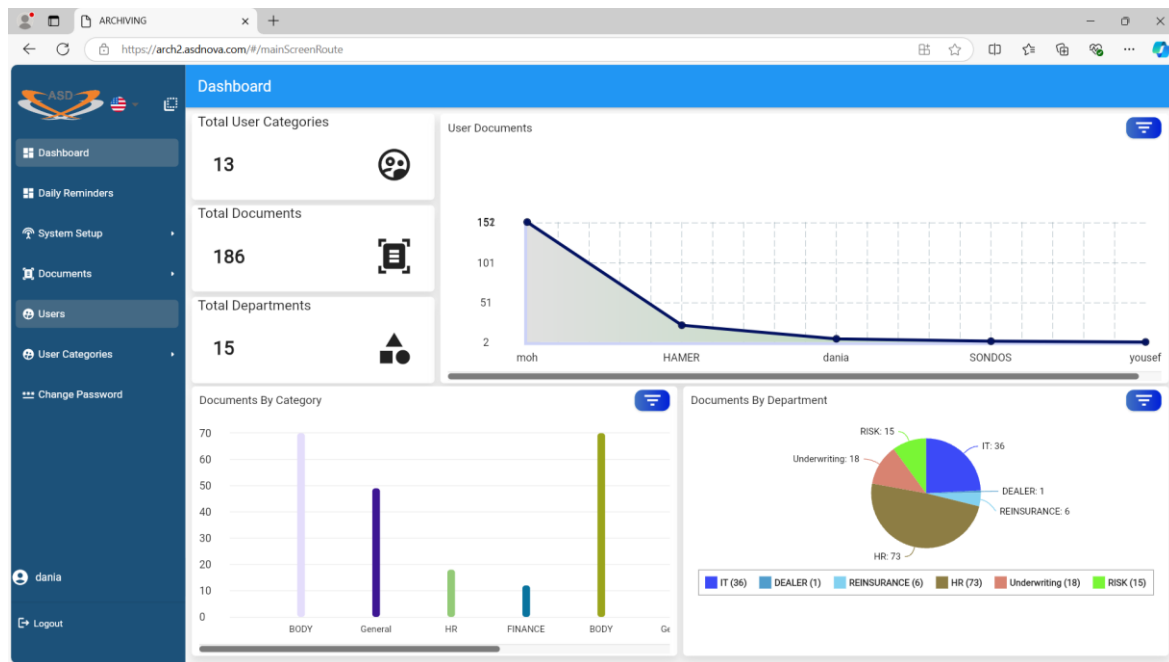


Scope Archiving Management System "Scope AMS"

Scope Document Management system helps companies locate documents easier and save more physical space by storing documents online.



Access document management system **online** anywhere, anytime.

Easy-to-Use

- Full-text search functionality makes it easy to find the right image fast.
- Metadata analysis and reporting at the touch of a button.
- Custom workflow tool for documents needing review or editing.

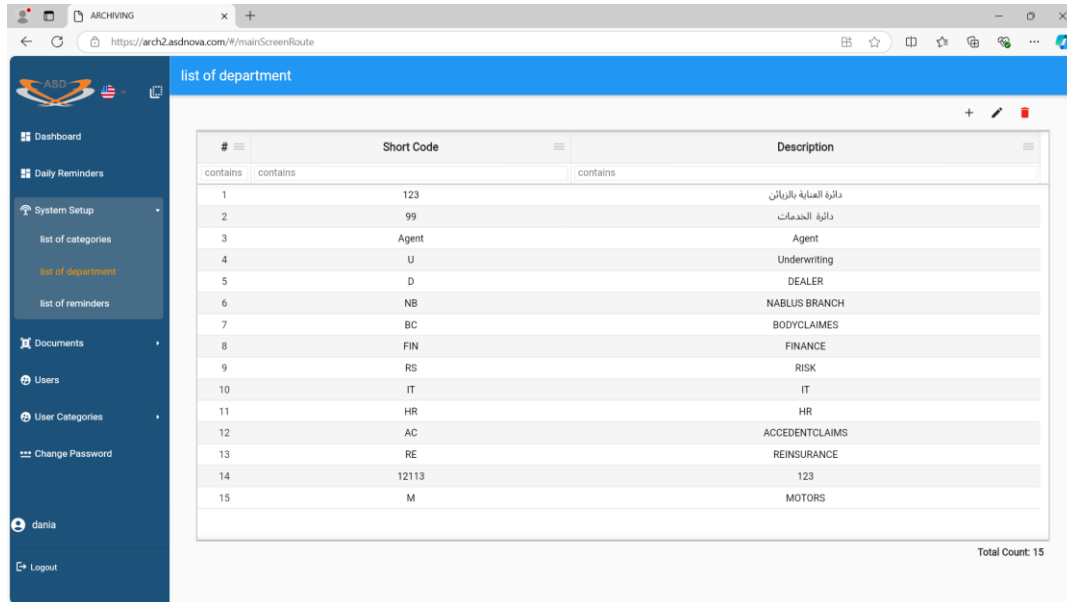
Flexible

- Capture data for any kind of document including leases, contracts, or orders.
- Define software controls and indexed fields that make sense for you.
- Manage multiple types of documents for a more streamlined business process.

Workflow Management

- Use our high volume image processing center for paper documents.

- Take advantage of multiple different electronic image submissions, including email and EDI.
- Funnel documents to different destinations based on types or issues.



#	Short Code	Description
1	123	دائرة العناية بالمرضى
2	99	دائرة الخدمات
3	Agent	Agent
4	U	Underwriting
5	D	DEALER
6	NB	NABLUS BRANCH
7	BC	BODYCLAIMS
8	FIN	FINANCE
9	RS	RISK
10	IT	IT
11	HR	HR
12	AC	ACCIDENT CLAIMS
13	RE	REINSURANCE
14	12113	123
15	M	MOTORS

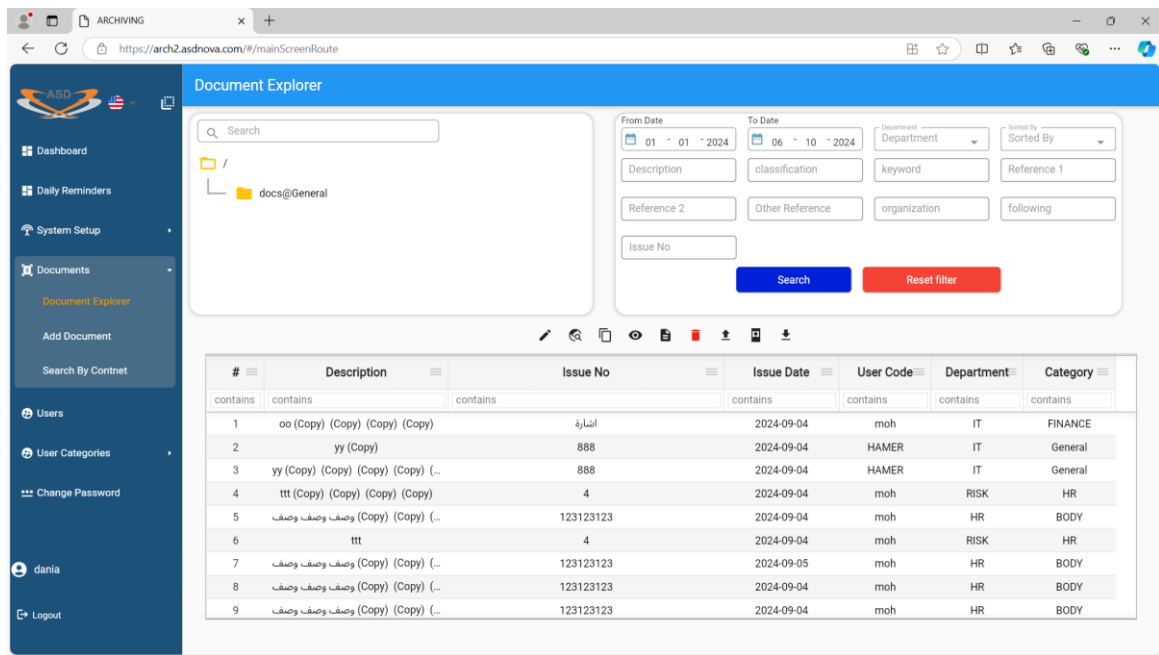
Total Count: 15

- Online document management system grants you simplified user control.
- All of your hard copy documents are received at our secure facility.
- Paper can be securely destroyed on-site or sent for permanent storage off-site.

Accessible

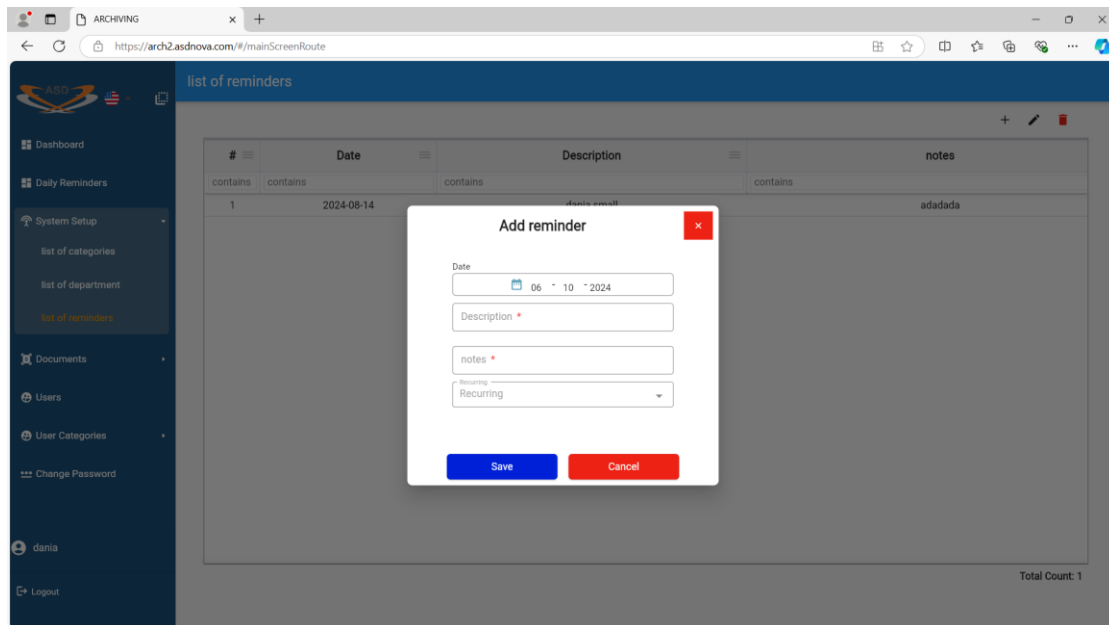
- Online document management system can be accessed anywhere.
- No additional fees for user licenses—this is the platform for everyone.
- Users can log in from smartphones, tablets, anywhere they can connect to the internet.

Scope AMS can be configured to work as sniffer from X file location on computer drive, such that detection for any new document lands on that drive and archive it based on the preconfigured setup.



Simple Records Retention

- Easily review images and details anytime, anywhere.
- Users can save or print PDF documents as needed.
- Online document management system eliminates the need for on-site storage.



- Document Scanning
- Optical Character Recognition (ocr)
- Metadata Tagging

- Version Control
 - Access Control
 - Audit Trails
 - Cloud Storage
 - Search Functionality
-
- **IT has many valuable features:**
 1. Secure and reliable.
 2. Sends emails.
 3. Works over network (Multi-users).
 4. Can be integrated with other systems.
 5. Multi lingual.
 6. Easy to use.

ARCHIVING x +

https://arch2.asdnova.com/#/mainScreenRoute

Search By Contnet

data

#	Description	Issue No	Date Created
1	المسارات	2024-9	2024-09-04
2	المورعين	2024-7	2024-07-22
3	ii (Copy) (Copy) (Copy) (...)	ii	2024-09-04
4	ii (Copy) (Copy) (Copy) (Copy) (...)	ii	2024-09-04
5	ii (Copy) (Copy) (Copy) (Copy)	ii	2024-09-04
6	ii (Copy) (Copy) (Copy) (Copy) (...)	ii	2024-09-04
7	ii	ii	2024-07-22
8	2 files	files 2222	2024-07-22
9	2 files (Copy)	files 2222	2024-09-04
10	ii (Copy)	ii	2024-09-04
11	2 files (Copy) (Copy) (Copy)	files 2222	2024-09-04
12	2 files (Copy) (Copy)	files 2222	2024-09-04
13	2 files (Copy) (Copy) (Copy) (Cop...	files 2222	2024-09-17
14	ii (Copy) (Copy)	ii	2024-09-04

Total Count: 0

youself

Logout

- Automated Workflows
- Integration With Other Software
- Mobile Access
- Data Encryption
- Backup And Recovery
- User Permissions
- Document Indexing
- Customizable Templates
- Batch Processing
- Retention Policies
- Collaboration Tools
- Reporting And Analytics