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DOCUMENT MANAGEMENT



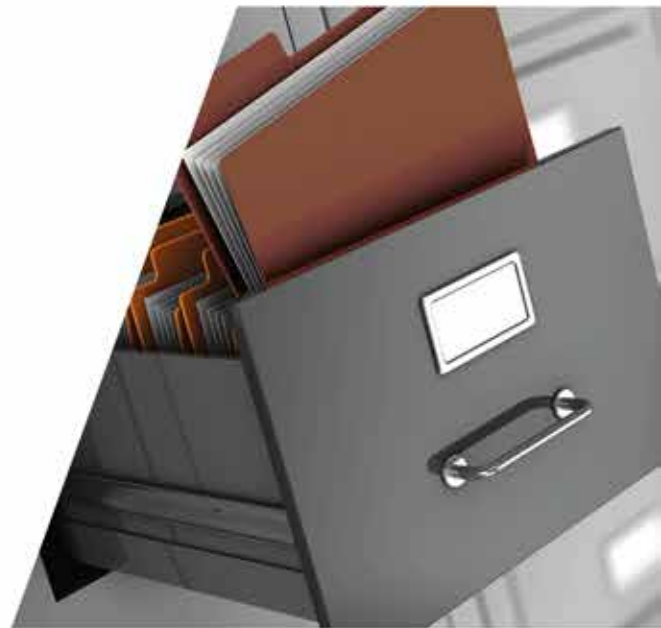
DOCUMENT MANAGEMENT SYSTEM

Document Management System (DMS) is an ideal solution for managing and tracking your corporate documents, especially soft copies of documentation very efficiently. It has always been a challenge to ensure users have the latest copy of any corporate document (for e.g, policy documents, product catalogs), to keep track of documents being modified and notifying users of modified documents. Document Management System aims to help eliminate these challenges.

DMS is primarily focused to ensure that all soft copies of corporate documentation are correctly classified and the latest version of any document is available to users authorized to access the documents.

It is a simple yet highly secure solution to safely store, share, and organize documents at a central place to fit in with the way you work. Document Management System is the control you have been looking for, for your company's documents and their life cycle, including how and when documents are created, reviewed, utilized, retained and destroyed. It has a simple Windows-like interface to categorize, save and retrieve documents and an effective "lock-in" feature that allows other users to know that a document is being modified by someone else.

With features like compressed uploads, advanced search, email alerts and user-intuitive dashboards, Document Management System stands out to be the perfect solution for your document management needs.



KEY FEATURES

- File-level User Access Permissions
- Supports Bulk-Upload of Files
- Easy Search & Retrieval
- Lock-In Reservation & Notifications