



DiTOS

Digiks Intelligence Total Office Solution

1. Knowledge Management: A consultant has come across a typical and difficult problem. By studying problem related literature, and by deeply interacting with the client and other colleagues, the consultant has solved the problem. After a long gap of time, the consultant had come across the same problem. The consultant had forgotten certain procedures, acts, rules and figures, again spent a considerable amount of time, and solved the problem, as some of the assistants who worked with him earlier have left and a new batch of workers are in place now. If the consultant had a digital knowledge management tool in hand, the problem would have been solved quickly, when encountered a second time. Knowledge management is the process of creating, organizing, capturing, storing, and sharing knowledge within an organization or community to improve its efficiency, effectiveness, and decision-making capabilities. It involves the identification, acquisition, and utilization of knowledge assets to achieve the organization's goals and objectives efficiently and effectively.

Digiks Infotech Private Limited provides customized Knowledge Management Solution to empower the consultants, its features are:

Capture and store knowledge: the solution can help consultants to capture and store their knowledge in a central location. This makes it easy for them to find the information they need when they need it.

Share knowledge: The solution can help consultants to share their knowledge with others. This can help to build a knowledge-sharing culture within the organization and improve the overall efficiency of the organization.

Organize knowledge: The solution can help consultants to organize their knowledge in a way that makes it easy to find and use. This can help them to be more productive and efficient.

Access knowledge: The solution can help consultants to access their knowledge from anywhere. This is especially important for consultants who work remotely or who travel frequently.

Overall, Digiks' knowledge management solution sounds like a great way for consultants to improve their efficiency and effectiveness. I would recommend it to any consultant who is looking for a way to improve their knowledge management practices.

Here are some specific benefits of using Digiks' knowledge management solution:

Time savings: Consultants can save time by not having to search for information or recreate knowledge that has already been captured.

Improved efficiency: Consultants can be more efficient by using the knowledge management solution to find the information they need quickly and easily.

Better decision-making: Consultants can make better decisions by using the knowledge management solution to access the information they need to make informed decisions.

Increased productivity: Consultants can be more productive by using the knowledge management solution to automate tasks and streamline their workflows.

If you are a consultant who is looking for a way to improve your knowledge management practices, I recommend that you consider using Digiks' solution. It is a great option that can help you to improve your efficiency, effectiveness, and decision-making capabilities.

2. Secure and Safe Communication: The hackers are increasingly using email as a weapon for phishing and spear phishing (i.e., targeted attacks), busy persons sometimes, accidentally succumb to such attacks. Which results in loss of business and wastage of considerable amount of time and resources, anyone using the email is prone to these attacks. Nowadays, hackers use Chat GPT or Bard to create weapons for attacking the innocents. To enable hackers to launch much more sophisticated attacks, AI based worm GPT was created and is not available to the hackers. In this context, our phones and email boxes can be easily hacked.

As a result, one fine morning all the clientele of consultants received an email, the email appeared as if it had come from the consultant and it is very unique, used the language and names often used by the consultant and it is in line with earlier communication, (and not typical Lottery or Prize or Purse Lost or Reward or Gift etc., type of email).

Summary of the email is to avoid further taxation, and get concession in the taxes, a certain amount to be transferred to an account related to the taxation officials quickly to close the deal, and confidentially scan the QR code or click on the link, and delete the email and do not discuss with anyone. Within a day several lacks were transferred, and the real consultant is not at all aware of it and there are no chances of knowing also. So far if such an attack has not taken place, does not mean, it cannot take place in future. Prevention is always better than cure. But, how to prevent these attacks and to ensure communication among only known stakeholders and prevent and avoid communication from any unknown persons, hackers is a big challenge to the professionals. Moreover, nowadays, phones, emails, and whatsapp etc., communication comes under whose scanner we do not know.

Based on R&D, Digiks has developed a very good communication solution. Which protects the consultants and his clients almost 100% from such attacks and at the same time ensures very secure and safe communication among the trusted partners. Digiks' secure and safe communication solution can help you to protect your communications from phishing attacks. The solution uses a variety of techniques to ensure that your communications are only seen by the people you intended to send them to. These techniques include:

Encryption: All communications are encrypted before they are sent, which means that they cannot be read by anyone who does not have the key.

Authentication: All communications are authenticated, which means that the sender is verified before the communication is sent. This helps to prevent unauthorized people from sending messages that appear to be from you.

Monitoring: All communications are monitored, which means that Digiks can track any suspicious activity and take action to protect your communications.

No un-known or un-wanted person can send any communication to the consultant.

Overall, Digiks' secure and safe communication solution can help you to protect your communications from phishing attacks and other security threats. Here are some specific benefits of using Digiks' secure and safe communication solution:

Peace of mind: You can rest assured that your communications are secure and safe.

Cost savings: You can save money by preventing phishing attacks and other security threats.

Improved productivity: You can be more productive because you don't have to worry about your communications being intercepted.

If you are a consultant who is looking for a way to protect your communications, I recommend that you consider using Digiks' solution. It is a great option that can help you to protect your communications and to improve your productivity.

3. Paperless Office: Consultant has carried a file containing all the papers related to a client as it deserves some urgent action/ submission.

Suddenly, the consultant realized that one small paper note was missing in the file. He had realized that he left that note in the office. But Office is closed at that time, so none are present. , so the consultant cannot request anyone else in the office to send a photograph of the important note by email or whatsapp. He had requested his assistant to visit the office. The assistant visited and could not trace it in the almirah and other places. Now the consultant realized that he had kept that note in his table drawer but the keys are with him only. So the consultant himself was forced to drive all the way to the office and collect the note. As a result, almost the whole day got wasted, besides causing a considerable amount of tension to the consultant and his near and dear.

The other day, in search of an important document, submitted by a client, the whole office searched and the whole day of the entire office staff besides the consultant got wasted.

To avoid such a situation, the consultant started storing important documents in his phone, but nowadays, our phones can be hacked, emails can be hacked, desktop systems can be hacked. Even otherwise, beyond a certain size, the phone battery drains out. Our digital systems (smart phone, laptop or desktop) with more storage gets hotter and hotter and its life span comes down drastically, Searching and normal operations takes exponentially more and more time. So how to store and where to store important digital content (important scanned documents, photographs, small video-clippings, emails, whatsapp messages, etc.,) for future reference, SAFELY, SECURELY, CONFIDENTIALLY is another big challenge being faced by the Consultants now a days. To prevent and avoid such problems, Digiks has developed a R&D based paperless office solution for offices of any size for the benefit of consultants, knowledge workers and professionals. Digiks' paperless office solution can help you to overcome these challenges. The solution can:

Scan and store documents: The solution can scan and store your documents in a secure cloud-based repository. This means that you can access your documents from anywhere, and you don't have to worry about losing them or damaging them.

Search for documents: The solution makes it easy to search for documents by keyword or by date. This means that you can find the documents you need quickly and easily.

Share documents: The solution makes it easy to share documents with others. This means that you can collaborate on projects with ease.

Track document usage: The solution tracks how often your documents are accessed. This means that you can see which documents are most important to you and your business.

Overall, Digiks' paperless office solution can help you to save time, improve your efficiency, and protect your documents.

Moreover, it also acts like a very secure and safe locker to keep all personal photographs, images, video clippings, documents, emails, whatsapp messages etc.,

4. Appointments Management: Consultant advised gave appointment to one of his clients on a particular day and noted in his dairy.

Few days before that, another client called, and told him /her to come on the same day. As a result, at the same date and time two important clients, who are also rivals in the market, landed. The consultant could not pay equal attention to both at a time. As a result, one of the clients has closed his ties with the consultant and switched over to another consultant. To overcome this problem, consulate strictly started noting appointments on the phone or in the diary. However, he is forced to spend double or triple the time, as clients do not bring all the necessary information and all the required documents in one go, in spite of repeated advice. As a result, the consultant is ending up spending three times the time, for the same client but forced to charge the same old fee.

To avoid and prevent such situations, Digiks has developed an intelligent and smart appoints management system. Which does much more work than google dairy or phone diary and works like an effective and very efficient office assistant.

Digiks' intelligent and smart appointments management system advantages are:

Automate appointment scheduling: The system can automate the process of scheduling appointments, so you no longer have to worry about double-booking or forgetting appointments.

Send reminders: The system can send reminders to clients before their appointments, so they are more likely to come prepared.

Track appointments: The system can track your appointments, so you can see how much time you are spending with each client and make sure that you are allocating your time effectively.

Generate reports: The system can generate reports that show you how you are spending your time, so you can identify areas where you can improve your efficiency.

Overall, Digiks' intelligent and smart appointments management system can help you to save time, improve your efficiency, and provide a better experience for your clients.

Here are some specific benefits of using Digiks' appointments management system:

Time savings: The system can automate many of the tasks involved in scheduling and managing appointments, which can save you a significant amount of time.

Improved efficiency: The system can help you to track your appointments and identify areas where you can improve your efficiency.

Better customer experience: The system can send reminders to clients before their appointments, so they are more likely to come prepared. This can help to ensure that your appointments are productive and that your clients are satisfied with the service they receive.

If you are a consultant who is looking for a way to improve your appointments management, I recommend that you consider using Digiks' system. It is a great option that can help you to save time, improve your efficiency, and provide a better experience for your clients.

5. Front Desk Management: The consultant wishes to employ a office front desk assistant to answer all queries received over phone, emails and also to manage the visitors. However, it results in recurring expenditure towards salary. Moreover, suddenly if more phone calls come or more emails come during a particular season, at that time, more people need to be employed and they should be well trained, so training them is another big task. If they give wrong answers, the consultant loses business.

He is spending a lot of time answering a lot of mundane queries. The consultant is facing a tricky situation and is helpless.

Digiks' AI-based front desk management solution can help consultants overcome the challenges they face in managing their front desk. The solution can:

Automate routine tasks: The solution can automate routine tasks such as answering routine enquiries, responding to emails, and managing visitors. This frees up the consultant's time so they can focus on more important tasks.

Provide 24/7 support: The solution is available 24/7, so consultants can always be sure that their front desk is covered. This is especially important for businesses that receive a lot of calls or emails outside of normal business hours.

Personalize the experience: The solution can be customized to fit the specific needs of the consultant's business. This includes the ability to create a knowledge base of frequently asked questions, as well as the ability to train the solution to recognize the consultant's voice.

Improve customer satisfaction: The solution can help to improve customer satisfaction by providing a more efficient and personalized experience. This can lead to increased sales and repeat business.

Overall, Digiks' AI-based front desk management solution can help consultants to improve their front desk operations and save time and money.

Here are some specific benefits of using an AI-based front desk management solution:

Cost savings: By automating routine tasks, an AI-based solution can save consultants money on salaries and training costs.

Improved efficiency: An AI-based solution can help consultants to improve the efficiency of their front desk operations by providing 24/7 support and by automating routine tasks.

Increased customer satisfaction: An AI-based solution can help consultants to improve customer satisfaction by providing a more efficient and personalized experience.

If you are a consultant who is looking for a way to improve your front desk operations, I recommend that you consider using an AI-based solution. Digiks' solution is a great option that can help you to save time, money, and improve customer satisfaction.

6. Collaborative Working: Consultant advised assistant to prepare a note and gave necessary instructions. The assistant took two hours and presented the document. The consultant spent another one hour correcting it, and sent it to his partner or advisor at a different location. The advisor has made certain improvements and sent it back. The consultant reviewed and added some more content along with his assistant. The finalized version was sent to the advisor. The advisor again reviewed and made certain comments and emailed it back to the consultant. The consultant took note of it and finalized. The whole process took several days. Collaboration is essential, however, the consultant is ending up spending more time in preparing important documents in such a manner. He is helpless. In spite of all these efforts, sometimes older versions get presented, causing embarrassment. Digiks has developed a secure collaborative documentation solution. Wherein multiple persons of office can work together on the same document and finalize it simultaneously. So several days of work gets completed in far less time.

Digiks' secure collaborative documentation solution sounds like a great option for consultants. It can help them to:

Collaborate on documents in real time: The solution allows multiple people to work on the same document at the same time. This can save a lot of time and effort, as you don't have to wait for each person to finish their changes before you can start working on the document again.

Track changes: The solution tracks all changes that are made to a document. This means that you can see who made the changes, when they were made, and what the changes were. This can be helpful for keeping track of the progress of a document and for ensuring that everyone is on the same page.

Version control: The solution allows you to save different versions of a document. This means that you can always go back to an older version of a document if necessary. This can be helpful if you make a mistake or if you need to revert to a previous version of the document.

Secure access: The solution provides secure access to documents. This means that only authorized people can access the documents. This can help to protect the confidentiality of your documents. Overall, Digiks' secure collaborative documentation solution sounds like a great way for consultants to improve their efficiency and effectiveness. I would recommend it to any consultant who is looking for a way to improve their documentation practices.

Here are some specific benefits of using Digiks' secure collaborative documentation solution:

Time savings: Consultants can save time by not having to send documents back and forth between different people.

Improved efficiency: Consultants can be more efficient by using the solution to track changes and to save different versions of documents.

Increased productivity: Consultants can be more productive by using the solution to collaborate on documents in real time.

Improved security: Consultants can be more confident that their documents are secure by using the solution.

If you are a consultant who is looking for a way to improve your documentation practices, I recommend that you consider using Digiks' solution. It is a great option that can help you to improve your efficiency, effectiveness, and security.

7. Website : The consultant is having good knowledge and expertise but, unable to acquire potential clientele, which his opponents with far less experience are able to get. The clientele are not aware fully about consultant's qualifications, experience, and portfolio of work. This is making it difficult to win suitable clients.

Without a website, consultant is manually performing several tasks, which are time-consuming and inefficient and facing following types of problems :

They may be less visible to potential clients: A website is a great way to showcase your expertise and experience, as well as your portfolio of work. This can make it easier for potential clients to find you and learn more about your services.

They may have difficulty generating leads: A website can provide potential clients with a way to contact you, such as through a contact form or email address. This can make it easier for you to generate leads and book appointments.

They may have difficulty providing 24/7 customer service: A website can allow potential clients to access information about your services at any time. This can be helpful for clients who need assistance outside of regular business hours.

They may have difficulty automating tasks: A website can automate tasks such as scheduling appointments, sending invoices, and managing customer feedback. This can free up your time so you can focus on providing your services.

If you are a consultant who is looking to grow your business, I recommend that you consider creating a website. It is a valuable asset that can help you to overcome these challenges and achieve your business goals.

a website is essential and vital even for a small consultant to organize and grow their business. It can help them to overcome a number of problems, including:

Reaching a wider audience: A website allows consultants to reach a wider audience than they could through traditional marketing methods. This is because a website is accessible to anyone with an internet connection, regardless of their location.

Building credibility: A well-designed and informative website can help consultants to build credibility with potential clients. This is because it allows them to showcase their expertise and experience, as well as their portfolio of work.

Generating leads: A website can help consultants to generate leads by providing potential clients with a way to contact them. This can be done through a contact form, email address, or phone number.

Providing 24/7 customer service: A website can provide 24/7 customer service by allowing potential clients to access information about the consultant's services at any time. This can be helpful for consultants who are not always available to answer questions in person.

Automating tasks: A website can automate tasks such as scheduling appointments, sending invoices, and managing customer feedback. This can free up the consultant's time so they can focus on providing their services.

Overall, a website can be a valuable asset for any consultant who is looking to grow their business. It can help them to reach a wider audience, build credibility, generate leads, provide 24/7 customer service, and automate tasks. Digiks offers a solution in developing good websites at low cost for consultants.

8. M-PoS : The consultant provided services, and offered discount, and told his assistant to collect the amount. The assistant, collected full amount from client but gave only discounted amount to the consultant. The assistant took bribe and not billed for all the services rendered, as a result consultant incurred revenue losses.

The assistant did excess billing to the client but paid only paid only at normal rates to the consultant. The amount was collected in time, but used for personal uses, and credited much later after several reminders.

Sometimes, the customers do not pay in time, requires to be reminded several times. Penalties, for late payments were not calculated as a result, the consultant ended up paying the interests and incurred revenue losses.

All the services rendered were not taken into consideration while billing, due to manual billing processes. As a result, consultant incurred revenue losses.

The amount was billed but taxes were not included. As a result, after some time, the consultant ended up paying taxes from his revenue.

To overcome these problems, Digiks has developed a smart billing solution and convert smart phone as billing and invoicing machine.

Here are some specific benefits of using Digiks billing and invoicing solution:

Increased accuracy: A clear and concise billing and invoicing policy can help to ensure that your invoices are accurate. This can help to avoid disputes with clients and can improve your cash flow.

Reduced errors: A cloud-based billing and invoicing system can help to reduce errors in your billing and invoicing process. This can save you time and money, and it can also help to improve your customer satisfaction.

Improved cash flow: Regular billing and invoicing reminders can help to ensure that you are paid on time. This can improve your cash flow and reduce the risk of revenue losses.

Reduced stress: A well-organized billing and invoicing process can help to reduce stress for you and your staff. This can free up your time to focus on other aspects of your business.

The customers can be given secure e-bills and receipts.

Also it can generate invoices, reminders etc., Accounts can be closed easily. Customer wise reconciliation statements can be prepared easily.

Whom were existing Clientele to Digiks : Having experience of serving secure, highly scalable and concurrent mobile solution, wherein on last day several thousands and lakhs of customers were served through user friendly digital systems. Due to NDA details cannot be furnished.