Infinite Doc
EDRMS

Infinite Doc Electronic Document & Records Management System

Powered by ISO 15489-1:2016 Standards
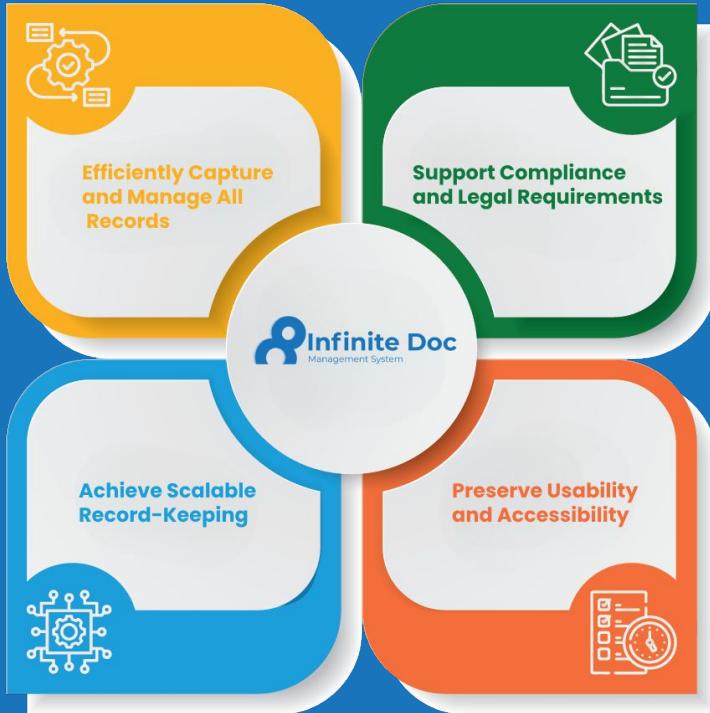
Streamline Your Document Management with Our Smart Tracking System

Our Electronic & Physical Document File Tracking System ensures seamless tracking of both digital and paper-based documents. Say goodbye to misplaced files and delayed processes with our automated tracking, barcode integration, and real-time notifications.

Efficiently Capture and Manage All Records

Support Compliance and Legal Requirements

Achieve Scalable Record-Keeping

Preserve Usability and Accessibility

Infinite Doc
Management System

Key Features

➔ **Barcode-Based File Management** – Assign unique barcodes to both electronic and physical files for easy tracking.

➔ **Real-Time Document Tracking** – Monitor document movements and locations instantly.

➔ **Electronic Document Storage** – Upload and store digital documents as Base64 for secure and fast retrieval.

➔ **Physical Document Logging** – Track document movements across different offices with detailed transaction logs.

➔ **Automated Alerts & Notifications** – Get notified when documents exceed their set retention time in an office.

➔ **Advanced Search & Retrieval** – Find documents instantly using barcode, file name, or other search parameters.

➔ **Secure User Access Control** – Manage user permissions and restrict document access based on roles.

➔ **Dashboard & Reporting** – Gain insights into document flow, pending approvals, and processing times.

How It Works?

1. **Create a File:** Assign a barcode to a file (physical or digital).

2. **Upload Documents:** Attach multiple documents to the file and store them securely.

3. **Monitor Movements:** Track file transfers between departments and users.

4. **Receive Notifications:** Get alerts when action is required or if documents are overdue.

5. **Retrieve & Manage:** Easily search, retrieve, and manage documents from the system.

Who Can Benefit?

- **Government Agencies**: Maintain proper tracking of official files and minimize loss.
- **Healthcare Providers**: Securely store patient records and track movement within facilities.
- **Financial Institutions**: Manage compliance and secure handling of sensitive documents.
- **Legal Firms**: Keep track of case files and ensure timely access to critical documents.
- **Educational Institutions:** Digitize student records and streamline file storage.

EDRMS

SEARCH
META DATA
OCR
DOCUMENT ARCHIVING
WORKFLOW
DOCUMENT RETRIEVAL
VERSION CONTROL

Why Choose Us?

- **Efficient & Automated** – Reduces manual tracking errors and saves time.
- **Secure & Compliant** – Ensures data integrity and security for sensitive documents.
- **User-Friendly Interface** – Simple and intuitive design for easy use by all staff.
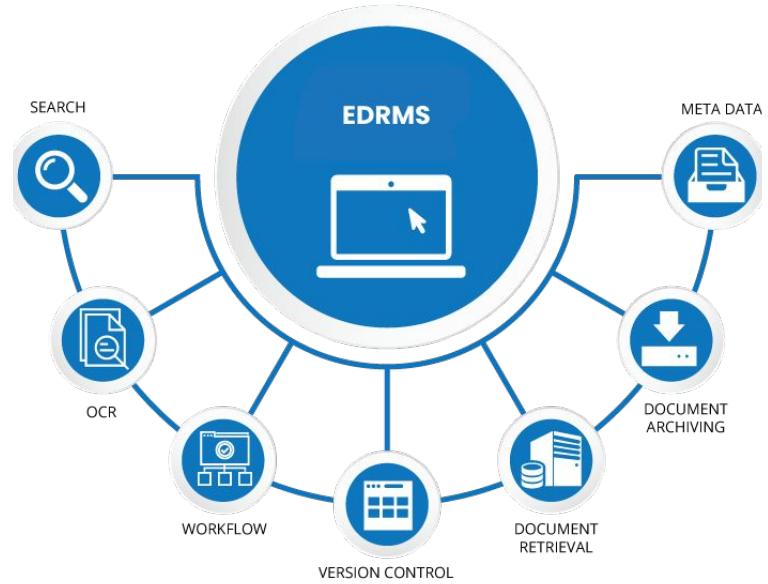
- **Customizable Alerts** – Set notifications for overdue documents and urgent tasks.
- **Scalable & Flexible** – Designed to adapt to various industries and organization sizes.

Contact Us

- **Email:** info@lanesands.com
- **Phone:** (267) 71928306
- **Website:** 8doc.lanesands.com

Your Trusted Partner for ISO-Compliant Electronic Document and Records Management Solutions!