



DocLife

Contracts Communication Document Management System

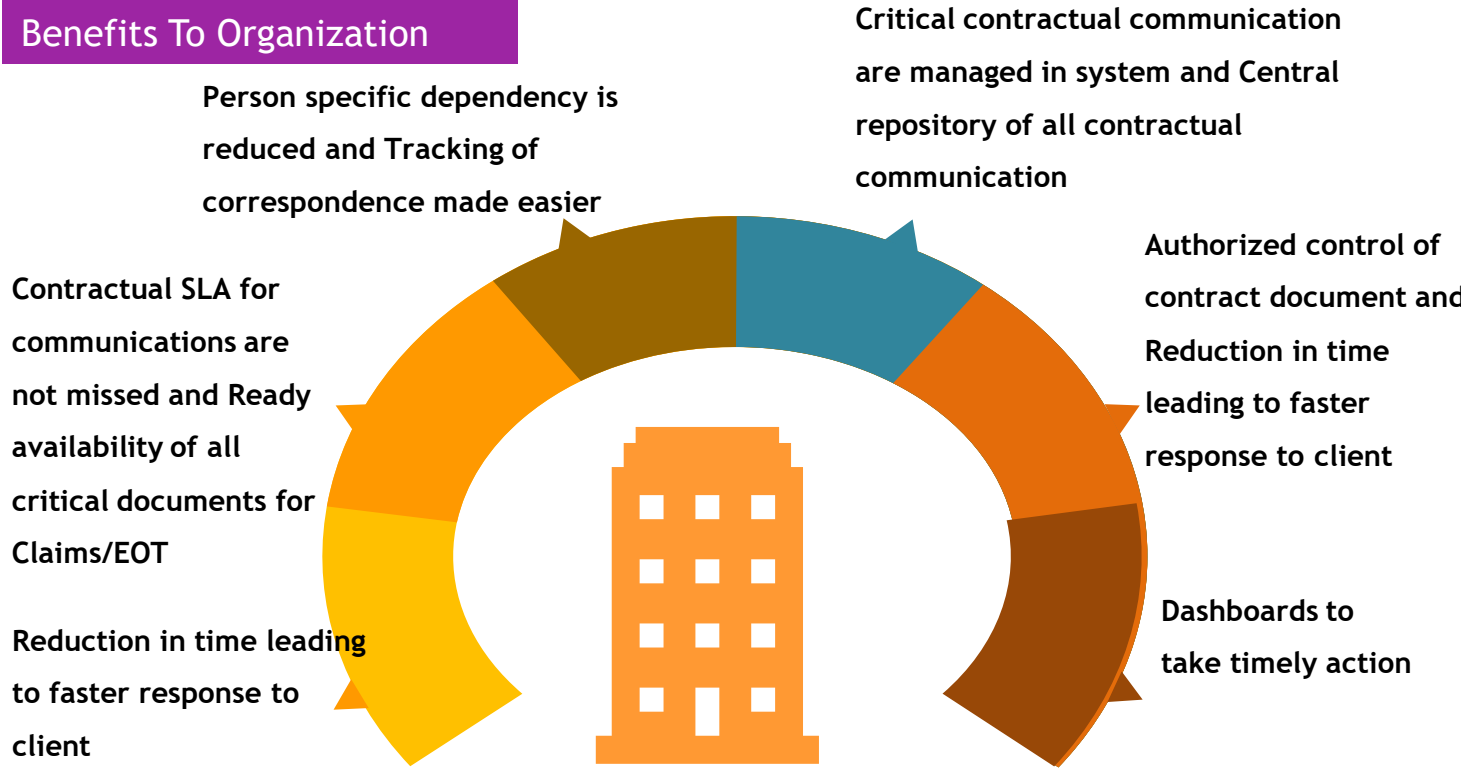


Need For Contract Communication Document Management

- No mechanism to track timeliness & compliance of to & fro client communications
- Scattered way of contractual documentation across projects
- Manage & retrieve Client correspondence across various projects
- Outward letters formats not standardized as per guidelines
- Unorganized review and approval system for client communication
- Difficulty to retrieve documents for particular event/subject for claims submission
- Manual tracking of document. Missing important communications with client
- Availability or frequent change of skilled resources at Project site for critical communication

“We at Highbar with our deep understanding of infrastructure and real estate domain, has developed an automated tool for contracts document management system “DocLife” to have communication with clients in structured way & track each communication.

Benefits To Organization



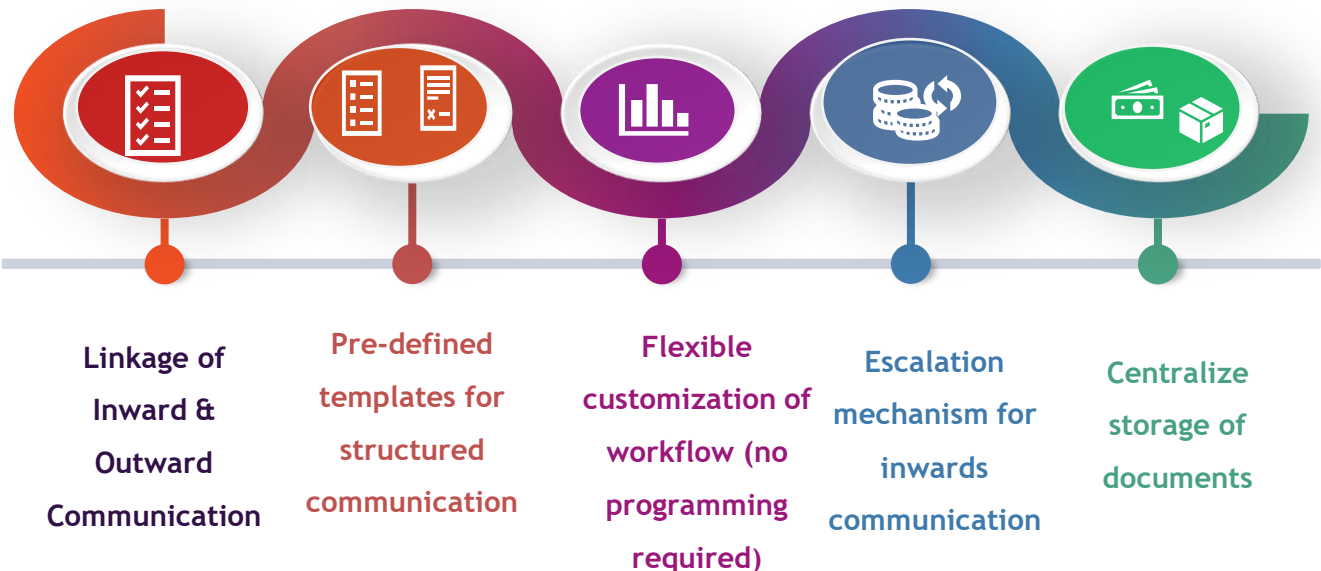


Key Features

- Standardized letter formats for Outward communication
- Centralized document storage
- Flexibility to define and change folder structure
- Configurable approval workflow for Outward communication
- Configurable alert mechanism for Inward communication received
- Project specific document access control
- Escalation mechanism for pending approvals
- Escalation mechanism for Un-replied incoming communications of clients



Key Differentiator





About Highbar Technocrat Limited

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Highbar Technocrat Limited is a leading end-to-end IT solution provider with its portfolio of enterprise business solutions, line of business IT solutions, process consulting & IT Infrastructure services aiming at increasing efficiencies for the infrastructure industry. IT expertise backed by industry domain knowledge differentiates Highbar as preferred partner for IT initiatives for infrastructure industry. Highbar has developed SAP certified templates based on industry best practices enabling customers to achieve business efficiencies. Highbar is now offering IT services across multiple sectors like manufacturing, BPO, Agro-Chemicals, Telecom, Consumer Products, Pre-engineered Buildings etc. Highbar is a preferred partner for SAP implementation & re-implementation with eleven global case studies.



Highbar Technocrat Limited

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