



Believe it or not !!!!

Across all industries, Physical record management is increasingly important for businesses in today's digital age.

While the trend is moving towards digital document management, physical document management remains crucial in various contexts due to legal and compliance adherence, unique document formats, accessibility considerations, security concerns, and organizational preferences.

Physical Records Management system

Namaa InfoLogistics



DocuArena

Why?

To meet legal and compliance requirements, preserve original documents, provide secure storage, and cater to organizational preferences.

What?

How?

- Automatic tracking at the box, file, and document levels
- Check-In/Check-Out Functionality
- Retention and Disposal Management
- Integration with Digital Systems
- Generating audit trails for regulatory or internal audits.
- Reporting and Analytics
- DocuArena is a Web-based solution based on n-tier architecture for security and scalability
- Designed according to physical records management standards and applies technological innovation to provide a smart and simple solution.
- Ensures data security through standard data encryption
- Integration Oriented solution to ensure that operations are efficient, successful, and controlled.

