a document and preserve the existing metadata and all earlier versions of the file -- which are always easily recoverable with just one click! A document check-in/check-out feature allows you to lock a document for others while you are editing it on your computer.



Approval Workflow & Automated Retention:

Does an invoice, vacation application or another document needs to be approved by one or several people before the next step? Not a problem! Invite people to approve and add their comments. In fixed order or all at once. It's never been easier to get and track approvals!



Notifications & Audit Trails:

Set and get automatic notifications for changes in documents, folders or sections as often as you choose -- now of the change or as a grouped notification once a day or week. Whenever someone adds a file, deletes something, etc. you will know who did what, and when.

Boost Productivity. Save money

Going digital improves process efficiency, saving you money. Paperless offices can process a much larger volume of paperwork compared to traditional offices in the same amount of time. Further, digitization reduces money spent on paper, printers, ink, postage, office space for files and employee time to manage paperwork. The savings on employee time become especially valuable regarding regulatory audits and repetitive, high-volume tasks like expense reimbursements.

Save Space. Easy to store:

When you have a digital document management system, all the documents shall come into the office and you can immediately scan the ones that have been stored electronically and make it much faster and easy to send all of them electronically to people who really need it. If you go paperless today, you will be able to store literally everything without having to waste too much paper.



Powerful Search With OCR

A powerful live-search function is built into scanNplus document management software so you can search documents not only by the file name and metadata, like keywords but also the content of the files thanks to Optical Character Recognition (OCR) technology. PDFs, Docx files or even screenshots and photos of documents are now thoroughly searchable!

Associate Files & Add Metadata

Signers, notes, date and due date to help organize your documents. You can easily add your own metadata fields! You can also associate files to create relations between documents in different folder structures that belong together. It's easy in scanNplus document management software.

SCANNPLUS DMS: FEATURED PRODUCTS



SCANNPLUS DMS - GOLDEN EDITION

Fully loaded and Powerful Document Management Software, Easy to Use at affordable price efficient solution with all futures. For Large Size offices and Corporates.

<https://dms.sale>

SCANNPLUS DMS - SILVER EDITION

A feature rich Document Management System Software that is affordable, easy to use, quick to deploy, and powerful solution for Small & Medium Businesses

SYSTEM REQUIREMENTS

Server requirements for DMS Software On-premises

Minimum Hardware Requirements:

1.8 GHz 64Bit Dual Core Processor
4 GB System Memory
500 MB of storage for application data

Minimum Software Requirements:

Operating System (Any One)
Microsoft Windows 2008 Server (64-bit) or Higher
IIS 8.0 or 7.0 Server Software

Database Software:

Microsoft SQL Server 2012 or Higher

Supported Browsers:

Firefox 40, Internet Explorer 11
Edge 25 Google, Chrome 40, Safari 6

Save Paper

Save Trees

Go Paperless

Features	Golden Edition	Silver Edition
Accessible over the Internet, WAN or LAN	✓	✓
Completely Web Browser based Application System	✓	✓
Document Indexing and Searching	✓	✓
Document Sharing	✓	✓
Document Access History	✓	✓
Detailed Audit Logs	✓	✓
Document Expiration & Notifications	✓	✓
Device Independent - Supports all PC, Mac, Smartphones, and Tablets	✓	✓
Completely Responsive Web Design	✓	✓
Drag & Drop Document Upload and Importing	✓	✓
File Preview, Mark-up & Annotations	✓	✓
Thumbnail view of documents and pages	✓	✓
Email Documents from within System	✓	✓
Supports all Scanners & Digital Cameras	✓	✓
Integrated Document Printing	✓	✓
Export Results in Excel & PDF Format	✓	✓
Unique Indexes and Default Index Values	✓	✓
User profiles with profile pictures	✓	✓
Indian and International Language Support	✓	✓
Full Text Document Content Search	✓	✓
OCR Engine for Image Content Search	✓	✓
Document Management Web Services APIs	✓	✓
Multi Factor Authentication	✓	✓
Expiry Notification to External Users	✓	✗
Manipulate PDF Online	✓	✗
Documents Version Control	✓	✗
Document Request Links	✓	✗
Document Reminders	✓	✗
Email Notification on Document Upload	✓	✗
Events Calendar	✓	✗
Multi Factor Authentication	✓	✗
Document Tags	✓	✗
Static Lists for Indexes	✓	✗
Microsoft and Open Office Document Viewing Support	✓	✗
Document Approval Workflow	✓	✗
Automated Workflow Notifications	✓	✗
Document Assigned/Approval Live Tracking	✓	✗
Document Assigned/Approval Pichart Representation	✓	✗

<https://dms.sale>

Save Paper

Save Trees

Go Paperless



EXPERIENCE THE FREEDOM OF PAPERLESS OFFICE

Paperless Office: A paperless office or paper-free office is a work environment in which the use of paper is eliminated or greatly reduced. This is done by converting documents and other papers into digital form, a process known as digitization.

Going paperless can save money, boost productivity, save space, make documentation and information sharing easier, keep personal information more secure, and help the environment. The concept can be extended to communications outside the office as well. For a business, going paperless saves time and money and improves organization. When employees are more productive, companies become more efficient. Productivity and efficiency ultimately lead to growth.

Paperless is a concept that involves the elimination of all paper use in the home, office, or school environment. While the use of paper has decreased, the user of paper is still prevalent, and there are not many companies that are completely paperless. First, going to a paperless office would be better for the environment. ... Second, going to a paperless office makes storage easier. Offices will not need to take up expensive floor space with huge amounts of files. They will not need to pay administrative staff to file the paper and to find things in the files.



WHY ?

Essjay Certified with ISO 27001-2013 Compliances.
Information technology, Security techniques,
Information security management systems

We built our business around our core services (Digital Document Scanning, Trusted and Secured Management Workflow) but because we strive to deliver value to our customers through efficiency, our customers enjoy a genuine business partnership that is agile, accessible and innovation led.

Gain control over your paper-based processes with our scanNplus workflow management, It is allowing us to customize automated workflows specific to your business requirements. which is one of the best and Affordable document management system in India

We are equipped with the latest and world class high-speed document imaging & scanning equipment's to provide you with a fast, high quality and cost-effective documents scanning service.

With over 29 years of industry experience, we solve information management challenges for clients across India. Our extensive network of over 100 staff and Essjay are trusted by over 5000 organizations across India

Save Paper

Save Trees

Go Paperless

**WE WORK WITH ALLKINDS OF
BUSINESSES AND ALLKINDS OF
ORGANIZATION INCLUDED SMALL
MEDIUM AND LARGE**

Associated Services

DOCUMENT SCANNING AND DIGITIZATION

SIZE & TYPE IS NOT MATTER

We are fully equipped to handle any type of document scanning projects and convert them into any desired image format included A4, A3, A1, A2, A0
Large format, Wide format, Bulk Document, Blueprints. Plans Diagram,
Books & Magazine, Legal document,
Medical Records, Microfilm & Microfiche, Photos & Albums
Invoices & Challans

There are some sectors that encompass a large percentage of our clients

**Government
Authorities.**

Banks & Finance Sector

**Hospitals & Health
services:**

Legal & Law Companies

Shipping & Logistics

Education Institutes.

**Engineering and Real
Estate.**

Why stuff a room, when you can fit it all in your palm

Document Scanning Process

1: Collection of documents:



2: Data preparation and barcode generation:



3. Document Preparation:



4. Scanning of Documents:



5. Barcode separation:



6. Indexing of scanned documents:



7. Quality control:



8. OCR Process:



Document scanning in other word is document imaging is the process of capturing paper documents and converting them to a digital format via a document scanner. Document scanning is also commonly referred to as document conversion or document imaging. At Essjay we are equipped with the latest high-speed document imaging & scanning equipment's to provide you with a fast, high quality and cost-effective documents scanning service in India.

Our document scanning service is cost efficient, it takes up very little space, and it makes organizing and retrieving files quick and easy. Our digital transformation and scanning service converts bulky paper documents into a convenient, space-saving electronic archive.

As document scanning specialists, Essjay provide comprehensive electronic archiving solutions for a wide range of public and private-sector organizations. Our scanning bureau is equipped with the latest industry-leading scanning equipment, which produces clear, high-quality digital reproductions of your documents.



<https://dms.sale>

PDF Scanning Services:



Indexing and Archiving Services:



OCR- Scanning.



Data Uploading To Server:



Return or Recycling:



II. Document Digitization

PDF scanning. document indexing.
archiving. OCR

Document Digitization: After the conversion of the paper documents into PDF format, digitization make it easier for you to search, access, retrieve and distribute the required information. By indexing, and file conversion services using keyboarding, OCR, and double key entry techniques, helping you improve your organization's efficiency and output. We have developed quality control software that guarantees document digitization accuracy. With our 28 years of experience in document digitization service will help your organization to work in a paperless office. We consistently adhere to best practices and meet the highest compliance standards for our industry. Our team members go through rigorous checks to protect customer confidentiality.

Your paper documents can be scanned at our India facility and the images indexed and delivered in any format via E-mail, FTP, USB Disk, DVD or Cloud services. We also have personnel and equipment ready to handle on-site projects in India. Backed by professional management, an efficient team of data conversion specialists and best business practices, Essjay has a solid track record of delivering value added digitizing services. Over the years, we have grown consistently and carved a niche for ourselves as a high quality, most cost effective and efficient service provider for all scanning needs.

Save Paper

Save Trees

Go Paperless



Our Management



**EXCELLENT
CUSTOMER
SERVICE AWARD
WINNER 2018-
2019**



**CERTIFIED WITH
ISO 27001-2013
ISO 9001-2015
ISO 14001-2015**



**CRISIL RATED
OPERATIONS
PERFORMANCE
HIGH
FINANCIAL
PERFORMANCE
HIGH**

Save Paper

Save Trees

Go Paperless



Essjay House. 79D, Kamgar Nagar. S.G. Barve Marg. Kurla East. Mumbai 400 024.

Mob: 91-9167111666

91-9167111444

Tel: 022-25242524

022-25241212

E-Mail: sales@essjaycopier.com

<https://www.dms.sale>

