

DOCUMENT MANAGEMENT SYSTEM

domesticcloud.com

DMS at Glance



DOCUMENT MANAGEMENT SYSTEM

is an electronic solution that help organization to streamline their document management processes. It enables scanning, storage, retrieval, sharing, tracking, revision and distribution of documents and hence information and contain (data).

Benefit DMS in Company

Centralized source of information

Improved Security

Cost-effectiveness

Improved workflow

Customized

Features of DMS

1

Document Security

- Single Single sign on
- Advance Proprietary Document Encryption
- Stamped & Watermark Document Function
- Future Enhancement: User Access-based Document Blackout

2

Enterprise File Plan

- Records Management for eFiling
- Records Management for Physical Filing
- Document Archiving and Multiple/
Distributed Storage Devices

3

Document Automation

- Automatic Document Index
- Full-text indexing to every document's pages
- Automatic Document Merge & Mastering

4


Enterprise Storage, Email & Transfer

- Document Warehouse Management
- Document Transfer

5

Document Workflow & Messaging System

- Dynamic Business Process Management
- Email & Messaging System & WhatsApp.



Admin
admin@admin.com

Dashboard

Master

Document

Comment

Document History

Profile

Report

Logout

Dashboard

1
Total Document

0
Total Document Not Finished

1
Total Document Finished

2
Total Document Category

6
Total Document Status

4
Total Users

1
Total Comments


2
Total Files

Latest Documents


ID	Name	Category	Status	Assign	Created By	Created Date
1	tax document review v1	LEGAL	Done	user1	user1	Fri, 29-09-2023 02:47


See More


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Admin
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 Dashboard


 Master ▾


 Document ▾


 Category


 Status


 User Management <


 Document

 Comment

 Document History

 Profile

 Report

 Logout

Master


CREATE

Data Category

Search

ID ↕	Name ↕	Desc	Action
1	LEGAL	legal	<div><div></div><div></div></div>
2	TAX	tax	<div><div></div><div></div></div>

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Dashboard

Master

Document

Category

Status

User Management

Document

Comment

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Logout

Master


CREATE

Data Status

Search

ID	Name	Desc	Mark As Done	Action
1	DRAFT	draft	No	<div><div></div><div></div></div>
2	IN PROGRESS	in progress	No	<div><div></div><div></div></div>
3	IN REVIEW	review	No	<div><div></div><div></div></div>
4	APPROVED	Approved	No	<div><div></div><div></div></div>
5	Done	done	Yes	<div><div></div><div></div></div>
6	Archieved	Archieved	Yes	<div><div></div><div></div></div>

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Admin
admin@admin.com

Dashboard

Master

Document

User Management

User

Role

Document

Comment

Document History

Profile

Report

Logout

Master


CREATE

Data Users


Search


ID	Name	Phone	Role	Action
1	<div>Ad</div> Admin admin@admin.com		admin	<div></div> <div></div>
2	<div>us</div> user1 user1@gmail.com	09	user	<div></div> <div></div>
3	<div>us</div> user2 user2@gmail.com	0889	user	<div></div> <div></div>
4	<div>ka</div> kartubi kartubi1@gmail.com	0888	user	<div></div> <div></div>


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Admin
admin@admin.com


 Dashboard


 Master


 Document

 Comment

 Document History

 Profile

 Report

 Logout

<

Profile

Form Profile

Name

Admin

Phone

Enter Phone

Avatar (Leave blank if won't update)

Browse...

No file selected.

Email


admin@admin.com

Password (Leave blank if won't update)

Enter Password

Update

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Admin
admin@admin.com

Dashboard

Master

Document

Comment

Document History

Profile

Report

Logout

Document Management

CREATE

Show50

StatusChoose

CategoryChoose

Assigned toChoose

Date Startmm / dd / yyyy

Date Endmm / dd / yyyy

Reset

Data Documents

Search

DocId	Name	Category	Status	Assign	Created By	Deadline Date	Created Date	Action
1	tax document review v1	LEGAL	Done	user1	user1	Tue, 31-10-2023	Fri, 29-09-2023 02:47	<div><div></div><div></div></div>

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Thank you!

Do you have any questions?

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