ARK PETALS

Document Management and Workflow Automation

Ark Docs: Transforming Business Processes

Empower Your Enterprise with Rapid Documentation and Workflow Solutions

WELCOME TO ARK PETALS

Your Gateway to Streamlined Document Management and Workflow Automation.

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ABOUT US

Established in 2023, Ark Petals Software Private Limited is an Enterprise Content Management (ECM) Services Platform that offers ready to use product suite for Document Management System, Workflow and Process Automation solutions across various industries. We are a strongly growing company with a vision to improve customer experience and a mission to provide innovative solutions that caters to business needs across the globe.

OUR VISION

To be a digitally transformed enterprise, empowering and leading our customers in their journey into the digital era.

OUR MISSION

To continuously innovate and revolutionize the use of technology in Document Management Systems and business processes.

EIGHT MODERN-DAY CHALLENGES FACES BY BRANDS TODAY

1

Manual handling of documents, approvals, and workflows can be very time-consuming, leading to inefficiencies.

2

Increased risk of errors such as misfiling, data entry mistakes, and lost documents, which can lead to significant issues, especially in compliance-heavy industries.

3

Difficulty in organizing, indexing, and retrieving documents, which can lead to delays in accessing critical information.

4

Higher risk of unauthorized access, theft, or damage to physical documents. Ensuring the confidentiality and integrity of documents manually is challenging.

5

Manual document management can make it difficult to ensure compliance with industry regulations and standards, and it can complicate auditing processes.

6

Manual workflows are prone to bottlenecks and delays, as they rely on individuals to move processes forward, which can be slow and inconsistent.

7

Manual systems do not scale well as the company grows, leading to increased difficulty in managing larger volumes of documents and more complex workflows.

8

My Space is a remote desktop (virtual desktop) in Ark Docs that securely stores private data with 99% availability, ensuring constant access from anywhere. It solves accessibility and reliability issues, enhancing productivity and data security for users.

WHY USE ARK DOCS?

SCALABILITY

Ark Docs offers scalable solutions that seamlessly adapt to your business growth. Whether you're a small team or a large enterprise, our platform can accommodate your increasing document management and workflow automation needs without compromising performance or efficiency.

EASE OF USE

Ark Docs is designed with user-friendliness in mind. With intuitive interfaces, drag-and-drop functionalities, and customizable workflows, users can easily navigate the platform and perform tasks without extensive training. This simplicity enhances productivity and encourages widespread adoption across teams and departments.

RAPID DEVELOPMENT

Rapid development is at the core of Ark Docs, enabling businesses to deploy and customize solutions tailored to their unique requirements quickly. With our agile approach, users can rapidly iterate, test, and implement changes, ensuring fast time-to-market for new features and enhancements while maintaining high-quality standards.

WHY USE ARK DOCS?

CUSTOMIZABLE WORKFLOWS

Ark Docs allows you to design workflows tailored to your business processes. Define steps, approvals, and notifications to automate tasks, streamline operations, and ensure consistent execution. Customizable workflows empower teams to work more efficiently and easily adapt to changing business needs.

COLLABORATION TOOLS

With Ark Docs, collaboration is seamless. Real-time editing, commenting, and version control features facilitate teamwork and feedback exchange. Users can collaborate on documents from anywhere, promoting productivity, knowledge sharing, and faster decision-making across teams and departments.

ANALYTICS AND REPORTING

With Ark Docs' robust analytics and reporting capabilities, Gain valuable insights into document usage, workflow performance, and user activities. Track key metrics, identify trends, and make data-driven decisions to optimize processes, improve efficiency, and enhance overall business performance.

Work is no longer limited to office space. Create files and collaborate with the team from anywhere, using Ark Docs application using desktop or mobile phones.

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Efficiently search and retrieve your files. Quickly locate and access documents using Optical Character Recognition (OCR) search, labels, favorites, metadata, keywords, content tagging in Ark Docs.

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Centralized Storage for Enterprises

Ark Docs is a Rapid developed platform which support all your business needs within no time.

Every organization has its storage needs that change over time. With Ark Docs, you can:

✓ Have a centralized, secure, and organized repository for all your important documentation in your organization.

✓ Use version control mechanism to track changes over time in your documentation repository.

✓ Streamline document information across the enterprise and ensure greater effectiveness in workplace.

✓ Falicitate team collaboration through real-time editing, commenting, and annotation on documents within the platform.

✓ Bijou Architectural Upgrade or downgrade your plan based on your team size seamlessly with Ark Docs.Group

KEY FEATURES

RECORDS MANAGEMENT

Records Management System of RMS manages the end-to-end lifecycle of documents. RMS is an automated and completely secure system that can be used for different types of records classification, retention, and disposition of files as per the business requirements.

WORKFLOW MANAGEMENT

Workflow Management System or WMS offers an organization to route tasks dynamically that enables agility in business processes with real time-automation, quick configuration, and user-friendly interface design. WMS enables quick decision making, faster turnaround time, and accuracy across business processes, collaborations, and approvals effectively.

CONTENT AND DOCUMENT MANAGEMENT SYSTEM

The Document Management System or DMS offers a centralized storage for enterprise content through an automated, ready-to-capture platform system with a tons of features. DMS enable organizations to optimize their efficiency in their day-to-day activities. DMS is easy to integrate across various other business applications for smart governance and centralized access to enterprise-wide content within a single platform.

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Ark Docs features also include

- Document Naming Conventions
- Folder Structure
- Metadata
- My Space
- Search and Retrieval
- Version Control
- Document Templates
- Security and Permissions
- Document Lifecycle

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Who can benefit from using Ark Docs?

- ACCOUNTING AND FINANCE

- HUMAN RESOURCE

- IT DEPARTMENT

- SALES AND MARKETING

ACCOUNTING AND FINANCE

ArkDocs offers several benefits to the Accounting and Finance department.

- Organize and store financial documents securely, ensuring easy access and compliance with regulations.
- Streamline approval processes, invoice processing, and expense management for faster and more accurate financial operations.
- Enable collaboration on financial documents, facilitating communication and decision-making among team members.
- Gain insights into financial data, track performance metrics, and generate reports for informed decision-making and compliance purposes.

HUMAN RESOURCE

ArkDocs empowers the Human Resource department

- Centralize and secure employee records, policies, and training materials for streamlined access and compliance.
- Streamline onboarding, performance reviews, and leave management processes, reducing manual tasks and enhancing productivity.
- Foster teamwork through document sharing and communication tools, improving HR efficiency and responsiveness.
- Utilize data analytics to track employee metrics, generate reports, and support strategic decision-making and compliance efforts.

IT DEPARTMENT

ArkDocs supports the IT department by:

- Securely store IT and compliance-related documents, contracts, and resources for easy access and regulatory compliance.
- Enable seamless sharing of IT files (MSI, EXI, CSSI, DLL) among team members for daily operations and development projects.
- Enhance team collaboration through real-time document sharing and communication, improving project efficiency and resource management.

SALES AND MARKETING

ArkDocs offers valuable support to the Sales department.

- Securely store sales contracts, proposals, and client information for easy retrieval and compliance.
- Facilitate collaboration among sales teams, enabling real-time updates, document sharing, and feedback exchange for improved teamwork.

Overall, Ark Docs enables all company departments to create and store documents in a virtual drive, ensuring they are available at any time. These documents remain private and secure for your use.

OUR COMMITMENT TO COMPLIANCE STANDARDS AND DATA SECURITY

At Ark Petals, we prioritize compliance and data security to ensure your documents are handled with the utmost care and protection. Our robust system is designed to meet the highest standards, focusing on the following key areas:

DOCUMENT SECURITY

- **End-to-End Encryption:** All documents uploaded are end-to-end encrypted to guarantee confidentiality.
- **Secure Storage:** Documents are stored in secure chunks, accessible only via the Ark Docs interface by authorized users.
- **Advanced Authentication:** Multiple login options, including two-factor authentication, ensure only the right users gain access.
- **Access Control:** Users can specify access rights, determining who can view or edit each document.

AUDIT TRAIL

- **Document Tracking:** Monitor who edited each document and when, providing a comprehensive audit trail.
- **Version Control:** Implement version control to manage document revisions effectively.
- **Check-In/Check-Out:** Track document check-ins and check-outs to maintain consistency.
- **Analytics:** Access detailed file analytics at the folder, file, and application levels to gain insights into document usage.

DOCUMENT LIFECYCLE

- **Categorization:** Categorize documents upon upload, such as HR, Finance, or Admin documents, for organized management.
- **Renewal Notifications:** Receive notifications for document renewals, such as annual HR policy updates, ensuring timely updates and proper disposal of old files.

DATA PRIVACY

- **Compliance:** We prioritize data privacy, adhering to your country's compliance policies and data privacy standards to protect your information.

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GET IN TOUCH

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Want to maximize your team's efficiency?

Request for demo today

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