Document Management System

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Kenapa Dokumen harus di Digitalisasi ?

- Pencarian Dokumen hanya dalam hitungan DETIK
- Dokumen tidak akan RUSAK atau HILANG
- AMAN dari bencana KEBAKARAN, BANJIR, dll
- Bisa di AKSES dari mana saja dan AUDIT Log yg lengkap

Mengapa Banyak Perusahaan yg enggan menerapkan DMS ?

- Dokumen yg sudah menumpuk di gudang arsip selama bertahun tahun
- Bukan bisnis utamanya
- Masih menanyakan masalah LEGALITAS
- Dokumen bersifat RAHASIA
- Tidak punya waktu dan Staff untuk menjalankannya
- Biaya INVESTASI yg dianggap besar

Contoh Kasus

Berikut ilustrasi jika user ingin mencari arsip saat ini :

Hallo, Gedung Arsip-2, bisa minta di carikan dokumen mahasiswa yg menerima beasiswa ?

Baik Bu, saya akan cari dulu di gudang arsip, nanti saya kabari lagi !

Hallo Bu, arsipnya sudah ketemu, silahkan datang ke Gedung Arsip-2

Berikut ilustrasi untuk system yg di usulkan :

Storage Server

Client PC

Bagaikan mempunyai gedung arsip pribadi, data yg saya cari ketemu dalam hitungan detik.

Apa saja yg dapat di simpan dalam DMS ?

- Hardcopy

  Kertas – ketas mulai A4,Legal,Letter

  Blueprint mulai dari A1,A2,A0

  Continues Form (Log)

  dll

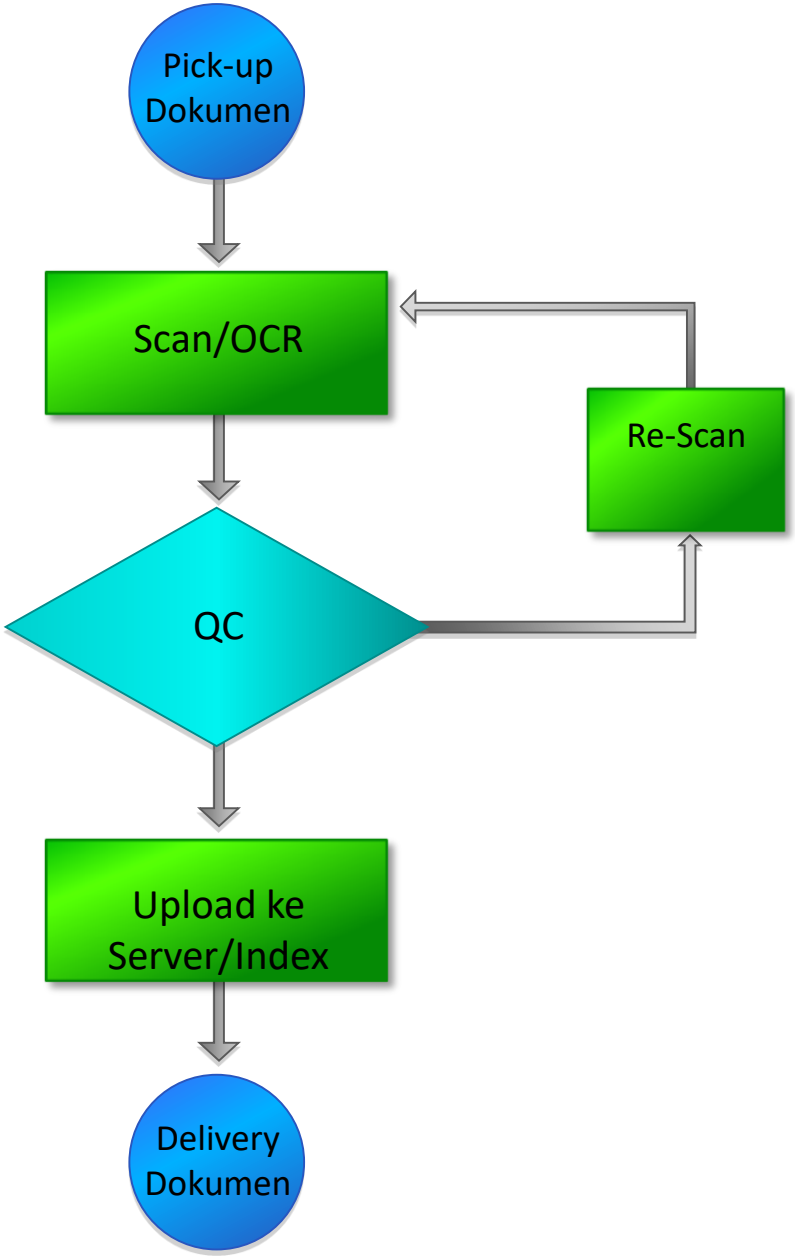
- Softcopy

  Semua file Office (Word,Excel,PDF, JPEG,dll…)

SOLUSI KAMI

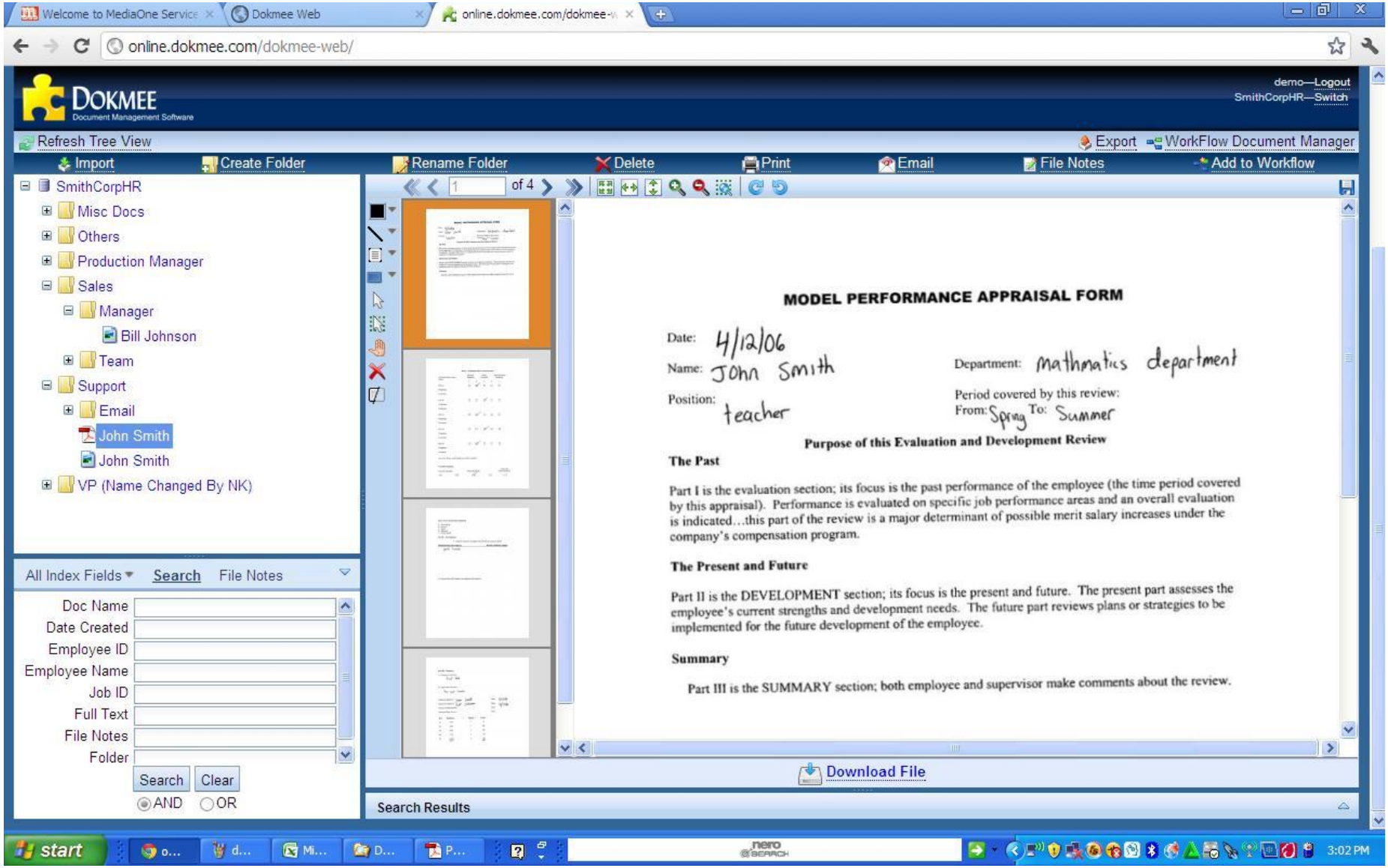
- Menyediakan tenaga Outsorcing (Kerja di tempat)
- Menyediakan Jasa Scan (Pickup dan Delivery)
- Menyediakan Software DMS dan Pelatihannya
- Menyewakan Semua TOOLS yg di butuhkan dalam menjalankan DMS
- Biaya Implementasi DMS bersifat Operasional, Client hanya membayar SESUAI dengan BANYAKNYA dokumen yg di scan saja

FLOWCHART



- Pekerjaan di lakukuakn di Kantor customer atau di workshop kita

DEMO DMS

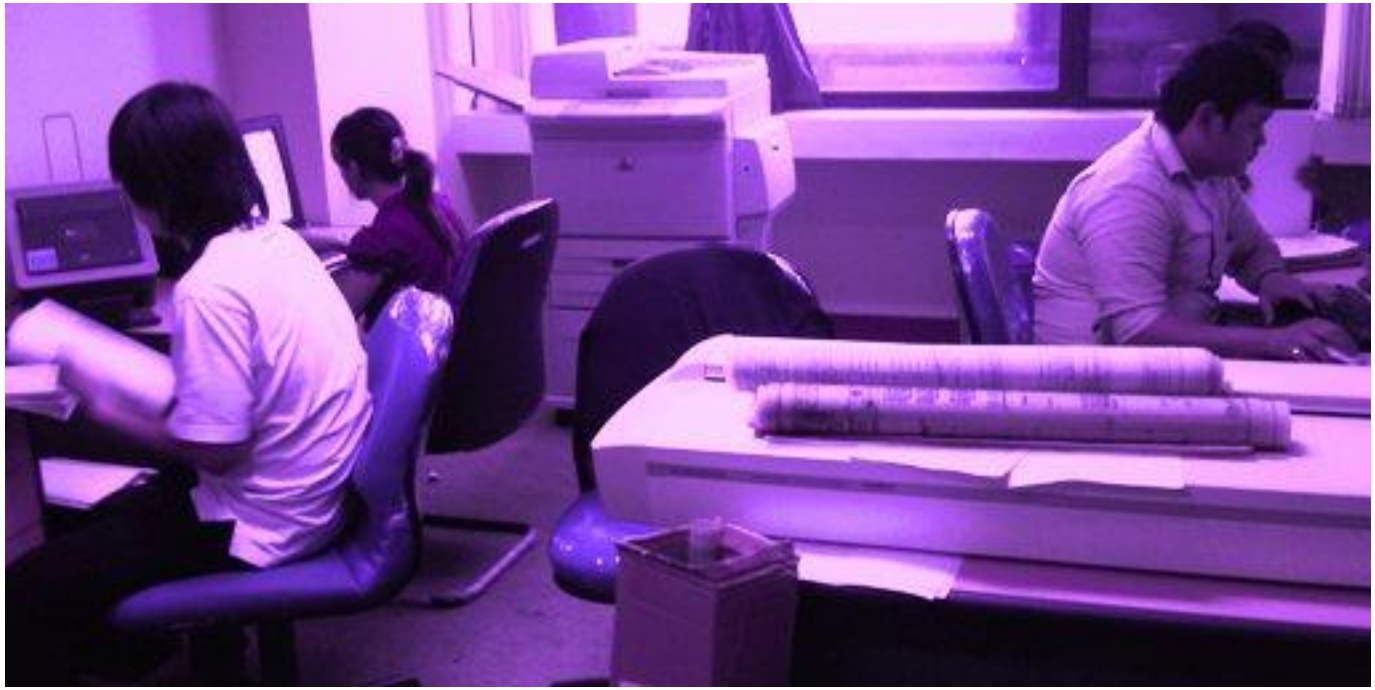

Welcome to MediaOne Service
Dokmee Web
online.dokmee.com/dokmee-web/
DOKMEE
Document Management Software
demo—Logout
SmithCorpHR—Switch
Refresh Tree View
Export
WorkFlow Document Manager
Import
Create Folder
Rename Folder
Delete
Print
Email
File Notes
Add to Workflow
SmithCorpHR
Misc Docs
Others
Production Manager
Sales
Manager
Bill Johnson
Team
Support
Email
John Smith
John Smith
VP (Name Changed By NK)
1
of 4
MODEL PERFORMANCE APPRAISAL FORM
Date: 4/12/06
Name: John Smith
Department: mathmatics department
Position: teacher
Period covered by this review:
From: Spring To: Summer
Purpose of this Evaluation and Development Review
The Past
Part I is the evaluation section; its focus is the past performance of the employee (the time period covered by this appraisal). Performance is evaluated on specific job performance areas and an overall evaluation is indicated…this part of the review is a major determinant of possible merit salary increases under the company's compensation program.
The Present and Future
Part II is the DEVELOPMENT section; its focus is the present and future. The present part assesses the employee's current strengths and development needs. The future part reviews plans or strategies to be implemented for the future development of the employee.
Summary
Part III is the SUMMARY section; both employee and supervisor make comments about the review.
Download File
All Index Fields
Search
File Notes
Doc Name
Date Created
Employee ID
Employee Name
Job ID
Full Text
File Notes
Folder
Search
Clear
AND
OR
Search Results
start
3:02 PM

Features :

- **Unlimited File Types**: Add any file type to the system
- Meta data fields for each file
- Assign a department/category to each file
- Check-out feature to prevent over-writing of edits
- Revision history
- Documents are stored physically on the server
- File expiration
- Create custom document properties to match your companies needs
- Automated document review process
- Automated file expiration process
- Reviewer can approve or reject a new document or a changed document
- E-mail notification options prior to and after a review
- Automated document review process
- Automated file expiration process
- Reviewer can approve or reject a new document or a changed document
- E-mail notification options prior to and after a review

- And more….

Our Team



Berapa Biayanya ?

- Seperti Jasa Photocopy, Anda hanya membayar berapa yg Anda scan saja

Selanjutnya ?

- Survey untuk mencari tahu
  - Jenis Dokumen yg akan di scan
  - Banyaknya Dokumen yg akan di scan
  - Lokasi Gudang Penyimpanan Dokumen
  - Kondisi fisik kertas
- Informasi tentang
  - Jenis Jasa yg akan diambil
  - Jangka waktu Pekerjaan

Customer Reff