

Associates

The cutting edge technology is courtesy our principal partner - Ms. Delta CADD. We market, sell, consult, re-engineer, integrate, customize, implement and support using best of breed products and experience.

About Us

Genesis Infoserve Pvt. Ltd. is multifaceted solutions Integration Company dedicated in its efforts to be a leader in providing IT Solutions to its varied clientele. We experience in this specific domain for almost a decade. Our Company works out of two business groups - **Product group** and **Services group**.

Product Group has a thorough understanding of various business needs regarding document / project management. We recommend integrated product environments to satisfy specific needs comprehensively. We pride ourselves on designing an optimum solution using the best products available.

Services Group leverages the experience and expertise developed to offer services in sizing resources, customizing and re-engineering working environments. This group also offers services for **high volume scanning via an outsourcing model**. These jobs are undertaken offsite at our premises using our technology and skilled operations personnel.



DOCUMENT / PROJECT MANAGEMENT SYSTEM

Our product **DocuMan** is an proven document / project management tool aimed at streamlining the documents and drawing flow within a project. This application is extremely useful for an architectural, construction or infrastructure organization or a project management consultant's work.

By implementing **DocuMan**, the organization can create and control all the documents / drawings which forms part of the project.

By creating audiences for each of the document / drawing created, **DocuMan** helps in streamlining the work assigned for a team member within a project. Security and backup of these projects are also maintained successfully.

DocuMan brings in standardization to an organization and makes all the users work in a standard and correct way thereby bringing a lot of productivity.

Once implemented, retrieving information related to a current project or an earlier project is at the click of a button.

The friendly GUI User interface allows to generate host of outputs like Transmittal, Project wise and user wise schedule, Invoice, Payment voucher, Salary statements, etc.

Our Document / Project Management software solutions works best - across one's Intranet / Internet or Extranet.

Modules in DocuMan

| | | |
|-----------|--|-------------------------------------|
| Documents | ✎ While creation of document, the user will have to select a standard template and based on this template, a new document is created. This helps the organization to bring in standardization. | |
| Messaging | ✎ Project related messaging or individual messages can be sent. | |
| Schedules | ✎ Project-wise selection of activities can be assigned for each project's team member by the Project Manager from the standard database. | |
| Reports | ✎ Transmittal | ✎ Project-wise / User-wise schedule |
| | ✎ Invoice | ✎ Project documentation sheet |

Product

switch



to

edocument
edrawing



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BACKFILE CONVERSION SERVICES

Implementing document / project management solutions necessitates converting existing paper / drawings and electronic records to required formats. These need to be done in a short period of time so that the benefits of document /project management solutions can be achieved.

The existing documents are converted off-site at our premises. We offer complete end-to-end services with utilities such as Data Cleaning, Image Cleaning and Image Format Conversion and Image Processing. We break the conversion into stages taking into account application, type, size condition of paper being handled, security issues, volume of images to be converted, number of folders, documents, drawings and pages, time frame for conversion and retrieval needs.

DOCUMENTS / DRAWINGS CONVERSION - PROCESS Flow chart

STAGE 1 - Documents / Drawings Pickup



- Documents are counted and checked
- Pickup list is duly filled and batches created.
- Care is taken that the exact document sets taken from the facility are ascertained.
- Care taken from the point of handling and during adverse weather conditions whilst transporting documents to our service bureau .

STAGE 2 - Inwarding of Batches

- As soon as the batches come onto the premises they are kept in the allocated inward area dedicated for received documents
- Batches received are checked for the documents that they contain and each document is in-warded



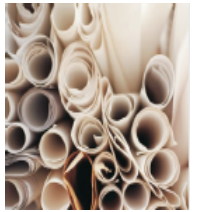
STAGE 4 - Scanning of documents/drawings



- All the pages are scanned as per the requirements of the job.
- At the time of scanning the operator can view each image
- Any bad quality image is rescanned with proper brightness and contrast settings.

STAGE 3 - Preparation of documents/drawings

- Batches are allocated to the operator.
- The pages are separated, pins and staples are removed and edges are smoothed or repaired.
- The sub batches are then put in the specific area dedicated for scanning of the documents.



STAGE 5 - QC (Quality Check) of documents/drawings



- All the scanned images are checked for quality.
- Quality of each and every image is checked and pages scanned for every document is verified.
- Bad images scanned are identified and are re-scanned instantly.
- Bad images are deleted.

STAGE 6 - Indexing of documents/drawings

- All the scanned images are viewed and indexed as per the job requirements.
- Cleaning of images would be done wherever required.



STAGE 7 - De-preparation of documents/drawings



- Documents are picked up from the storage area.
- The documents now will be stapled / filed into the folders/cartons and put back in the original condition.
- The Folders/Cartons are checked with the Inward data.
- Storing Documents.
- All these documents are properly tagged and kept in a specific location for dispatch.

STAGE 8 - Data Retrieval of documents/drawings



- Data so captured will be available for enterprise wide access.
- OFFLINE backup will be taken on High end Mirrored Storage Servers for secure storage for retrievals.
- Production reports are made on a daily / weekly and monthly basis which can be shared with the client.

Contact



204, Damji Shamji Udyog Bhavan,
Veera Desai Road, Andheri (W),
Mumbai 400 053.
Tel: +91-22-26734433 Fax: +91-22-26734810
E-mail: projects@genesisinfoserve.com
Website: www.genesisinfoserve.com