



DOCUMENT MANAGEMENT & WORKFLOW

AT



DS Constructions Ltd.

- ViewWise DMS: 75 concurrent with 25 named users system with ProcessLite workflow tool, at their Site-Office in Gurgaon
- DSC – A Global construction giant brings to India its rich global experience combined with its plans of infrastructure development in the country. The company started its operations in 1999 and today stands tall with involvement in projects worth Rs. 800 Crores. As concessionaire, DSC is involved in developing India's first fully access controlled expressway (Delhi-Gurgaon Expressway), which also happens to be the largest Road BOT project. DSC is also involved in India's first privately financed railway project
- Application: ViewWise DMS to be used as a default document management, archival retrieval system for all physical and electronic documents across all functions of the organization as an IT infrastructural application. ProcessLite workflow to replace any physical flow of documents across organization for all management and office functions.

Document Management and Workflow AT DS Constructions LTD. (DSC)

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The Challenge

1. Creating a paperless working environment to cut down expenditure in paper consumption, as well as storage space for construction drawings and documents
2. Reducing the chances of misplacing documents and the delay in document delivery
3. Facilitating the automation of business communications
4. Enhancing internal corporate communications

Solution

For addressing the complete documentation management needs of DSC, Syntax offered **ViewWise Document Management Solution** and **ProcessLite Workflow**.

Application

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Key areas addressed

- 🌈 Deploying a digital convergence strategy as an ideal knowledge management solution for its business needs.
- 🌈 The Group and its construction sites need to print and archive numerous construction drawings and documents. Its daily average paper consumption can be as high as 6,000 pieces.
- 🌈 The Group consumes millions of pieces of paper each year, and as a result, its yearly expenditures in paper purchase and container rental for storing these construction drawings and documents are astronomical.
- 🌈 It is one of the Group's aims to create a better working environment that not only increases work efficiency but also reduces the drain on corporate resources.

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- 🚦 Time consumed to deliver documents between corporate offices and construction sites, and they can get lost quite easily. They also needed to file around 800 statutory reports, which are a consolidation of inputs from these remote site offices.
- 🚦 Help the staff access the construction drawings and documents in a fast and secure manner to increase the overall corporate efficiency. Lesser bandwidth utilization by accessing the central repository. High compression through DjVu
- 🚦 Helped in faster Implementation of the ISO9000 and ISO14000 standards.

The key features and highlights of the ViewWise implementation are as follows:

- ⇒ Comprehensive digital document management and business communications system. Reducing paper consumption.
- ⇒ Accessing archived construction drawings and documents in faster way cutting company expenditures.
- ⇒ Enhancing internal corporate communications.
- ⇒ Access to documents and information is reduced to a matter of seconds resulting in saving valuable man-hours that can now be utilized to do other administrative functions particularly decision making.
- ⇒ Since the system is User and Password protected, it keeps the documents secured, therefore, no more misfiled or lost documents.
- ⇒ Restricted access to documents ensures confidentiality of vital information.
- ⇒ Reduction in the photocopying, multiple printing and distribution costs.
- ⇒ Quality of the original documents is maintained, as they are not accessed frequently.

Now, all staff of DS Construction, no matter if they are in corporate offices or construction sites, can access the documents and drawings anytime from the workflow system's library through the corporate intranet and send single or multiple documents through email or fax. This greatly reduces the search time for archived documents resulting in enhanced productivity and cost savings by 20 to 40 percent.

ViewWise comes with various other Document & Image Management options, to know more ask for a product demo.

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