

Store, Manage, Retrieve

About SANKHYA V-One Docs

Document management is fast becoming a top priority area for enterprises focused on leveraging organizational knowledge in responding to business situations quickly and effectively.

Sankhya, a leader in distributed computing and information management provides end-to-end document management solutions powered by SANKHYA V-One – Enterprise Application Platform.

V-One Docs is a simple and yet a powerful Web application for sharing, managing and accessing enterprise documents in a secure manner. V-One Docs enables enterprises to create a central repository of organization documents intelligently indexed by keywords and properties and organized by categories. V-One Docs supports advanced features for supporting document review and approval process, workflow, templates and content search.

Key Benefits

- ❖ **Quick Sign-up**, as simple as signing up for an email. Application is delivered over Internet.
- ❖ **Knowledge Driven**: The first benefit of building your document portal is that it is a firm first step for creating a central knowledge repository. It will reinforce the value your organization places on knowledge as a core competency. In fact you can announce awards and encourage knowledge collection by identifying top knowledge builders using knowledge metrics module.
- ❖ **Transparent; Corporate Governance**: Make information available securely and transparently to all stake holders. Track organizational decisions and ensure that you comply with various compliance requirements. Doc
- ❖ **Efficient and Green**: No need for statistics here. Check your printer usage, a document portal can earn you rich environmental rewards.
- ❖ **Agile**: Your knowledge is just a few clicks away. Find what you need in seconds from anywhere
- ❖ **Low Investment, Easy Maintenance, and scales up with your growing needs.**

Key Features

- ❖ Available on software-as-a-service model [SaaS]
- ❖ Supports organizing documents based on project/department/process/location.
- ❖ Role based secure access
- ❖ Supports interactive features like- post comments to a document, view, ask questions, post replies and request for change]
- ❖ Instant, Advanced and content* search options
- ❖ Reports for both quantitative and qualitative usage information.
- ❖ Mail alerts* for keeping users updated with actions performed on documents.
- ❖ Maintains logs for audit trails
- ❖ Support for templates* and workflow configuration
- ❖ Admin console for user management.
- ❖ Integrate with V-One CMS and start publishing content directly to your website!

*Indicates need for some level of customization

Usage areas

- ❖ Ideal as a central document repository across all the departments including finance, purchasing, facilities, HR, accounts, marketing and sales
- ❖ Quality and Process management system in manufacturing companies
- ❖ Legal compliance especially for listed public limited companies
- ❖ Infrastructure projects for instant access and collaboration among team members like architects, structural & civil engineers etc.
- ❖ Business process management especially in loan application processing, insurance claims processing.
- ❖ Patient records management in clinics and hospitals
- ❖ Client records management in legal and audit consulting firms.
- ❖ HR documentation in large staff companies like BPOs.

Customizing, Support & Availability

Customization: Our document management Consultants assist clients in system study, creating an organization wide document management strategy and providing implementation services.

Typical customization areas include;

- Workflow solutions
- Creation of templates

Support: Sankhya offers a variety of support options including

- Full service
- Basic telephone and email support
- Incident based support
- Annual maintenance & enhancement support

Licensing & availability: V-One Docs Standard edition is normally delivered within 2 business days. For pricing, please contact Sales.

Demo: Please contact sales@sankhya.com for a free online demo

Other SANKHYA V-One applications

- **SANKHYA V-One Sales:** Order-To-Cash is a key process area for most manufacturing companies since it plays an important role in getting repeat business, ensuring working capital availability and in sustaining business growth.

SANKHYA V-One Sales automates all the key activities from the time a sales order is received through production, inventory, subcontracting, generating the invoice and other shipment documents till tracking the receivables and closing the sales orders. V-One Sales includes a useful reporting module which allows generating many standard reports as well as custom reports for informed decision making.

- **SANKHYA V-One Procure:** V-One Procure allows organizations to automate all the key activities involved in the Procure-to-Pay business process- from generating a Purchase order to tracking receipt of goods, inspection and processing invoices for payment. Extremely useful in optimizing inventory holding, improving efficiencies in procurement process and integrating multiple locations of an organization.