

Electronic Archiving System
PRESENTATION



شركة ابتكار و اكثر المحدودة

EBTEKAR WAKHTHOR Co.Ltd

For communications and information technology services

EBTEKAR WAKTHOR Archiving Services and Solutions

Innovation and More has over १३ years of experience in the field of archiving, offering comprehensive solutions for document and records management, including electronic archiving, digital imaging, and information management systems. The company provides customized solutions that meet the needs of various sectors, such as government and private companies, and its services include the design and development of document management systems, as well as optimizing archiving processes to ensure easy access to and security of information.

The company also strives to adopt and implement the latest technologies to ensure quality and efficiency in its services, helping clients improve operational efficiency, reduce costs, and enhance information management.



Professional Program for Archiving and Document Management by EBTECAR WATHOR

- Innovation and More offers a professional program for archiving and managing documents designed to simplify and enhance how organizations handle their records and information. This program provides a robust, secure, and user-friendly platform to manage the entire lifecycle of documents, from creation and storage to retrieval and disposal.

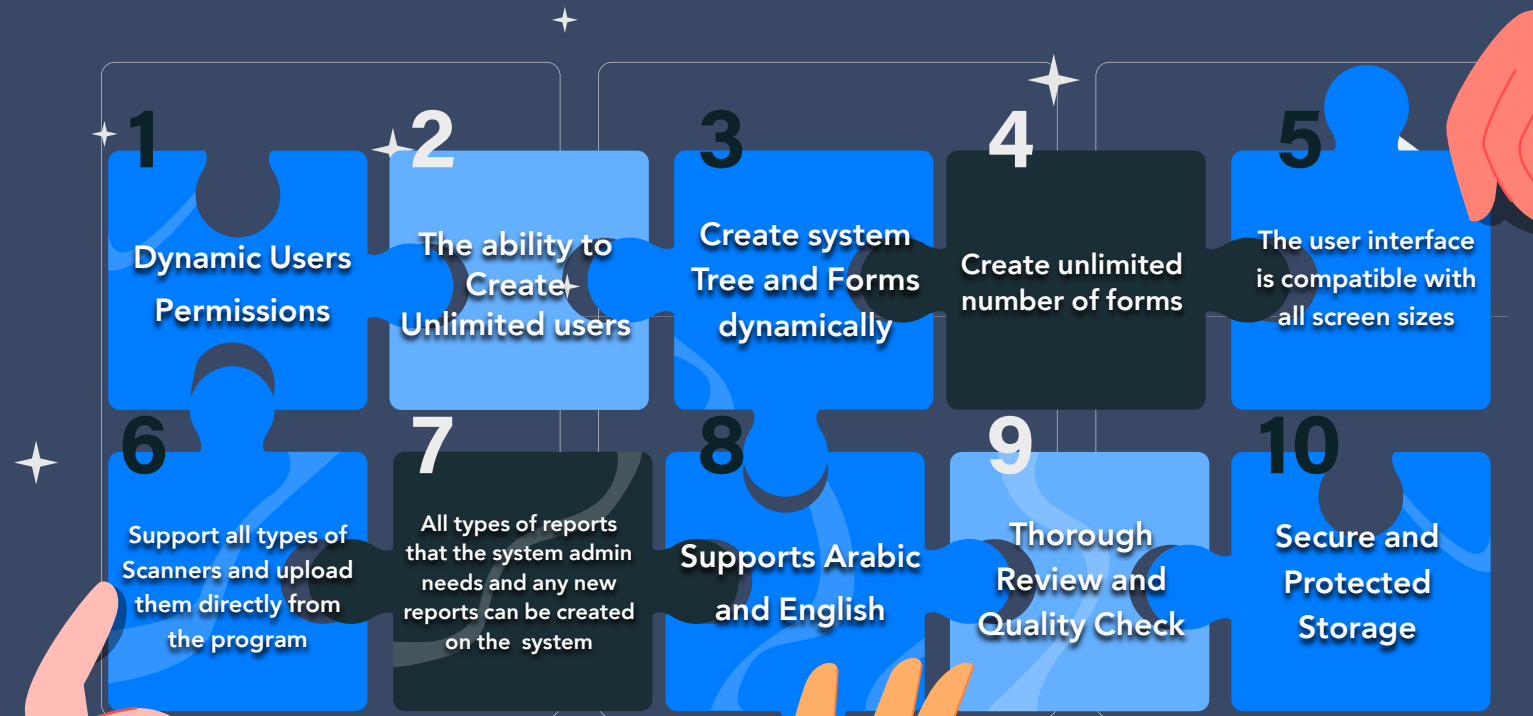
- Key features of the program include:

1. **Electronic Archiving** : Convert paper documents into secure digital copies that are easily accessible from anywhere, at any time.
 2. **Document Management** : Organize and categorize documents efficiently to ensure easy access and tracking.
 3. **Security and Privacy** : Provide advanced levels of protection to ensure the safety and confidentiality of documents.
 4. **Integration with Other Systems** : Capability to integrate with other systems and applications to provide a seamless and comprehensive document management experience.
 5. **Reporting and Analytics** : Offer tools for data analysis and report generation to enhance operational efficiency and support informed decision-making.
- This program is specifically designed to meet the needs of organizations across various sectors, helping improve operational efficiency, reduce costs, and ensure compliance with standards and policies.

Workflow for Archiving and Document Management Program

- **Digital Scanning:** The archiving process begins by converting paper documents into digital copies using high-quality scanners. The digital copies are ensured to be accurate and match the original paper documents in terms of quality and precision.
- **Data Entry:** After digital scanning, the essential data related to each document is entered into the system. This includes identifying information and other necessary details that facilitate easy searching and access to the documents in the future.
- **Classification and Indexing:** Documents are classified and organized according to a predefined indexing system that aligns with the organization's needs. This classification ensures easy access to documents when needed and improves the efficiency of search and retrieval processes.
- **Review and Quality Check:** After data entry and document classification, a thorough review is conducted to ensure all information has been correctly entered and that documents are appropriately categorized. This quality check includes verifying the data, reviewing the entered information, and ensuring compliance with established standards.
- **Secure Storage:** Digital documents are stored in a secure system that protects them from loss or damage. This includes regular backups and encryption to ensure the security of sensitive information.
- **Access and Retrieval:** Documents are accessible through a simple and user-friendly interface, allowing users to search for and retrieve documents quickly and efficiently using various search criteria such as keywords, classifications, and dates.
- **Updates and Maintenance:** Organizations can periodically update documents and perform necessary system maintenance to ensure continued efficiency and compatibility with the latest technologies and software.
- **Secure Disposal:** When documents are no longer needed or their retention period has expired, they can be securely disposed of in accordance with established policies, ensuring complete data deletion to maintain confidentiality.

Main Features of EBTECAR WATHOR Program



Technical Features of EBTECAR WATHOR Program



Developed with the highest level of ASP.CORE 5 programming experience

MS SQL SERVER Compatibility and connectivity with any type of database



Program readiness by linking in several ways at the request of the establishment

Encryption and encoding of archived documents to ensure confidentiality of documents



The possibility of modifying the program to suit the work of the establishment

THE END



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