



*On The Customer



ASHTOUCH
SYNERGY AT WORK

*Enterprise
Relationship
Management*

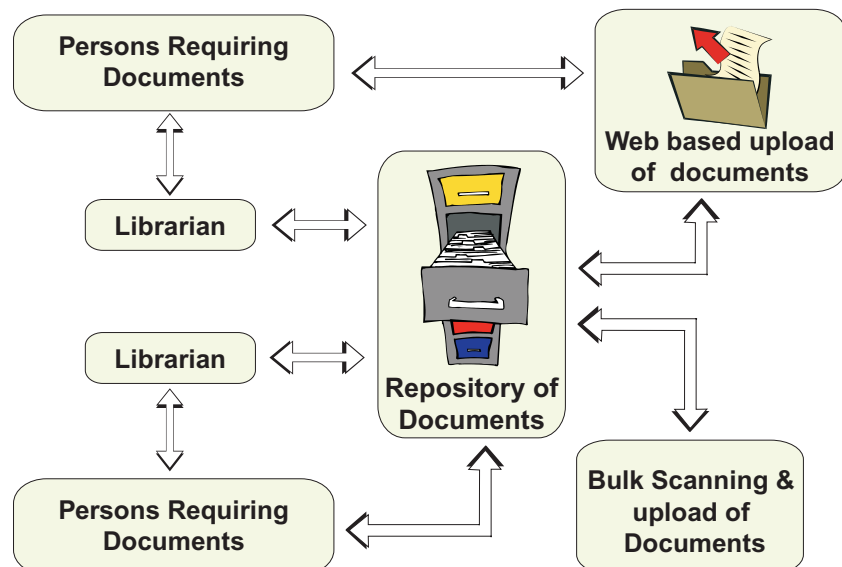
WEB Based Document Storage and Retrieval System

A multi-faceted system is available for not only storing any document for web based retrieval but also allows delivery by email, fax or hardcopy. The retrieval mechanism is facilitated by search engines and access control mechanisms.

Organisations can allow access to documents in a controlled manner and concepts of "Librarian" has been implemented to provide delivery after due consideration. Audit-able processes are in place to tag requests for documents and ascertain as to when the requests have been met, thereby bringing in accountability and responsibility in document handling.

We also offer a service facility to scan and OCR bulk documents at our State of the Art Facility with a capacity to process 30 Lac documents per month.

- Scanned and Computer generated documents can be stored in the system - Images, MS Word documents, graphic files, Engineering AutoCAD designs, Video Files, PowerPoint presentations.....
- Life of the document can be defined for auto removal
- Access can be restricted to designated groups
- Single or Bulk upload of files is possible. For bulk upload, offline agents are available for document preparation
- The system allows for a single point of management
- Uploads and access can be from any Global web location



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