

## NEC Document Management System

### Document Management System

Document Management System (DMS) provides you with the ability to electronically organize, store, and retrieve images, documents, and information in a more effective and timely manner. It paves the way for a paperless office environment as well as improves operational efficiency.

### Challenges

Knowledge is an invaluable asset to enterprises. It is an understanding acquired through personal experience and the study of factual information. Knowledge management is to gather, organize, share, retrieve, and analyze the information of individuals and groups across an enterprise in an organized repository. One point that should not be missed, obsoleted or expired information can automatically be removed or updated under the system. In a word, it helps people communicate and share information efficiently.

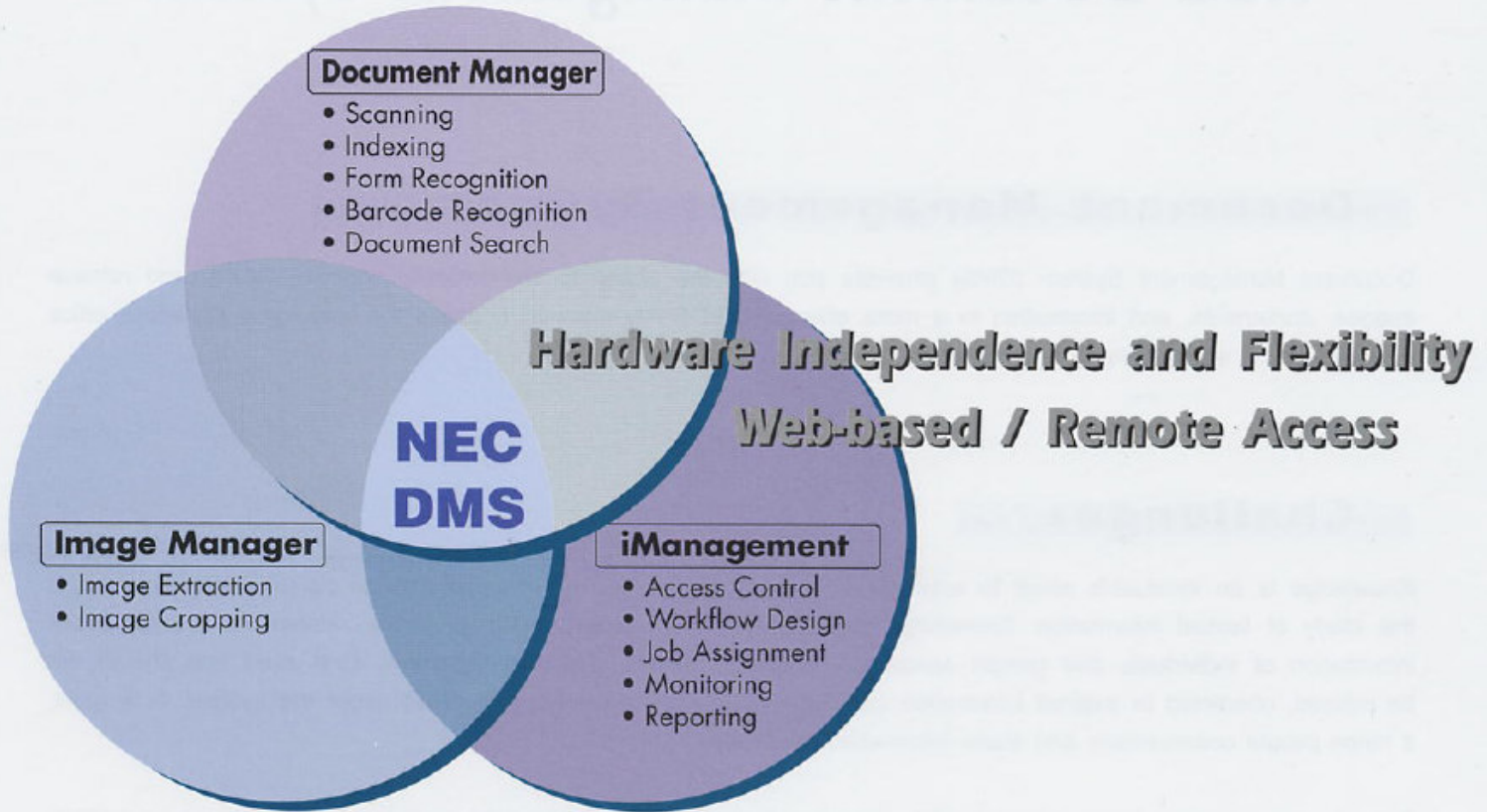
From legal documents, engineering drawings and business proposals to marketing collateral and sales presentations, document management is critical to business process efficiency. Knowledge workers have to highly rely on accurate and up-to-the-minute information for grabbing hold of dynamic e-business world.

In daily operations, knowledge workers currently handle millions of documents and supporting documents together with an increasing number of electronic forms. They usually encounter barriers like document format incompatibility, large volume of document reproduction, expensive storage space, etc. The incurred operating costs are much higher when human resources for filing, classifying, transporting, sorting, copying and storing hard copies are taken into account.

In view of customers, a rising demand of guaranteed customer services is resulted from the change in customer value in recent decades. Prompt and accurate responsiveness is mission critical. Dealing with traditional document workflow consumes time with unlimited manual work and typos.

Privacy issues on confidential documents, such as human resources records, contracts and sales agreements, require restricted access for protection. Information incompleteness and unavailability delay business process with countless hurdles.

## What NEC DMS Offers You?



### Benefits

With high flexibility of hardware selection, NEC DMS is a web-based system that establishes a comprehensive and centralized repository for document management, which helps minimize paper sorting and preparation optimize data storage costs, enable timely retrieval, suppress massive printing, and allow copying boundlessly. Simplified electronized procedures increase productivity and efficiency by facilitate quicker reaction and response time to any query. Adding to this, NEC DMS provides high security access control and document approval mechanism for confidentiality.

### Technical Specifications

Server License	<i>1/3</i>	Windows 2000, XP
	<i>1/3</i>	Min. PIII 600MHz, 256M RAM
Client License	<i>1/3</i>	Windows 98 or above
	<i>1/3</i>	Min. PII Processor and 128M RAM

For more information, please contact **NEC Hong Kong Limited**

Tel: (852) 2733 5533  
Fax: (852) 2733 5519  
Email: [solutions@nechk.nec.com.hk](mailto:solutions@nechk.nec.com.hk)  
URL: [www.nec.com.hk](http://www.nec.com.hk)

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