CostaCloud

Project Proposal

CMMI LEVEL 3

CERTIFIED COMPANY ISO 9001:2015

CERTIFIED COMPANY ISO 27001:2013

Silver Business Partner IBM

Artificial Intelligence | Business Process Management | Enterprise Content Management | Robotic Process Automation

About Us

CostaCloud™ - A Division of Appolo Computers

Headquartered in New Delhi, India, Appolo has provided over 33 Years of Customer Delight and was at the Forefront of the Computer Revolution in India.

Locations: Delhi | Gibsonia, USA | Mumbai | Bangalore

costacloud

WHAT DO WE DO?

Artificial Intelligence

Business Process Management

Process Automation

Enterprise Content Management

Robotic Process Automation

This is All We do. This is what we are GOOD AT.
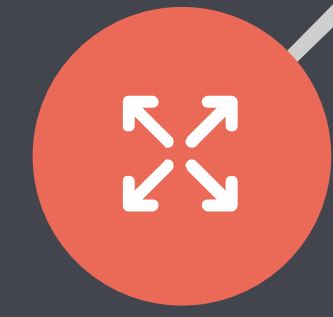
costacloud

WE DELIVER SUCCESS

Validate
Idea validation with use cases, workflow analysis

Training
Training and managed support.

Discover
In-depth analysis of business processes to identify scope for automation

Design
Scripting, application, integration, deployment and testing

Implement
Handhold and post Go live Support

costacloud

Why Transform to a Digital Office?

Digital India
Power To Empower

Challenges
- Lack of Transparency
- Manual System Vulnerable to corrupt practices
- Loss of Paper/Files
- No Tracking Mechanism
- Limited Information Sharing

Triggers
- Digital India initiative by Government of India to bring transparency and accountability in all government activities.
- Less use of paper and more focus on digital media
- Accelerate decision making process
- Provide efficient citizen service delivery

Solution
- Electronic File processing system helps in reduction of paper usage.
- Increased transparency, accountability and traceability of each file moved in the organization.
- A configurable solution based on the Whitehall filing system implies less time to market i.e. transform from paper based to paperless system.
- Advanced collaborative tools to enhance and aid in decision making process

Benefit of a Digital Office Solution

Increase In Process Efficiency

Audit Ready

Omni Channels

Increase in Accountability

Boost in Collaboration

Transparency & Compliance

Improved TAT

Knowledge

Easy MIS

Improved Business Continuity

Increased CSAT

Increased Productivity

Digital Office

How does it Work?

Government Departments

5 Open Correspondence to view/verify Index/file or forward

Monitoring & Controlling Authority

- Monitor all Correspondence
- Coordinates with departments for timely reply
- Consolidate replies received from departments
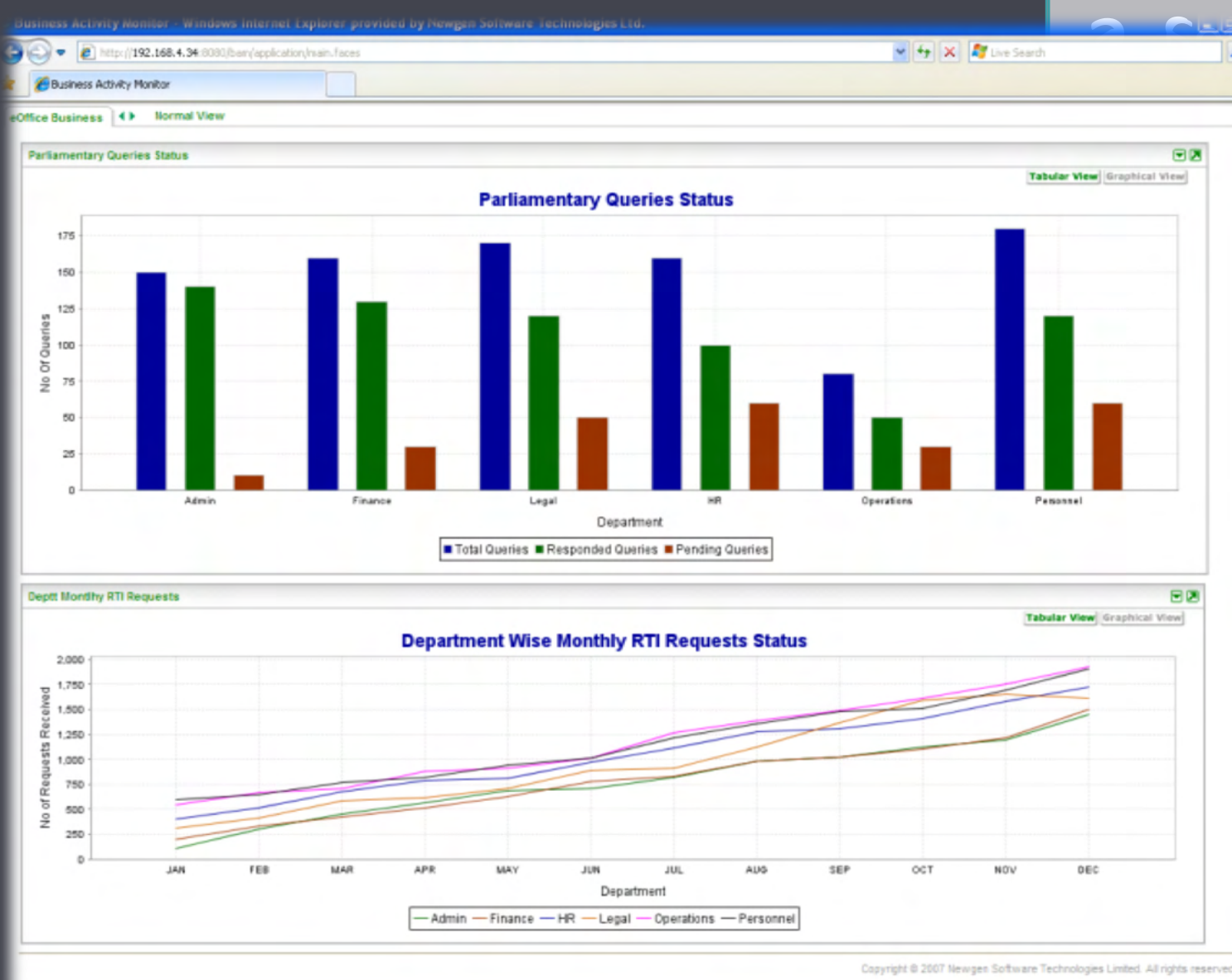
Forward Multiple Department

Correspondence Receipt , filtered & prioritized

4 In-Tray for receiving Correspondence

Department A

Department B

3 Exported to DMS

Correspondence Registration

Features of a Digital Office

Correspondence Management

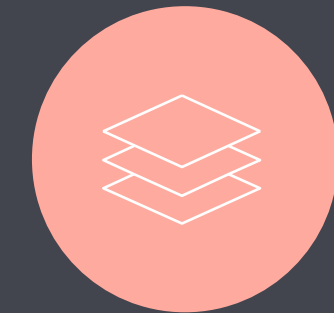DAK – Letter, Note, Memo Lifecycle from Creation to Workflow.

File Management

File Creation, Indexing, Numbering, Shadow Copy, Collation Cover, Part Case.

Meeting Management

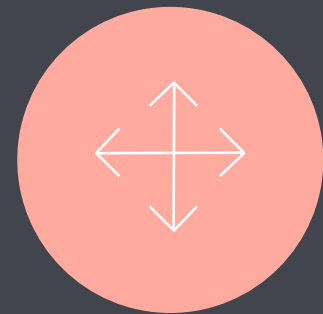Manage Meeting from Inception to Tasks on a Meeting Board.

Task Management

Tasks identified as part of a Meeting, tracked individually till closure.

Committee Management

Standing and Temporary Committee creation and Committee Note tracking.

RTI

Requests for Information response tracking.

Parliament Questions
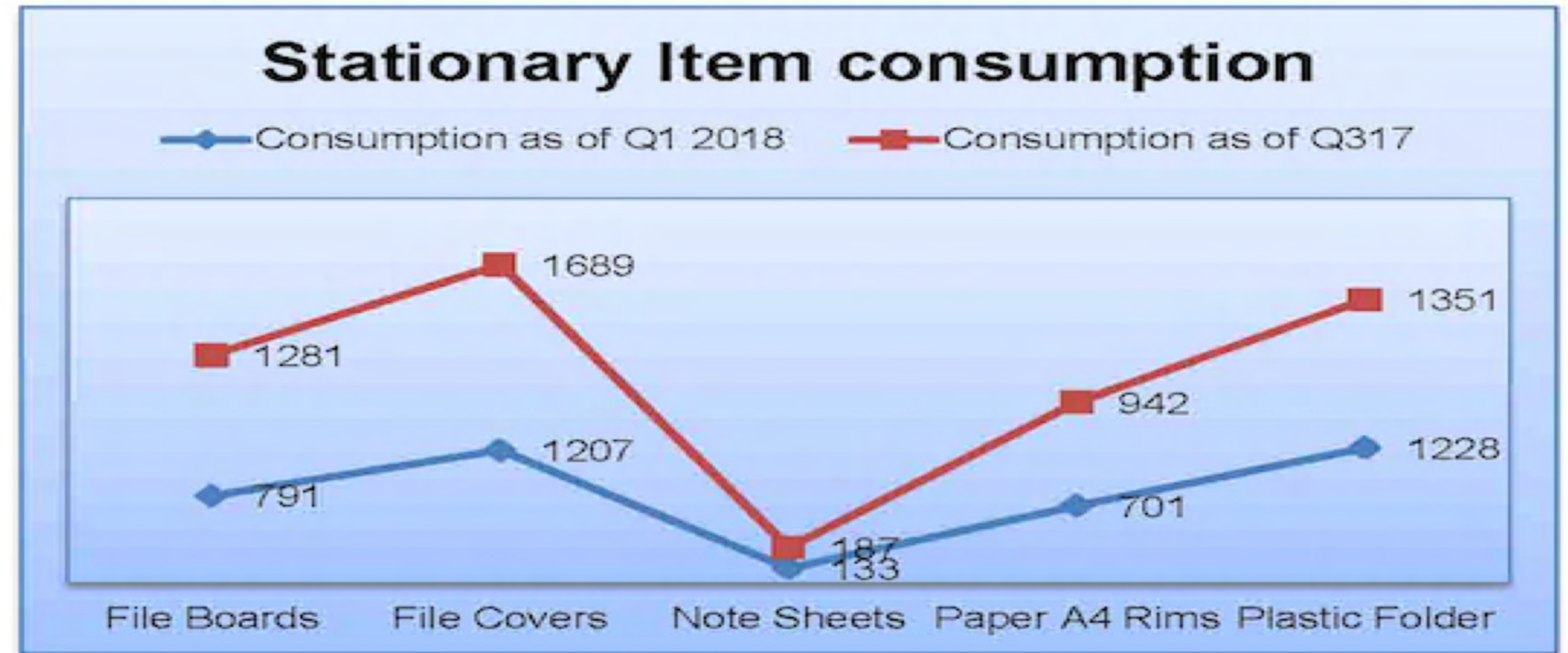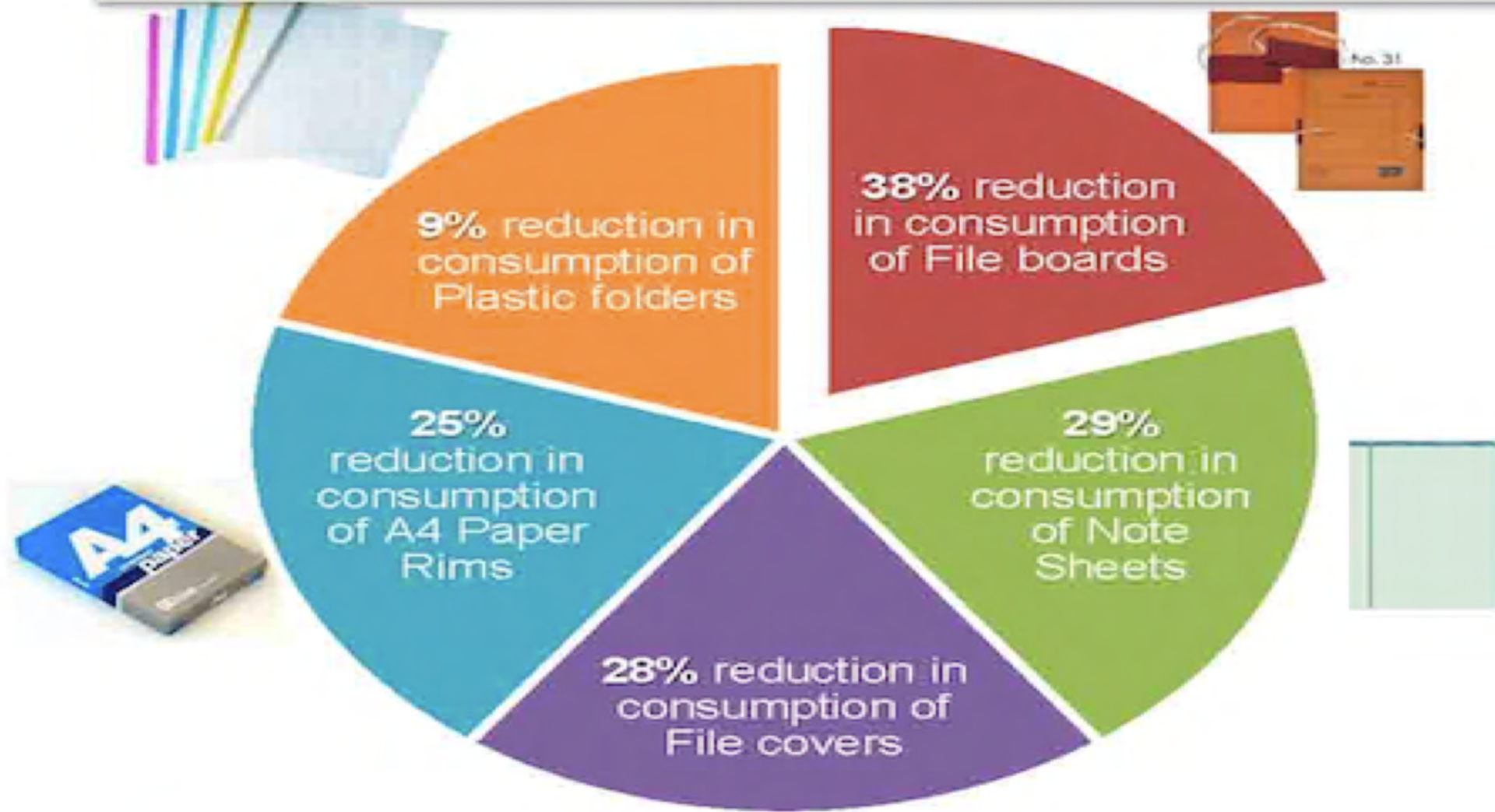
Parliament Question Response tracking.

Knowledge Management

Availability and Searchability of Information for Re-Use.

Customer Advantage

Statistics on savings earned

Shared below are some of the statistics observed after implementation of Digital Office Solution in one of the Leading

9% reduction in consumption of Plastic folders

38% reduction in consumption of File boards

25% reduction in consumption of A4 Paper Rims

29% reduction in consumption of Note Sheets

28% reduction in consumption of File covers

Stationary Item consumption

Consumption as of Q1 2018 — Consumption as of Q317

1689
1281
1351
942
1228
1207
791
701
187
133

File Boards | File Covers | Note Sheets | Paper A4 Rims | Plastic Folder

With Digital Office Implementation in Q1 2018 alone, **901025** pages were saved, in other words **1802** rims of paper saved

Optimal utilization of **112** resources (peons) for productive activities is now possible

Contact Us

www.CostaCloud.com

sales@costacloud.com

404 Gedore House
51-52 Nehru Place, New Delhi 110019
+91-8010335577