



SHELVES TECH



ABOUT US

Shelves Tech is a professionally managed company providing Record Management, Document Digitization and BPS solutions & services to our clients in India. It was founded to solve the immediate need for world class document storage, digitization, and warehousing services in the country. With a professional team, a trusted network of international partners, and a modern physical records management facility, Shelves Tech is committed to providing tangible benefits for every client: cost savings, regulatory compliance and the ability to reduce operational burdens.

SOLUTIONS

From critical business information to works of fine art to original recordings of treasured artists, our customers can rely on us to protect what they value and help unlock its potential. We assist our customers to lower the storage costs, comply with regulations and mitigate risks. We add value with support of our digitization/imaging expertise along with Data management software to utilise the client's information and helps it grow. Our BP Services deliver innovative offerings to ICT projects and help minimise cost and usage of intelligent business platform that works with existing IT landscapes.

OUR SERVICES



Record Management



eDMS & Storage

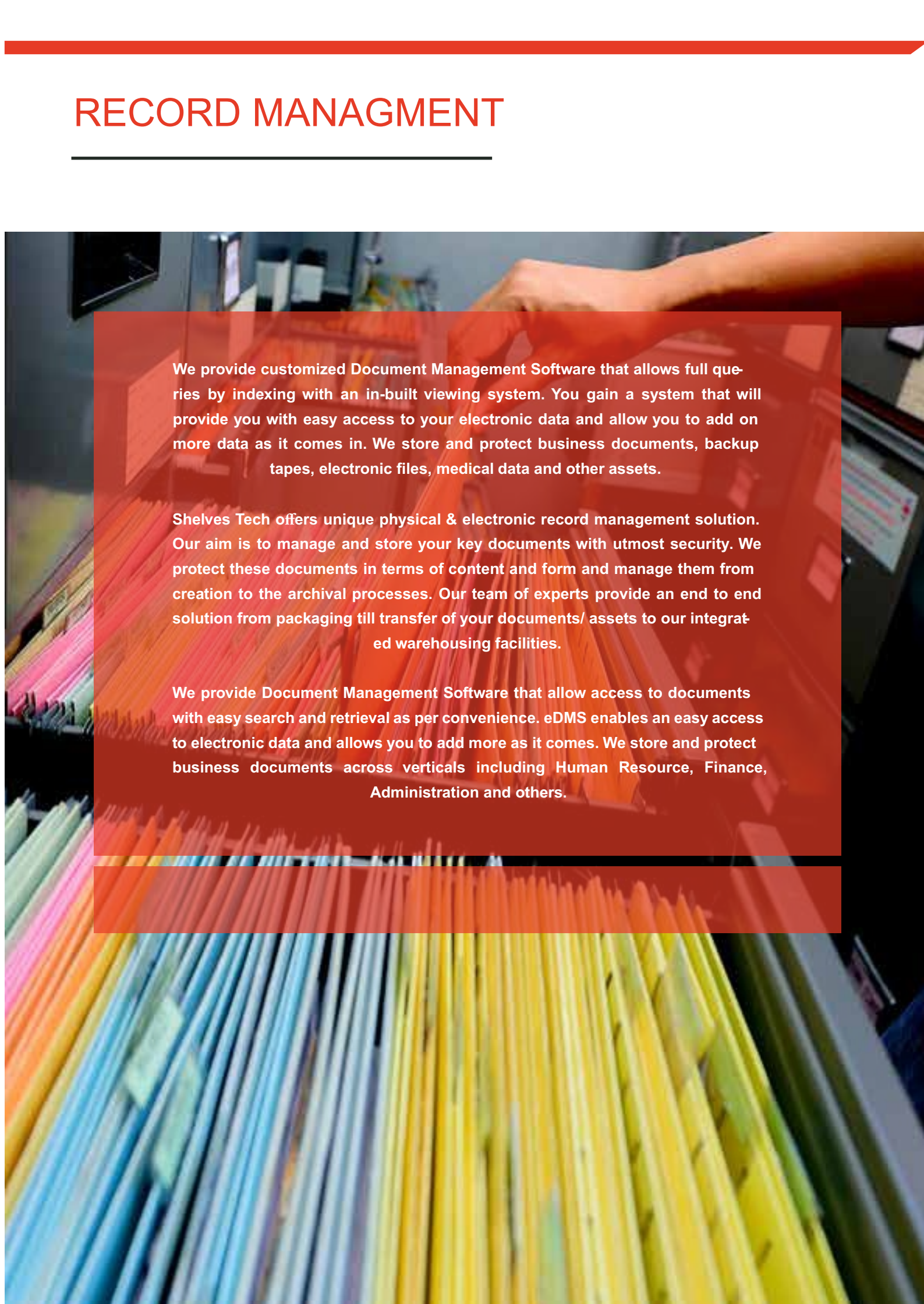


Business Process
Service



System Integration

RECORD MANAGEMENT

A hand is shown reaching into a filing cabinet filled with numerous colorful folders (pink, orange, yellow, green, blue). The background is slightly blurred, showing a desk with a computer monitor and other office equipment. The text is overlaid on a semi-transparent red rectangular area.

We provide customized Document Management Software that allows full queries by indexing with an in-built viewing system. You gain a system that will provide you with easy access to your electronic data and allow you to add on more data as it comes in. We store and protect business documents, backup tapes, electronic files, medical data and other assets.

Shelves Tech offers unique physical & electronic record management solution. Our aim is to manage and store your key documents with utmost security. We protect these documents in terms of content and form and manage them from creation to the archival processes. Our team of experts provide an end to end solution from packaging till transfer of your documents/ assets to our integrated warehousing facilities.

We provide Document Management Software that allow access to documents with easy search and retrieval as per convenience. eDMS enables an easy access to electronic data and allows you to add more as it comes. We store and protect business documents across verticals including Human Resource, Finance, Administration and others.

PHYSICAL RECORD MANAGEMENT



RECORDS STORAGE IN FEW SIMPLE STEPS

We provide specially designed barcoded storage boxes at your location and our team of experts conduct the packaging exercise. We pick up packed boxes, create inventory for stored files and securely transport them to our state of the art warehouses.

BOX / FILES RETRIEVAL SERVICES

We offer customized services that suit our client's business requirement and provide timely retrievals. The key idea to store documents in an organized manner is to get them retrieved at a crucial time. To facilitate a quick retrieval we offer multiple delivery models basis the urgency of these documents:

- Next day delivery
- Express delivery
- Scan on-demand services

RECORD SAFETY

- Intrusion detection and safety alarm systems
- Biometric access controls
- Fire detection and dry fire fighting mechanism
- Round the clock CCTV monitoring
- Pest Controlled Storage units

SCANNING & DIGITIZATION

In this Internet era, almost all information can be made available in digital format for an easy access and transmission. From Multinational Corporations to SME's, all are moving to digitized data to enhance productivities. Paper documents, photographs, maps of all sizes can be converted to digital format. Paperless office is becoming compliance for every business in current scenario and it's good to find an easy to use way to save, store, and protect critical and important documents.

Shelves Tech provides complete imaging solutions and aims for operator-efficient design for enhanced productivity. We focus on customized document management requirement and thus offers an effective solution keeping in mind present and future needs. Reduction in physical space requirements and a much quicker document search and retrieval system are just two of the many benefits of digitizing your documents.

SOME KEY BENEFITS IN DOCUMENT DIGITIZATION & RECORD MANAGEMENT ARE AS FOLLOWS:

- **More Office Space / Enhanced Information Preservation / Better Data Security**
- **Improved Staff Collaboration / Audit Compliance / Better Customer Service**
- **Less Paper Clutter / Improved Disaster Recovery / Document Sharing**
- **A Greener Planet**



eDMS

vData is the lifeblood for any business. However, with continuous data growth at an unprecedented pace, the systems and software you rely on to manage and store this mission-critical information have become increasingly complex. Without data, the business would be difficult to manage. Hence we do the best to make sure it's secure, yet available when it's needed the most. Our offline and cloud based storage solutions and DMS enable organizations to manage, protect and retrieve data by stakeholders.

DMS is a system used for "Search & Retrieval of Documents". The use of a document management system allows your organisation to ensure that all necessary documents are kept at one place.

Key Features of Document Management System (DMS)

DOCUMENT INPUT

When it comes to document input, most of the businesses opt for digital files. Our DMS is open source system which allows inputting files through the following sources:

Professional Scanners/ Plotters/ Manual Upload/ Automated Processes for Mass Uploading

DOCUMENT INDEXING, SEARCH & PROCESSING

Document indexing is the process of associating or tagging documents with different "search" items. Indexing is a path to the document. The path is based upon business processes and requirements. The Processing further involves recognition of printed text on paper-based & electronic documents (e.g., scanned image of a document) into electronic information.

DOCUMENT SECURITY

Keeping sensitive information in document management software helps ensure that the information is kept safe. DMS allows you to safeguard confidential business information through a variety of security measures and ways including the use of customised access rights that only allow authorized users to access documents.

GLOBAL ACCESS ANYTIME, ANYWHERE

The DMS allow users to access documents while on move, no matter where that individual is. It's also useful to organisations which have a large workforce across the globe, offering them access to data no matter what time zone they may find themselves in.

USER DASHBOARD

Our DMS is easy & simple to navigate. Not everyone is technologically inclined, so the simpler the software, the better it is.

ARCHIVING

Archiving of sensitive or compliance related documents can be extremely costly. Having to store the paper documents, provide proper security and efficiently archive the data in order to facilitate easy retrieval, can be prohibitive for many businesses. Reproducing documents because the originals are unavailable, lost or misfiled, will be a time-consuming and counter productive exercise. Selecting a document management system that allows for electronic archival of documents is a smart solution that prevents all of these concerns.

BUSINESS PROCESS SERVICE

Our BPS Solution delivers superior business performance and outcomes. We provide innovative service offerings in ICT projects and help clients reduce cost, increase efficiency and mitigate risk. Our PAN India presence and ethical business practices help in achieving a higher level of performance.

- Industry focused, platform-based solutions: Integrated IT and BPS solutions, leveraging a large ecosystem of product partnerships and flexible commercial models.
- We provide flexible, innovative solutions, process automation, intelligent business platforms that works with existing IT landscape of our customers and integrate it with new age assets such as Cloud and Digital enterprise solutions.
- Driving predictable business outcomes: We delivers value by bringing in best practices, industry benchmarking and domain insights together in terms of continuous improvements
- Industry Specific Solutions: Our team of experts help our clients to create a simple yet unique methodology related to specific industries such as Healthcare/ Insurance/ Banking/ Construction/ E-Commerce and IT.

SYSTEM INTEGRATION

Today the world is defined by the term 'Information Age'. All businesses, both large and small, require effective and efficient business communication solutions in order to continuously meet their customer expectations and attain a competitive advantage, and therefore be successful. Shelves Tech helps SMEs and Corporates realize that the right amount of financing, materials, talent, and experience are not enough to succeed without a good communication system in place that enables smooth transaction sealing.

With a stiff competition among organisations, it presents an opportunity for Shelves Tech to penetrate the market. Our services will be positioned very carefully with high quality to ensure client satisfaction, supported by impeccable customer service. We offer the expertise that a proactive and market-opportunity seeking company needs to develop and maintain a good System Integration.



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