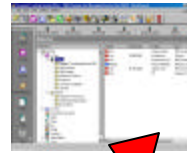


eDOCS Integrates

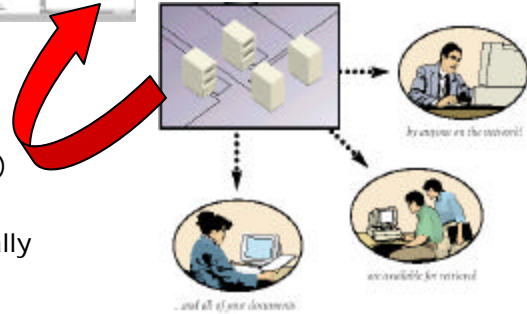
- People
- Technology
- Paper Documents



Retrieve in Seconds from anywhere on your network

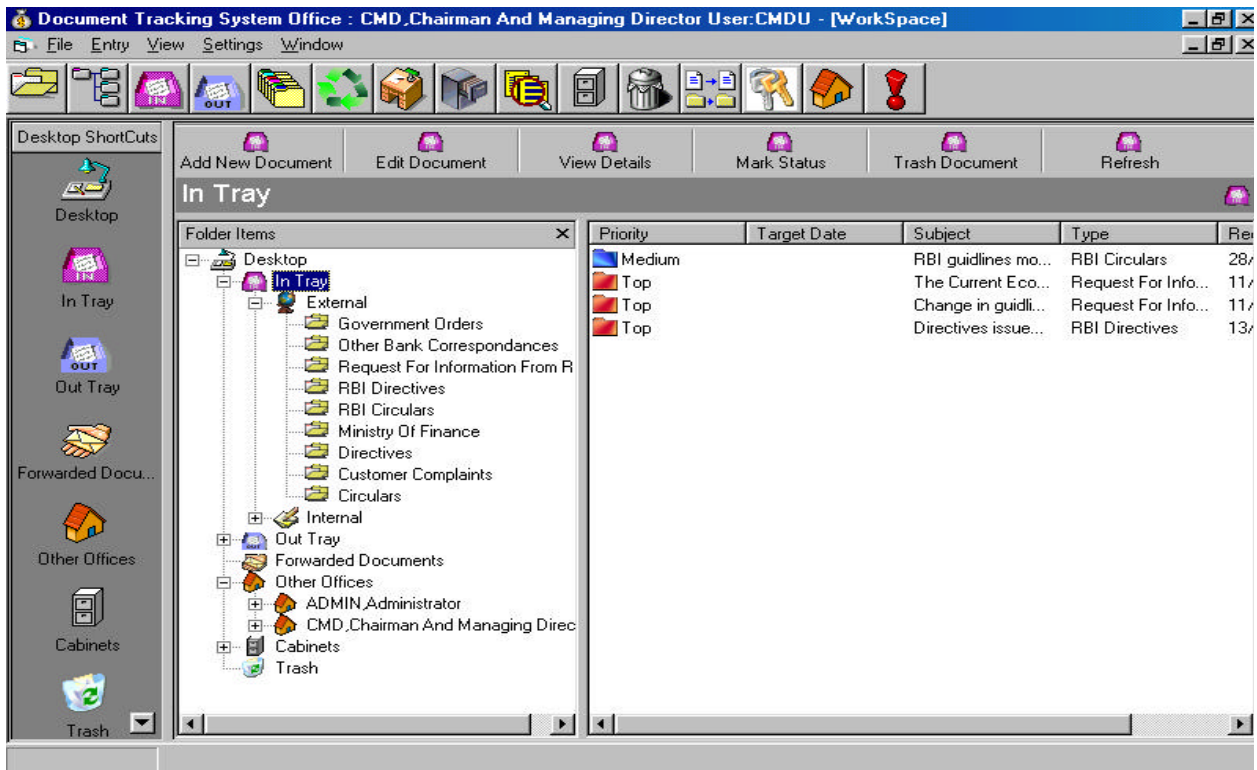


Docs Stored in e-Docs Network Server



e-DOCS Works the way you do right now:

- Step 1: Scan a Document
- Step 2: Enter Details about the document
- Step 3: Select a File Cabinet
- Step 4: Select a Category Tab (Type of Document)
- Step 5: Select a File Folder
- Step 6: Then, eDOCS Files the Document Automatically



Advantages of eDOCS

- Misfiled documents or lost files no longer a problem
- Reduced storage space requirements
- Safe and Secure storage of documents
- Increasing business handling capacity with workflow
- Save the environment cut cost of distribution
- Customer service that ensures satisfaction
- Quicker referencing gives an edge to decision making

Address:
GrowFast Computing Services
 I floor Parthasarathy complex
 Kadri Mangalore-575002
 Ph:91-0824-215330
 email: growfast@hotmail.com



eDocs

Information is of use only if it is available on time.

Enterprises and Institutions shall thrive by quick decision making based on accurate information.

eDocs enables quick decision making by handling all important documents whether on paper or computer files with equal ease and flexibility and tracking them both electronically and physically.

Now you can convert hundreds of paper based documents into manageable and quickly accessible information on your desktop using low cost imaging technology.

eDocs lets you use any TWAIN compatible scanner to get the paper based documents into the system

User friendliness

Install and start working, you can be up and running in one day. Its Explorer like look and features like Drag and Drop makes *eDocs* an easy to use software

Document Viewing and Annotations

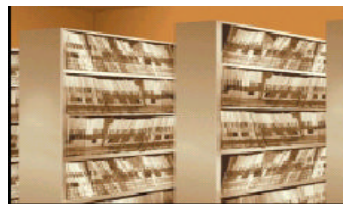
You can open one or more documents *eDocs* Viewer simultaneously, Document viewer provides features like zooming, resizing, to view the document properly, Its annotations tools lets you work with the scanned documents the same way as you worked with the paper documents .you have the facility to mark and highlight areas. You can link related documents for easy reference.

The First Step Towards Quicker Decision Making

The Seven Most Common Information Management Problems in an Organization

- Mis-filing documents in physical cabinets
- Dealing with filing backlogs
- Losing track of **"checked out"** physical folders
- No **single** system for **storing** related information
- No **single** system for **sharing** related information
- Losing track of documents that require action.
- Losing track of internally-produced documents.

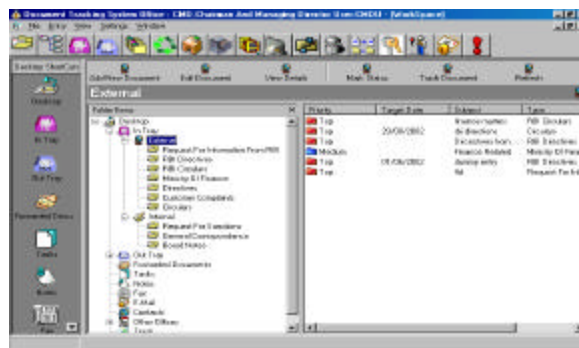
Convert



Your Documents/Files Correspondence Etc..



To



e-Docs

Managing Papers and Computer Files

eDocs can handle paper documents or computer files with equal ease and flexibility. You can organise your filing cabinet by defining folders and subfolders in a tree like structure for easy recognition and browsing. You can file documents in them by moving them or drag and drop. You can assign names and keywords to documents or simply index them on user defined fields