



Document Management Solution



Document Management Solution - Case Study

The Summary

Client wanted to develop centralized and secure document management solution which will be single point of access to all the documents and files in electronic format pertaining to their business functions. AG Technologies developed document management solution using SharePoint 2007.

The Client

Client is pioneer in IT & Multimedia education and recognized as global learning solution provider. They are first IT education and training company in Asia to bag the ISO 9001:2000 quality certification. Client provides services like IT software training, Animation and multimedia training, Hardware and network training.

The Business Requirement

- Centralize Repository of all the documents and files in electronic format
- Secure Intranet solution accessible using web browser
- Secure access to documents based on permission defined such as Create, Edit, Delete View and Freeze.
- Supporting multiple file format and Inline viewing of files
- Version control to manage multiple versions of the same file and ability to rollback to previous versions.
- Search on file metadata including file names, dates and status, author, etc.
- Reusable template for project folder hierarchies
- Project freezing option which will not allow creation or modification or deletion of existing documents of the project documents
- Content expiration policies which will prevent access to files/folders based on policy duration
- Bulk copy option for files within different projects
- Checking out all frozen or all files from project document library and copying to local drive
- User and Administrator Alerts and notifications through e-mails
- Flexible and easy to use User management and reporting capabilities

Project Summary

Industry: Education & Training

Client Profile: Client offer IT & Multimedia training services

Business Requirement:

Set up document management system to manage corporate information.

Solution: AG Technologies implemented SharePoint Server 2007 and developed document management solution

Solution Benefit:

- All corporate documents centralized in electronic form
- Secure and controlled access to users
- Quick access to corporate information through search feature
- Reduced data redundancy



AG Technologies

The Solution

AG Technologies developed document management solution using SharePoint 2007 and implemented following features.

- Configuration of Document management solution using Microsoft SharePoint Server with its underlying SQL server 2005 database repository and integrating with existing open source LDAP.
- Creation of Intranet document center site with corporate branding and navigation.
- Creation of reusable project document content type templates which will be used to create multiple document libraries.
- Enabling document libraries with check in / check out, version control and access permissions feature capabilities
- Creation of custom option to check out multiple files from document library and copying to local hard drive.
- Defining content expiration policy for project document.
- Configuration of basic search of document metadata which will search the content and present the result based on security defined.
- Configuration of alerts and notification integrating with the existing email software.
- System orientation session for educating users the different features of the solution with primary focus on document management and Administration.

Technology and Tools:

Microsoft Windows Server 2003 Enterprise Edition
Windows SharePoint Services 3.0
Microsoft SQL Server 2005
.NET framework 3.0

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Document Management Solution Architecture

