

A nighttime city street scene with light trails from cars and buildings in the background. A person is standing on the sidewalk in the foreground. A large yellow circle is overlaid on the image, containing the text.

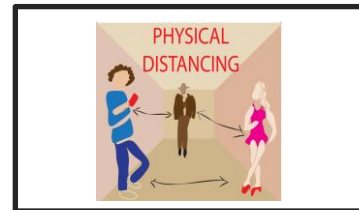
Work From Home:

Digital Communication
With Your Customers & Suppliers

Covid-19 Pandemic: Business New Norm



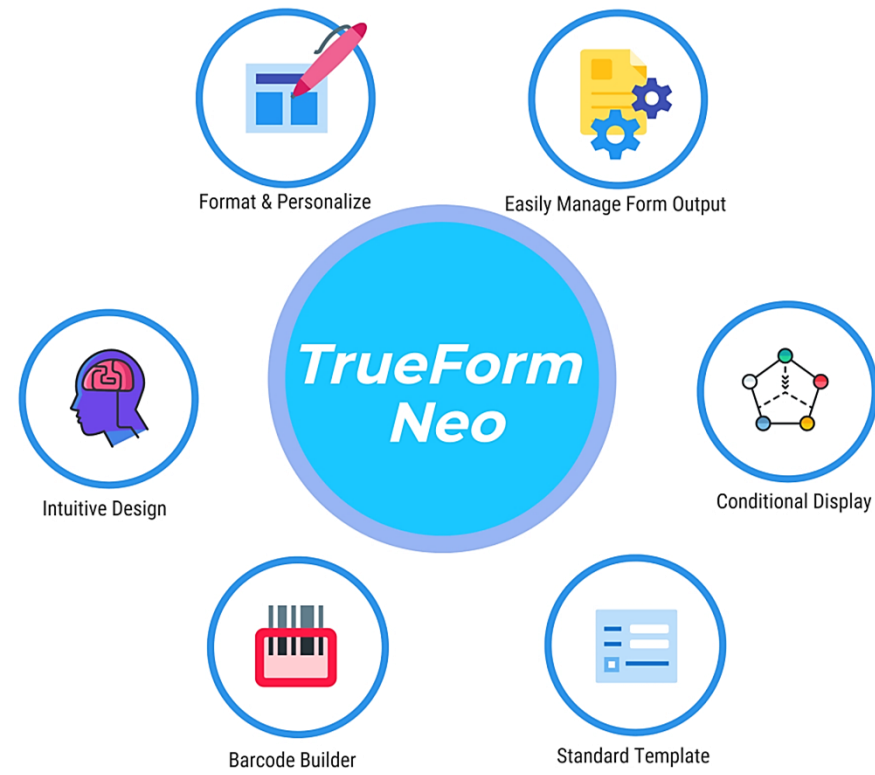
Current norm – Work From Home
Health Director General on post MCO – it is also encouraged that people work from home
Impact on sales, procurement, finance and human resource



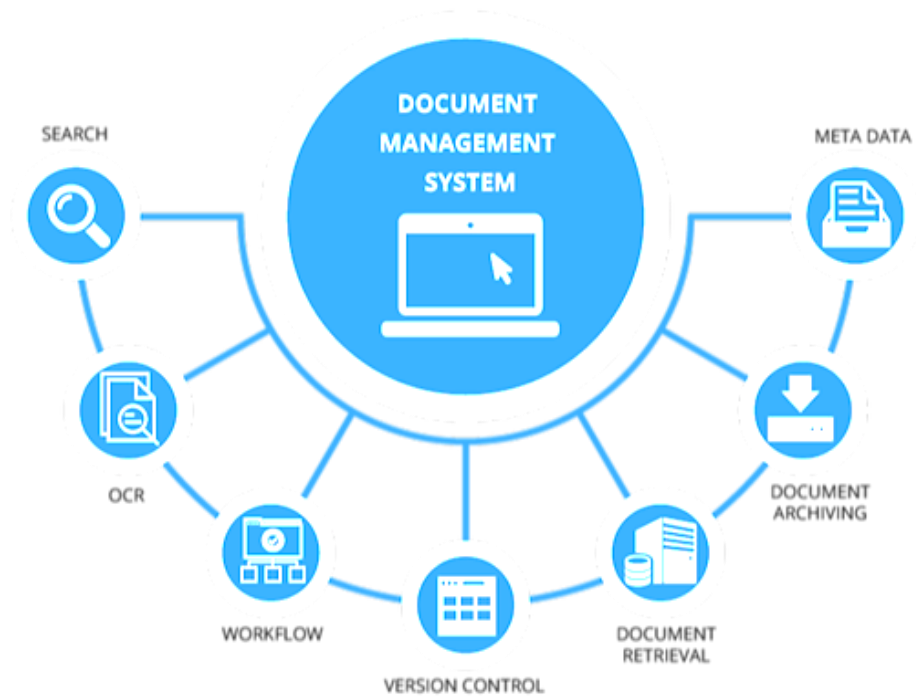
Health Director General on post MCO – physical distancing is must for the distant future



Digital communication is the new norm – Zoom, Microsoft Team, Skype
Digital document is the new norm
Digital access to document is the new norm – work from home



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A close-up, shallow depth-of-field photograph of a person's hands typing on a laptop keyboard. The background is blurred, showing a window with light coming through. A semi-transparent blue graphic overlay is positioned in the lower right quadrant, containing the text 'Digital Document' in white. At the bottom of the image, there is a horizontal bar composed of four segments of varying shades of blue.

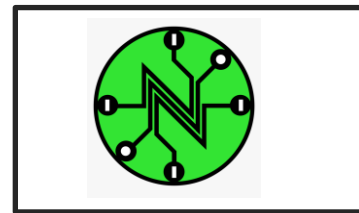
Digital Document



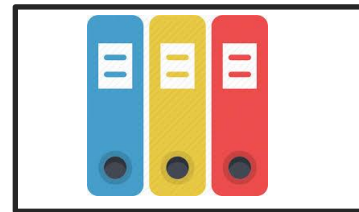
Digitize all customer and supplier facing documents
Deliver all document via electronic channels
Printed documents will most likely be rejected – no one at customer/supplier to receive



Digitize all your documents – DO, Invoice, PO, Account Statement etc.



Electronically disseminate all documents via multichannel approach – email, mobility, web etc.

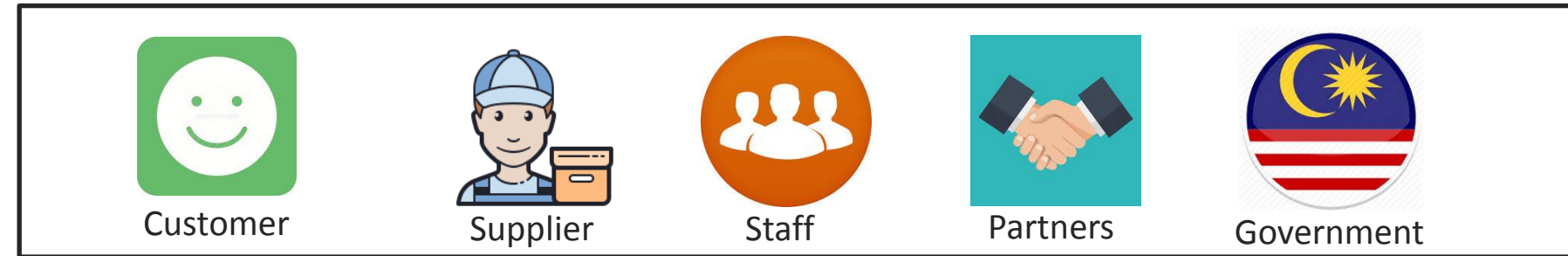


All electronic documents generated will be indexed and archived
Access all documents while working from home – only requirement is a browser

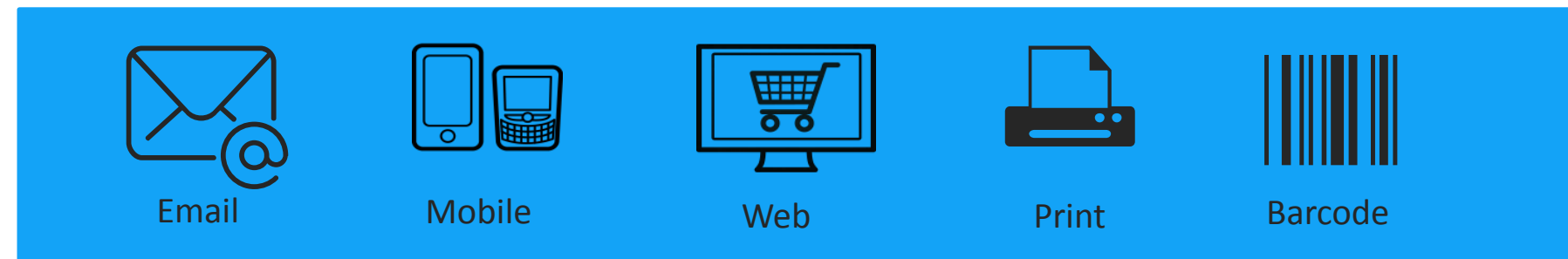


PRONTO TrueForm helps to reduce costs by increasing efficiencies in input, formatting and automation of all your forms. By enabling more automation for your staff means increased productivity and more cost savings

Audience



Digital Experience



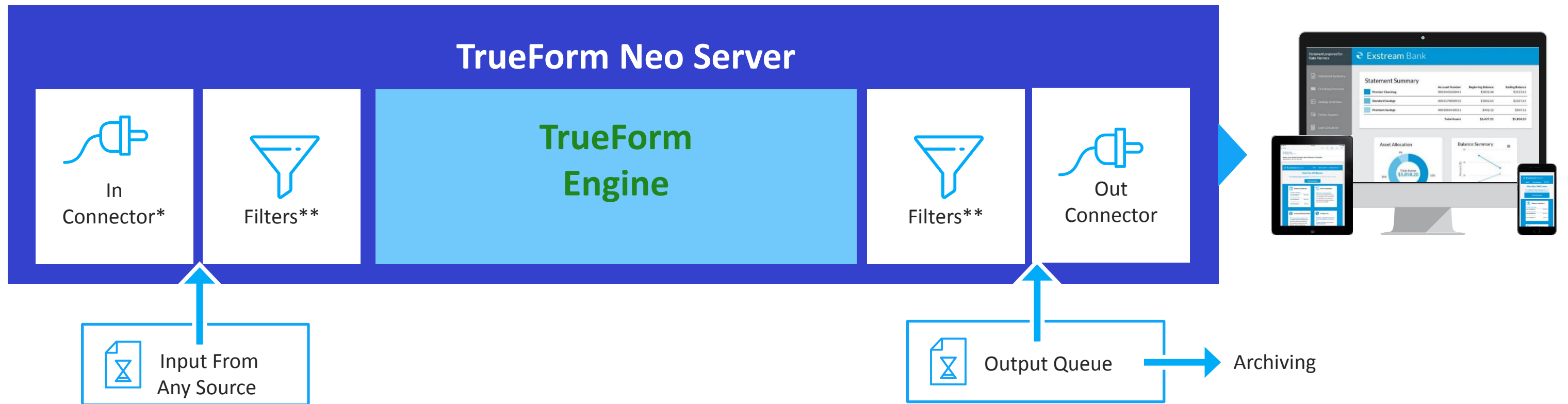
Digital Experience Platform



Content & Personalization

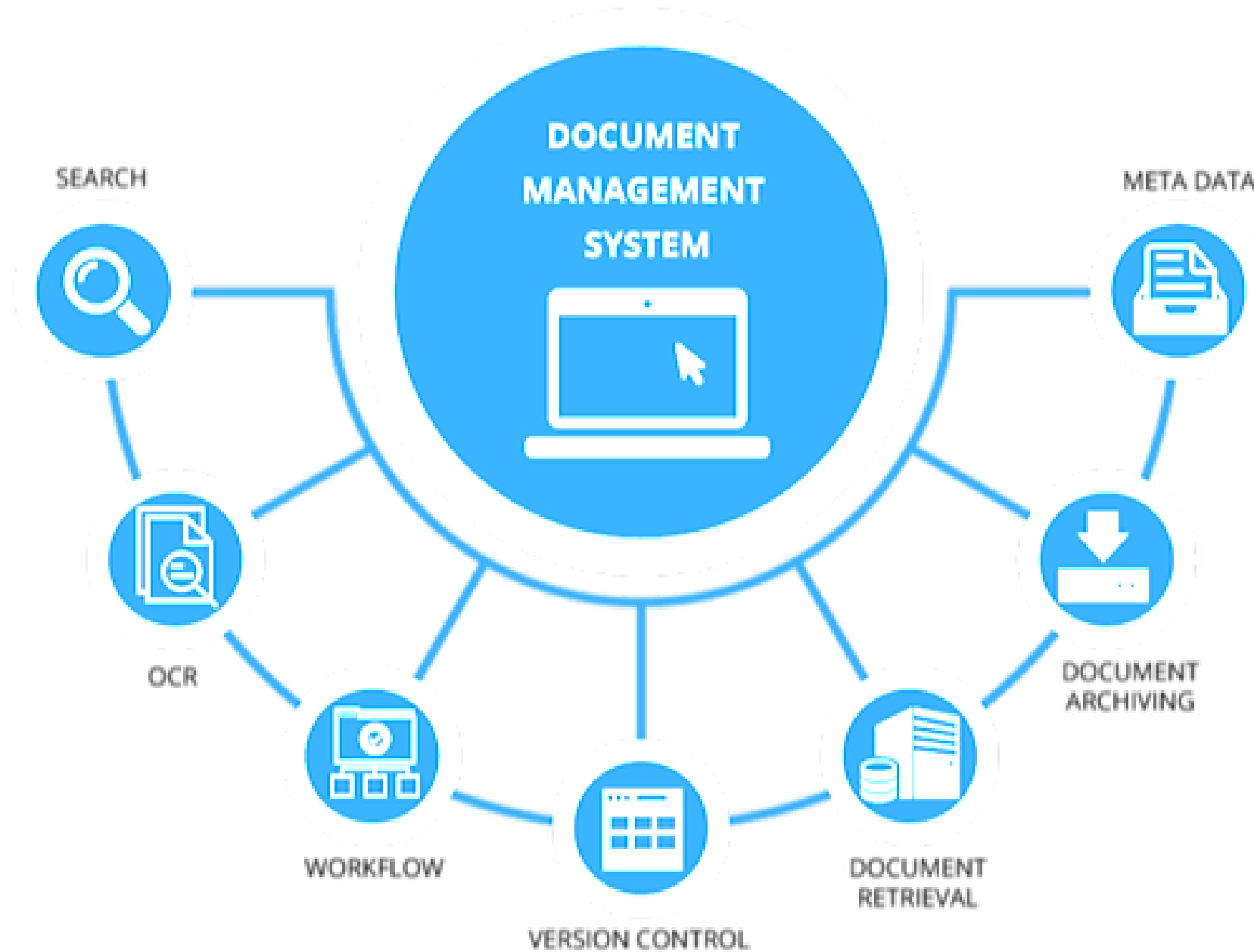


Digital Document With TrueForm



A close-up, shallow depth-of-field photograph of a person's hands typing on a laptop keyboard. The background is blurred, showing a window with light coming through. A semi-transparent blue banner with rounded ends is overlaid across the middle of the image, containing the text 'Electronic Document Management' in white, bold, sans-serif font. At the bottom of the image, there is a horizontal bar composed of four segments of varying shades of blue.

Electronic Document Management



Powered By  MOUNTAINTOP



Document Search

- Google like search function for documents
- Browse by classifications
- Refine search with document properties
- View search records
- Save searches
- Date searches
- Document content search



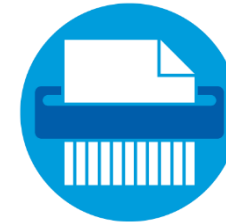
Metadata

- Metadata stored for each document
- Date of document and identity of user
- User defined metadata
- Search base on metadata



Document Check In & Check Out

- Users can check in and check out documents
- Complete version control of documents
- Audit trail of all document movements
- Auto loader for batch loading of documents



Retention Policy

- User definable retention policy
- Time & event base retention
- Auto destruction of documents
- Disposition status
- Holds
- Workflow support



Records Management

- User defined record types
- User defined meta data & properties
- Version control
- Folder hierarchy
- Classification



Document Management

- Support all file types
- Archive of emails are supported
- Audio and video files
- Integration with scanning solutions
- Integration with output management



Online Viewer Support

- Supports all Microsoft Document viewer
- Supports PDF viewer
- Supports audio & video player
- Supports display of JPEG, GIF etc.
- Zoom in & zoom out function



System Administration

- Manage user ids and password
- Manage workflow settings
- Manage creation of records



Notifications

- User definable notification settings
- Email template definition
- Schedule base notifications
- Event base notifications



Compatible With Any Form Factor

- Compatible with any form factor such as mobile phone, tablets and PC's



Workflow

- Rules based workflow engine
- Manual workflow dictated by user
- Online approvals



Access Control

- Flexible access control definition
- User and group base access control
- Hierarchy definition of access control
- Permission listings
- Protective security markings
- Digital signature
- Document level security



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