

F FOREGLIMPSE



ABOUT US

- **Foreglimpse** is a **Document Management Services Firm** offering **customized cost-effective solutions** to clients for creating paperless offices.
- **Foreglimpse** crafts breakthrough Document management services under one umbrella creating record rooms in offices, managing physical files & QR coding, OCR enabled digitization, document management software customization and record shredding.
- **Foreglimpse** is the only IT firm in India offering Physical Record Management and QR Coding on site i.e. at client premises.
- We have offices across India in Delhi, Noida, Gurgaon, Mumbai & Bangalore.
- We have successfully implemented projects pan India- Gujarat, Kolkata, Chennai and many others.
- We adopt a professional approach and thereby thrust an **privacy** and **confidentially**.
- We strongly emphasize on quality and timely delivery of records.
- We at **Foreglimpse** are fully equipped to manage documents with the highest level of ethical standards and pure dedication to **excellence in all operational aspects**.



MANAGEMENT PROFILE

RAJAT BHANDARI - DIRECTOR - MARKETING & FINANCE

He holds a B.Engg (Hons) Mechanical Engineering degree and a MSc in Management from **Imperial College, London**, U.K. Post his Management degree, he worked for 6years at **Barclays Capital, London**. He has a work experience of more than 10 years. He has also attended a Management Development Programme at **IIM, Ahmedabad** on "Transforming Business Enterprises."

ANUSHREE JAIN BHANDARI - DIRECTOR - PROJECT MANAGEMENT

She holds a BSc (IT) degree from **Amity** and an MSc in Management from **Leeds University, U.K.** Post Management, she has worked with **Continental AG, Hannover**, Germany. She holds a work experience of more than 10 years. She has also attended a course on Business Entrepreneurship at IIM, Ahmedabad.

ARJUN SINGH- VICE PRESIDENT - OPERATIONS

He holds a Bachelors degree from **Delhi University**. Prior to joining Foreglimpse, he has worked with **Airtel Broadband and Telephone Service and Rai Foundation** as a Data Manager. He holds a work experience of more than 6 years.

ANITA KUMARI- VICE PRESIDENT - ADMINISTRATION

She holds a B.com (Pass) degree from Delhi University. She has a work experience of more than 4 years in the IT sector. She specializes in digital marketing and client management.



OUR SERVICES

- Consultancy services for creation of record room at client's location
 - Physical Record Management
 - Digitization
 - Adding Intelligence (Indexing/Bookmarking)
 - Business Process Optimization
 - Cloud Transformation & Management
- Document Management Software (Online/Offline)
 - Offsite Data Storage
 - Secured Shredding



CENTRAL REPOSITORY OF DOCUMENTS



Mobile



Ipad



Laptop

F



Document Scanning



FILE STACKING
AND QR CODING



PHYSICAL STORAGE



PICK UP FROM
CLIENT



INDEXING



UPLOADING DATA
TO DMS



OFFSITE BACKUP/CLOUD



SECURE SHREDDING



FILE DELIVERY

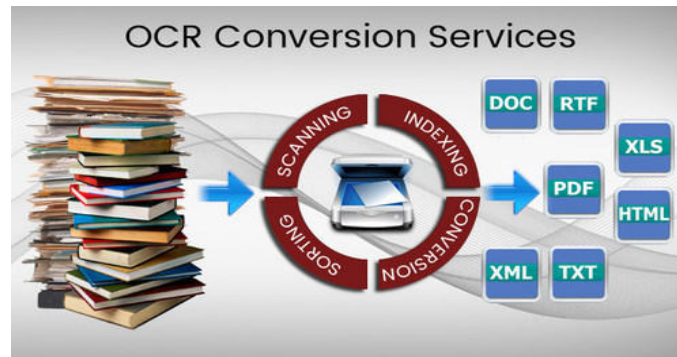
PROCESS FLOW

BENEFITS OF **DOCUMENT MANAGEMENT SERVICES**

- Centralized source of information
- Paperless office
- Manages all documents that accumulate in daily business
- Authorized access to data
- Full text search/predefined keywords helps in displaying all documents eg. Email, word, excel, image etc.
- Improved workflow
- Faster turnaround
- Documents can be tracked easily
- For existing e-files eg. Pdf, autocad drawings, drag and drop into E-file cabinet of DMS
- Cost effectiveness
- Improved security
- Increased efficiency & reduces staff dependency
- Response to queries within seconds
- Customers are happy



ADVANTAGES OF OCR



- ❖ OCR processing is done to allow free text search within our DMS Software.
- ❖ OCR processing makes your documents text-searchable.
- ❖ OCR saves you a considerable amount of time compared to searching through your paper based documents.
- ❖ OCR can allow documents to be made editable. We can convert to MS-Word & editable formats, that can be changed easily.
- ❖ OCR allows you to copy and paste from the document itself whether that is in PDF format or MS Word format.
- ❖ We offer OCR in various language eg. English, Hindi, Bengali.



SOME EXAMPLES OF METADATA TAGS

FINANCE & ACCOUNTS	HR	LEGAL
Tax	Biodata	Court
Invoice date	Salary	Attorney
Policy	Leave application	Litigation
Vendor	Employee	Statutory
Return	Work experience	Orders
Client	Qualification	Notice

*** Metadata varies from company to company**



OVERVIEW OF DOCUMENT MANAGEMENT SOFTWARE

- Customized to meet record archiving requirements
- Cloud storage on highly secure Microsoft cloud servers
- Daily Backup of Database
- In future: Seamless integration with records database
- Highly Secure
- Easy to use
- Automatic OCR of scanned Images-- Searchable PDFs created
- Multi-Language OCR - Hindi, Bengali, Tamil, Telugu among others.
- Support for multiple file types: PDF, Doc, Docx, ODT, Google Docs, TIFF, JPEG.
- No limit on file size
- User Interface easy to customize
- Web based & Mobile-App based access (Android)
- Cloud based or On-Premise installations possible
- Synchronization with machine based local folders
- Large files: quick view technology
- Flexible and customizable **workflow system**
- Folder and File level access restrictions
- Document Version control
- Auto Versioning
- **Microsoft Office and Outlook Integration**



DMS IMPLEMENTATION PROCESS



FOREGLIMPSE – SECURITY FEATURES

- SSL (Secure Sockets Layer) is a standard security technology for establishing an encrypted link between a server and a client – typically a web server (website) and a browser; or a mail server and mail client (e.g., Outlook).
- SSL allows sensitive information such as credit card numbers, social security numbers, and login credentials to be transmitted securely.
- TLS is a successor to the SSL protocol
- **Foreglimpse uses 256-bit TLS 1.2 encryption**
- Examples of other organizations that use the same technology:-
 - ICICI Bank (India)
 - HSBC Bank (UK)
 - www.payusatax.com (IRS Approved agency for paying taxes online) (USA)
- **Server-Side Encryption** – Foreglimpse requests the server to encrypt your content before saving it on disks in its data centres and decrypt it when you download the content. Encryption used the 256-bit AES (Advanced Encryption Standard).
- This protects your data in case of physical breach of the data center
- Standard encryption used for protecting high-level government data
- **Operating System Security** – Foreglimpse servers use modern Ubuntu Linux as their operating system.
- Ubuntu has a strong privilege-based security system which makes it among the most secure operating systems in the world.
- Linux is inherently better protected than Windows against viruses and hacker attacks.



INFRASTRUCTURE

Our facility is equipped with latest technology to keep your record safe and secure

Biometric Access Control

Fire Fighting (foam based)

CCTV IP Cameras

Security Guards (24*7)

Pest Control

Digital Locker

Burglar Alarms



MARKET SEGMENTS

- Law Firms
- Insurance
- Infrastructure
- Education
- Government
- HR
- Healthcare
- Corporate Advisory
- Real Estate
- Chartered Accountants
- Shipping & Logistics
- Hospitality
- Pharmaceutical
- Labs
- Manufacturing



FOREGLIMPSE ADVANTAGE

- Technologically Advanced Inhouse Record Room
- Creating A Paperless Environment
- OCR Enabled Documents
- QR coding at client premises (on site)
- Efficiency And Better Control of Information
- Data Consolidation
- Safe Storage
- Avoiding Data Redundancy
- Resolving Space Constraints
- Time Saving
- Cost Control
- Faster Data Retrieval
- Timely Delivery



CONTACT

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THANK YOU

