

# APAC CIO Outlook

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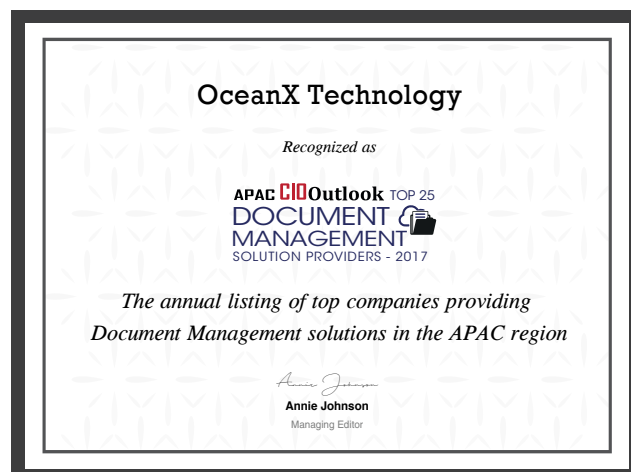
## Top 25 Document Management Solution Providers 2017

Organizations are progressively realizing that investing money and energy in printing and storing paper-based documents is not a progressive idea. This not only enhances the risk of documents getting lost or hampered, but at the same time increases the responsibility of the concerned person. With most organizations trying to reduce their dependency on paper files for strategic business functions, the importance of a document management system has increased significantly. Document management, while still recognized and utilized independently, is also a common component found within an Enterprise Content Management environment. It is an electronic cabinet that can be used to organize all paper and digital files.

Document management systems range in size and scope from small, standalone systems to large scale enterprise-wide configurations serving a global audience. DMS is not simply a tool but allows a user to manage, access, track, and edit the information stored.

The competency of the system resonates more in this era of globalization as workplaces are increasingly becoming more geographically dispersed. A Document Management system in place promotes quicker and easier collaboration among employees spread across all the diverse geographical locations. Having these documents online and accessible from anywhere is more efficient and can save a lot of time and stress. Moreover, it is easier to keep a track of the information and assists the organization to always keep up-to date.

Hence, to reflect on some of the most promising document management solution providers in the APAC market and the value they bring to the industry, we bring to you "Top 25 Document Management Solution Providers 2017". Our panel of editors, industry researchers, and executives has diligently curated this list of providers and believe that from this issue, businesses would be able to gather invaluable insights in determining their best document management partner.



### Company:

OceanX Technology

### Key Person:

Tse Chiu-Hing  
Director

### Description:

Provides comprehensive Enterprise Content Management capabilities, including Document capture, business processes, task management, and Document management

### Website:

oceanxtech.com

## OceanX Technology: Efficient Cloud-based Document Management



OceanX ECM provides comprehensive file management capabilities, including document capture, business processes, task management, and document management. The firm's flagship product OceanX ECM supports cloud-based, on-premise and multi-tenant platforms. Through OceanX ECM, organizations can securely discuss, share, and collaborate critical business content. "It not only provides a user-friendly interface which integrates with Outlook but also makes email management much easier," adds Tse. The solution provides a web-based interface for users to create, manage, and effectively edit their Microsoft Office documents without changing their current way of doing it. The tool integrates with Microsoft Office to allow users to open Office documents such as Excel, PowerPoint, and Word through the system directly in Office interface. Apart from "Outlook Add-in" and "Office Add-in," OceanX ECM also includes the firm's patented technologies: BuildingBlocks, ImagePlus, and CapturePlus. BuildingBlocks customizes customer interface, while ImagePlus, and CapturePlus ensures the accuracy of Optical Character Recognition (OCR) and graphics.

Using old versions of files may cause companies financial losses, and this can even blemish their reputation. With OceanX ECM's Office Add-in feature, users can save files as major or minor versions in the system. The feature allows users to protect the final version of the document. Once released, the system ensures that it cannot be further edited. Apart from the final versions, users can also find all of the previous versions in OceanX ECM's interface. OceanX ECM also enables users to create a new file name based on metadata, which is created automatically when users save documents in Office interface. This enforces standardization on file naming and avoids staff from using wrong documents due to inconsistent file names.

In addition to providing the multi-language systems, it also integrates with MS Office and Outlook user interface, supporting Universal Viewer and integrates with OceanX Document Processing Center (DPC), OceanX Capture, and OceanFax fax servers. OceanX Document Processing Center (DPC) is another feature which captures and classifies information from hard copy documents. Documents can be integrated and distributed to appropriate people, departments, or backend systems such as ERP,

Learn from the water, friends! Water is invisible and colorless. When you put water into a cup, it becomes a cup. When you pour water into the teapot, it becomes teapot"—these famous words of Bruce Lee can be undoubtedly related to OceanX Technology, one of Asia's leading enterprise information management and delivery solution provider—bestowing enterprise-class OceanX ECM. The firm's solutions exhibit the flexibility to change its interface and functionality according to the client's requirements. "The concept of OceanX ECM is from water, with its flexibility to adapt to enterprises and ability to improve operational efficiency with minimum cost," says Tse Chiu-Hing, Director, OceanX Technology Limited.