



SmartTech AfriQue
...connecting you to the ict hub



ORACLE
Certified Associate

WEB SOLUTIONS | SOFTWARE DEVELOPMENT | PRINT | SEO | OUTSOURCING

ELECTRONIC DOCUMENT MANAGEMENT SYSTEM

(EDMS)



Software Development, Graphics Design and Ecommerce contacts: +254 721 96 56 69 +254 732 96 56 69



Indexing & Archiving Services

Smarttech Afrique division assists corporations across the industry spectrum to convert paper-based filing to an electronic document management system (EDMS).

Organizations, even in this digital age, deal with a large number of papers in their day-to-day activities. Much of this paper is legal or confidential documentation, and it is a statutory requirement that they be preserved for a pre-specified number of years. Statutory or otherwise, paper documents need to be sorted, searched, accessed, copied, modified, access controlled, audit trailed...

Corporations of all sizes have increasingly come to realize that document conversion, indexing and archiving can add value to the organization far beyond mere speed of retrieval by enabling users to retrieve documents in many different ways. It is not optional anymore.

Smarttech Afrique highly talented team helps organizations with the entire spectrum of document management requirements starting from digitizing hard copy documents and all the way to indexing (field-based and full-text indexing).

Smarttech Afrique can assist your indexing needs, whether your documents are in paper form or in digital form, including word processing files, spreadsheets, database files, e-mail, voice mail, scanned images, and Internet/intranet HTML documents.

Scanning Services

Smarttech Afrique is committed to servicing the electronic document review and retrieval needs of its clients. It offers a wide range of on and off-site scanning services for paper documents, drawings, maps, survey forms, application forms, microfilms and photographs.

The scanned documents can be indexed and converted into permanent, 'legally exact' image files or searchable, retrievable database for multi-platform delivery or for archival.

For an off-site, off-shore scanning arrangement Smarttech Afrique has its own FTP or internet-based document transmittal system and a secure handling, storage and disposal process for managing the original artifacts.

Whether you have invoices, project files, correspondence, books/magazines, purchase orders or other documents, Smarttech Afrique can create a customized solution depending on client's legal, archival and distribution needs.

Smarttech Afrique has established very high standards for security and confidentiality for all its processes. For specific client requirements access-controlled, dedicated environments can be created.

