

## Electronic Solution Ez-Doc Document Management System

### Knowledge Management So Easy ! !

The time of Knowledge Economic has been coming and 「Knowledge」 has become the key point of competitiveness for industries. In order to upgrade competitiveness of industries, it is the most urgent task for many industries to implement knowledge management. The key point of competitiveness is whether to perfectly collect and use all kinds of information. According to Delphi Consultant's research, 46% of companies knowledge are preserved by printed papers or electronic files and therefore building document management system is the first step to implement knowledge management.

With TRANSTECH's powerful information management technologies, the all new brand document management system — 『Ez-Doc』 has been created. Through methods of text scanning , ORC, metadata creating and tree mode catalog of documents, You can also find and browse the 「original document」 in a very short time by searching specific fields or full text. It makes document management more effective, resources reusable and helps your company to do knowledge management very well.

Document management is the primary action of knowledge management. Now several Big companies like JIH HUN, Canon, CviLux has chosen 『Ez-Doc』 as their document management solutions; You so have to experience the easiest document management tools !

#### 《 Powerful Functionalities 》

- Managing electronic files and non-electronic files at the same time.
- Recognizing Chinese characters (OCR) 、 full text search
- Metadata 、 flexible fields search functionality

#### Advantages of Ez-Doc

1. The system can integrated manage paper materials and electronic materials (multimedia materials included) of companies and achieve the goal of Knowledge Share through the Internet.
2. Through OCR, tons of printed documents inside companies can be full-text searched and users can accurately find what they need in a very short working time.

3. Related information inside companies are shared with customers through Internet Browsers and it can help building good interaction between companies and customers.
4. Centralized control over electronic materials (digitalized materials included) from different departments and adjustable configuration of Metadata by departments requirements can build an qualified Document Management Center °
5. All informational documents can be controlled with flexible access right configuration of persons or groups, and internal security control of companies can be truly satisfied by this feature.