



DATASCRIBE
Consultancy Services

**LET'S GO PAPERLESS
TOGETHER**



BENEFITS OF PAPERLESS OFFICE

- Much easier to file since electronic documents need to be saved only once and can be stored on high-capacity media for archiving.
- Easier to locate using document search index.
- Easily distributed with each reviewer working on the same document. Messages and communication can be easily compiled and centralized.
- Available to all users with proper security across the Internet. Documents can be e-mailed, reducing the expense of faxing.
- Can be easily backed up, copied, archived and transported off-site. Electronic copies take up little physical space and can be restored in little time.
- Can be quickly searched to locate a specific phrase in the needed document.



GOING PAPERLESS WITH DCS

CLEANER OFFICE

Imagine no more filing cabinets, fewer printing devices, less photocopying, less filing and searching. The first advantage is a cleaner, brighter, more spacious office.

STREAMLINED WORKFLOWS

Automated workflow makes the right content accessible at the touch of a button whenever and wherever you need it. It takes only seconds to route and share documents across multiple departments and systems.

REDUCED BUSINESS RISK

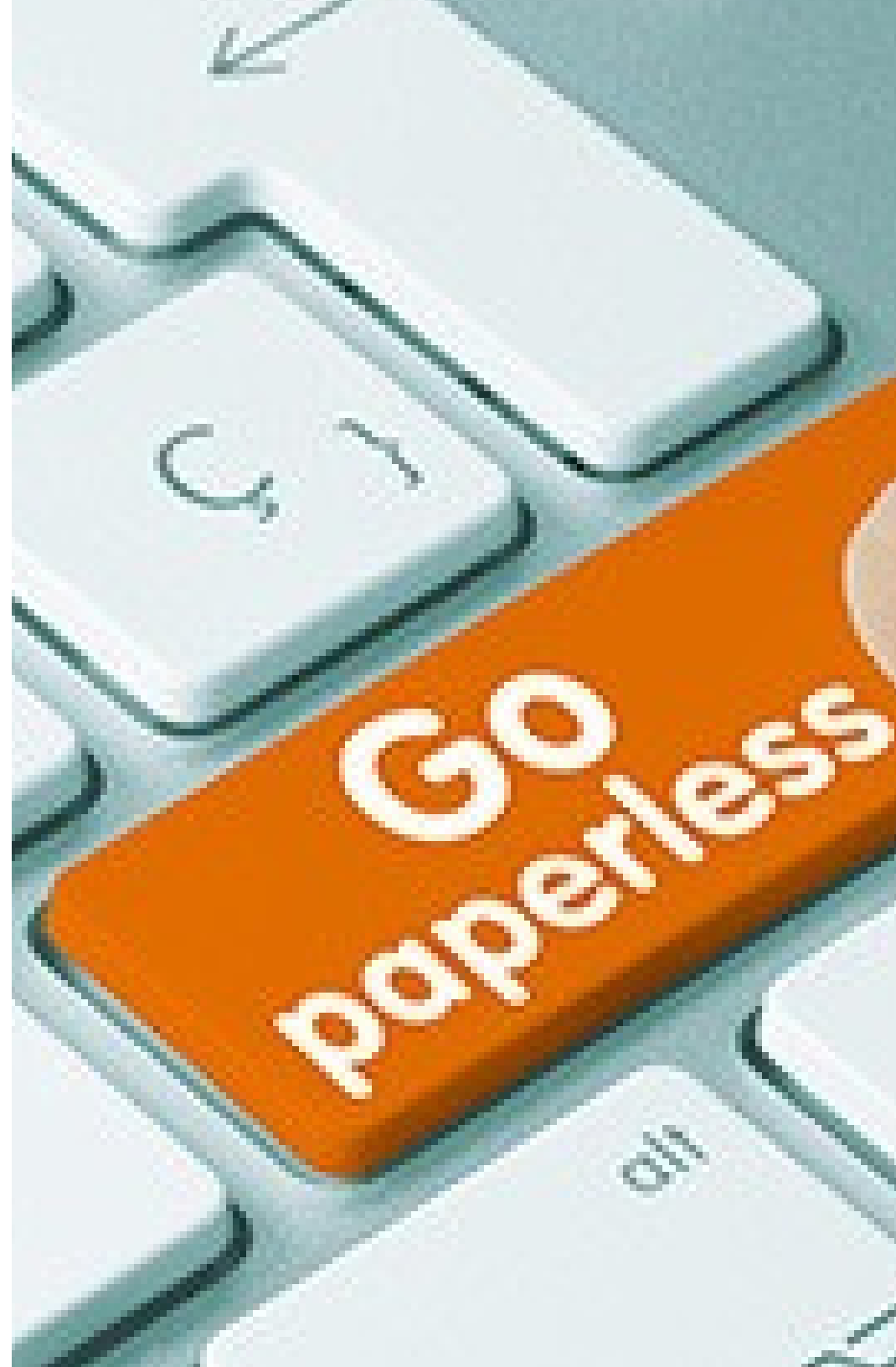
Custom access controls and digital data security make it easier and less expensive to maintain compliance and reduces the likelihood that missing documents will result in fines or lost revenue.

POSITIVE ENVIRONMENTAL IMPACT

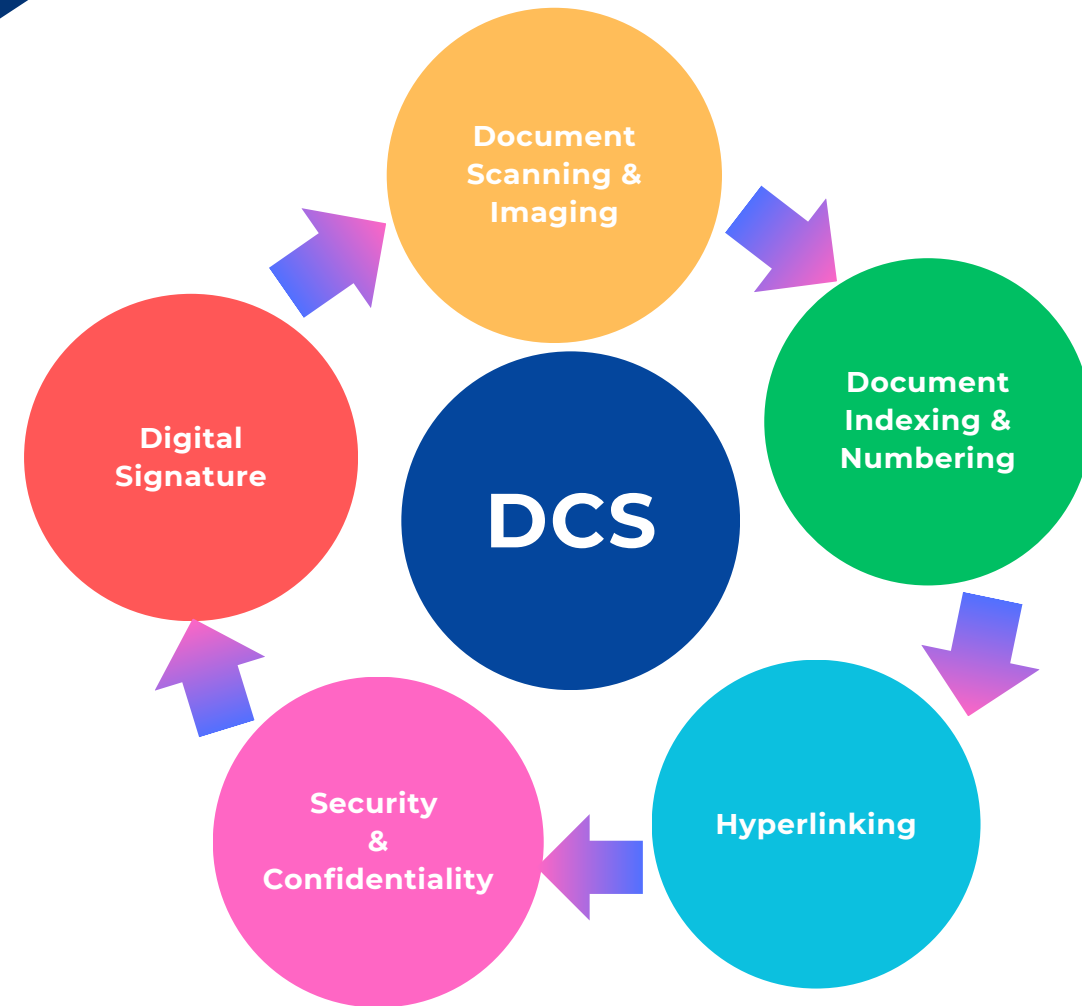
If you have a “green” initiative in place, one of the easiest ways to reduce your carbon footprint is to print, ship and store less paper.

INCREASED VISIBILITY

Using digital workflows instead of paper results in greater transparency, allowing management to monitor business processes in real time for smarter decision making.



Our Process & Services



DOCUMENT SCANNING & IMAGING

DCS scans the handwritten & printed document such as invoices, vouchers, correspondence inward and outward and legal documents etc. to make text indexable and searchable. We specialize in bulk scanning and we ensure a smooth & secure transition from paper documents to electronic files.

DOCUMENT INDEXING & NUMBERING

All the documents and files are quickly and reliably extracted with the help of Intelligent Indexing (AI-Powered) & numbered for easy tracking and seamless document management for quick and instant retrieval

HYPERLINKING

The documents are hyperlinked as per requirement to specific pages, files, case details, or statutes making it easier to verify the cited sources and get precise information required.

SECURITY AND CONFIDENTIALITY

Scanned documents and information are stored with high confidentiality and security either in Cloud Storage or at local servers within your premises.

DIGITAL SIGNATURE

Allows for real-time online document sharing, review, evaluation, correction and signing.

WHO WE ARE

Datascribe Consultancy Services Pvt Ltd is a part of Datascribe Group which is an ISO 9001 and ISO 27001 company, registered with Software Technology Parks of India (STPI) providing technology services to client requirements in USA & Canada since year 2001.

Our flagship company Datascribe Infotech Pvt. Ltd., has an extensive experience in digital transformation of attorney offices and serving the legal fraternity in USA and Canada. Our software is built for converting manual, document-centric processes into fast digital workflows.

We are HIPAA compliant company. We emphasize on stringent security standards and implementation specifications to instill confidence in our customers about the safety of their confidential information.

We've built our people, processes, and technology focusing on stringent data security compliance. We apply the same standards in every aspect of our processes to impart superior quality services to all our clients.





CONTACT US



**GO PAPERLESS WITH
DCS TODAY**

CONTACT US

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