Raiont

Office Automation & File Management

MANAGE AND
TRANSFORM
YOUR DATA
INTO ASSET
WITH **Raiont**

INCREASE **ORGANIZATIONAL PRODUCTIVITY** ■

REDUCE **OPERATIONAL COSTS** ■

STAY **SECURE ALWAYS** ■

"Organizations spend a significant amount of time responding to inquiries that demand official correspondence channels. What if these response times could be drastically shortened? What if more time could be spent on preparing the response and less time on the overall management and approval processes? "

Raiont handling this situation managing and streamlining correspondence processes.

Introduction Raiont is an office administration application services, correspondence management for each employee/personnel of an enterprise/institution electronically (office automation).

Raiont offers you an array of modules, such as:

Document Management
Manage business records with a host of exciting features, such as – the ability to create folders & subfolders, time bound & encrypted file sharing, and much more.

Correspondence Management
Track all the letters coming and going out from the organization and make them available to all application users according to there roles and access.

Task Management
Assign tasks and deadlines to employees and monitoring their performance on completion of these tasks.

Hot Folder
Experience seamlessness with the cloud/server-synced folder that ensures proper document channelization.

Process Automation Through Workflows
Automate and optimize the flow of your business information and data.

Optical Character Recognition
Automatically converts non-seacrhable/image PDFs into searchable format.

Record Management
Capture, store and identify business records in-sync with management policies and compliances.

Bulk Upload
Allow users to import legacy document into Raiont in bulk.

Mobile Applications
Be productive anywhere with secure access via Android and iOS apps.

Raiont is available in multiple offerings, so that you can pick the one best suited for your organization and operational needs.

Professional	Advanced	Basic	Modules
✓	✓	✓	Document Management
✓	✓	✓	Correspondence Management
✓	✓	✓	Task Management
✓	✓	✓	Hot Folder
✓	✓	✓	Mobile Applications (Android / iOS)
✓	✓		Process Automation Through Workflow
✓	✓		Record Management
✓			Optical Character Recognation
✓			Bulk Upload

Raiont takes things a step further with **features**, such as :

User Friendly
Easy to implement streamlined solution that is the best fit for your organization.

Web API
Open for secure and reliable integration with ERP, CRM, etc. and other platform

Adaptable
Customisable to suit your unique business needs and scales up as you grow

Data Security
Protects your critical data with a three-tier security and 256 bit encryption on file system.

Single Sign-On
Uses one credential to manage and access documents anytime, anywhere.

Customized Dashboard
Simplified shortcuts and multiple widgets that allows quick access.

Document Preview
Securely preview all your data online, without even downloading.

Profiling & Search
Categorize, proflie and search your documents according to metadata.

Version Control
Lets administrators track changes among different versions, compare and control the complete life-cycle, with the ability to rollback.

Raiont adds ease to your operations with **benefits, such as:**

Data Consistency
Ensuring same data availability to all internal stakeholders.

Reduced dependency on Resources
Transform manual workflows to digital workflows in turn reducing person dependency, thus helping organizations move towards being system dependent rather than people dependent.

Contextual information for faster decision-making
Provide right set of information at right set of stakeholders.

Faster turnaround time in decision making
Real time availability of insights leading to faster decision making.

Organisational Agility
Enchancing organization's capability to respond at speed to envolving needs of the dynamic business environtment.

Increased stakeholder satisfaction
Realibility & transparancy in document workflows is leading to a satisfied workforce and clientele.

Faster RCI
Realise benefits quickly for a faster return on investment.

Keep your office automation on track and productivity at the optimum with **Raiont.**

License Scheme :
- ✔ Raiont E-Office Software For Desktop
- ✔ Raiont E-Office Software For Portable
- ✔ Raiont E-Office Software For Server

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