

Kriti RDMS

**Online Records, Documents Process
& Workflow Management System**

for Banking & Financial Institutions

- **Online Centralised Records & Documents System**
- **Manage Physical, e-mail and electronic Records**
- **Store Records as per Organisation setup**
- **Fast and Accurate Retrieval System.**
- **Retain Records as per compliance requirements.**
- **Web based solution for Intranet & Internet.**
- **R & D expertise of experienced Consultants.**
- **Administer, Manage, Maintain & Destroy Records**
- **Archive Records and Achieve Efficiency.**
- **Online verification facility for Records.**
- **Desktop, Professional and Enterprise editions.**
- **Workflow & Process Flow Design facility...**

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Records, Documents , Process & Workflow Management System

Records, Document and Data are regarded as complete and unchangeable. It may exist as paper, as a scanned image, e-mail, electronic or in digital media. The Record Management System is responsible for the systematic control of the Creation, Maintenance, Use, and Disposition of Records. It is the planning, controlling, directing, organizing, training, promoting, and other managerial activities involved in records creation, maintenance, use, and disposition, In order to achieve adequate and proper documentation of the Policies, and transactions of the Organisation. An effective and economical process & workflow management on Operations, Business Management in new generation financial institutions.

Kriti Records Management System (Kriti RDMS) is a solution for organizations that are on look out for Comprehensive and Centralised solutions to manage all Records regardless of file formats, content types including electronic Records and email and physical records. With facility to flexible and scaleable architecture, easy to manage and deploy options , the solutions falls within an affordable budget for small and medium enterprises can afford.

Kriti Document Management System (Kriti RDMS) handles the life cycle of Documents distribution and associated workflow, the period of time that Documents are in the custody of the organisation, as per the organization Set up and hierarchy.

Kriti RDMS, life cycle of consists of Creation, Routing, Receipt, Custody, Maintenance, Retrieval, Verification, Disposition and Archival, duly maintaining a proper system for filing, indexing, searching and retrieval incorporating proper securities and procedures. The solution is ideal for filing and verification of Records of any nature especially in Banking, Financial and Commercial Applications.

- **Correspondence**
- **Certificates & Permits**
- **Sanction Orders**
- **Letter of Credit.**
- **Documents**
- **Agreements**
- **Proposals**
- **Loan Documents**
- **Drawings**
- **Pension Records**
- **Media Clippings**
- **Insurance Documents**
- **Licenses**
- **Contracts**
- **QC - Test Reports**
- **Registration Records**
- **Statements & Reports**
- **Circulars...**

Kriti RDMS Consulting experts can help you to establish a perfect workflow based Applications with Documents and Records Management System to suit Institutions requirements and budget. Request an online deployment and get convinced before purchase. The solution is available on Software as a Service or Ownership Models.

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