DOCUMENT MANAGEMENT SYSTEM

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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

Central	lized	source	of	in:	form	ation	

Improved Security

Cost-effectiveness

Improved workflow

Customized

Features of DMS

1

Document Security

- Single Single sign on
- Advance Proprietary Document Encrpyption
- Stamped & Watermark Document Function
- Future Enchacement: 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

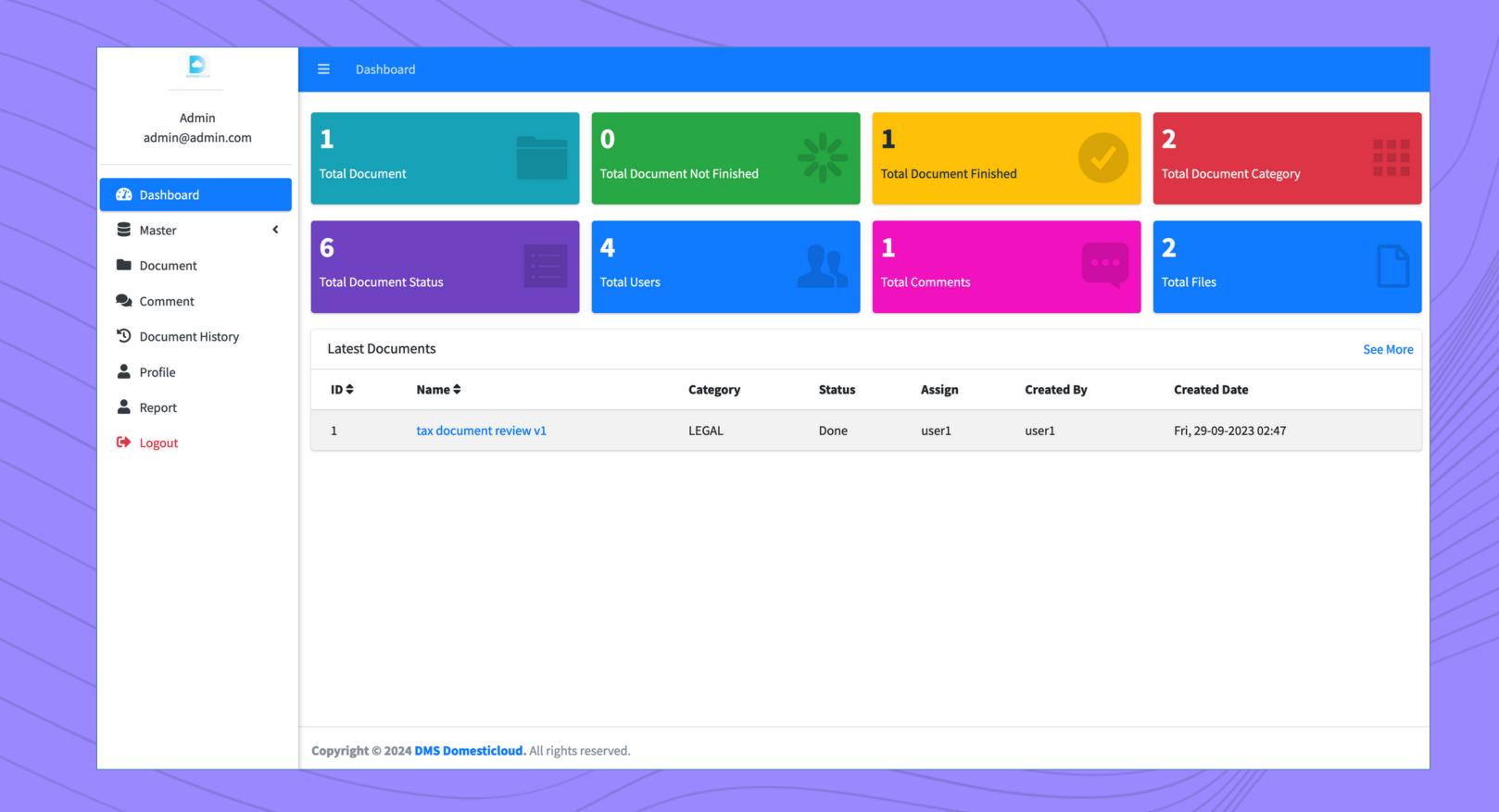
Enterprise Storage, Email & Transfer

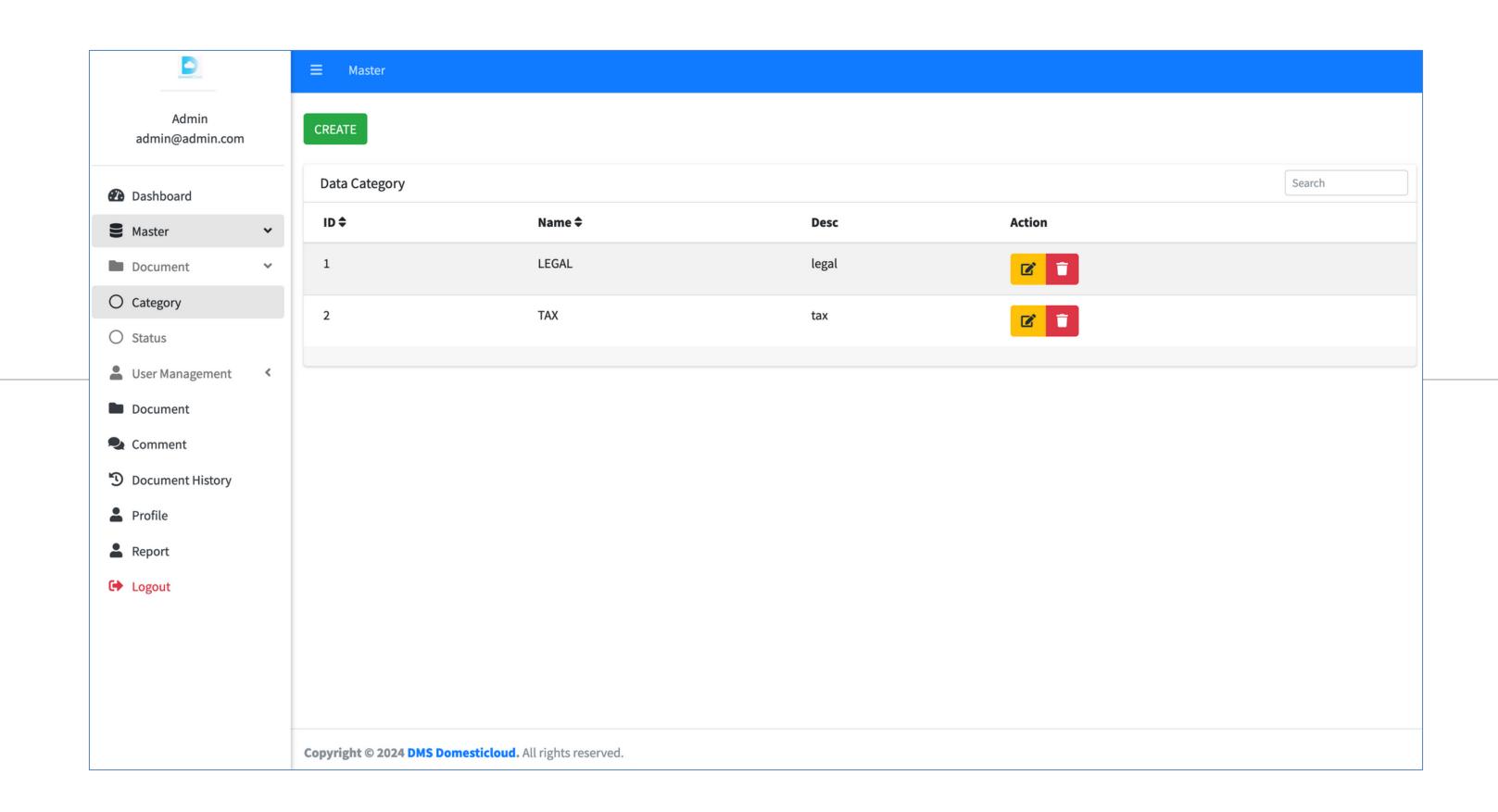
- Document Warehouse Management
- Document Transfer

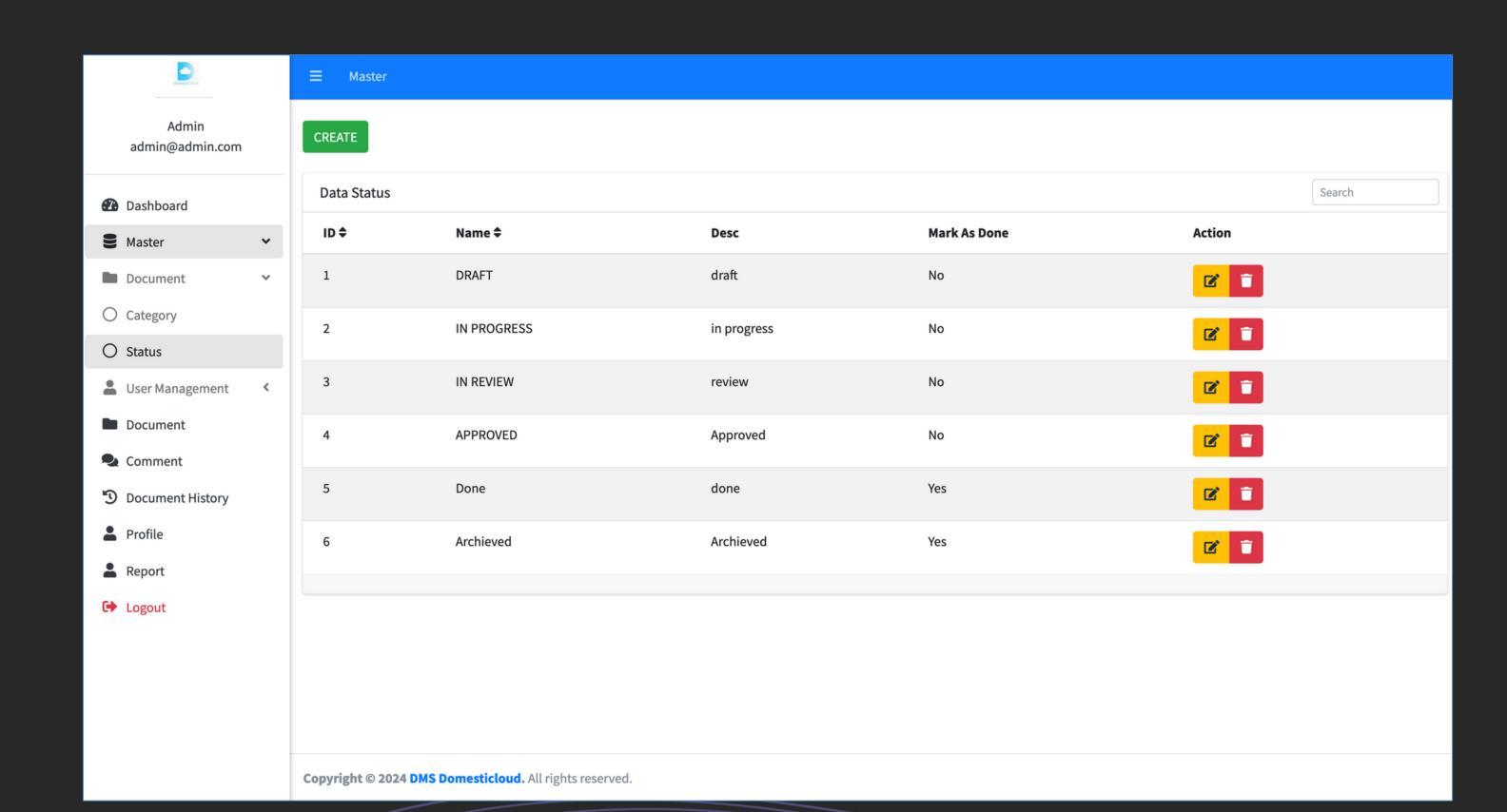
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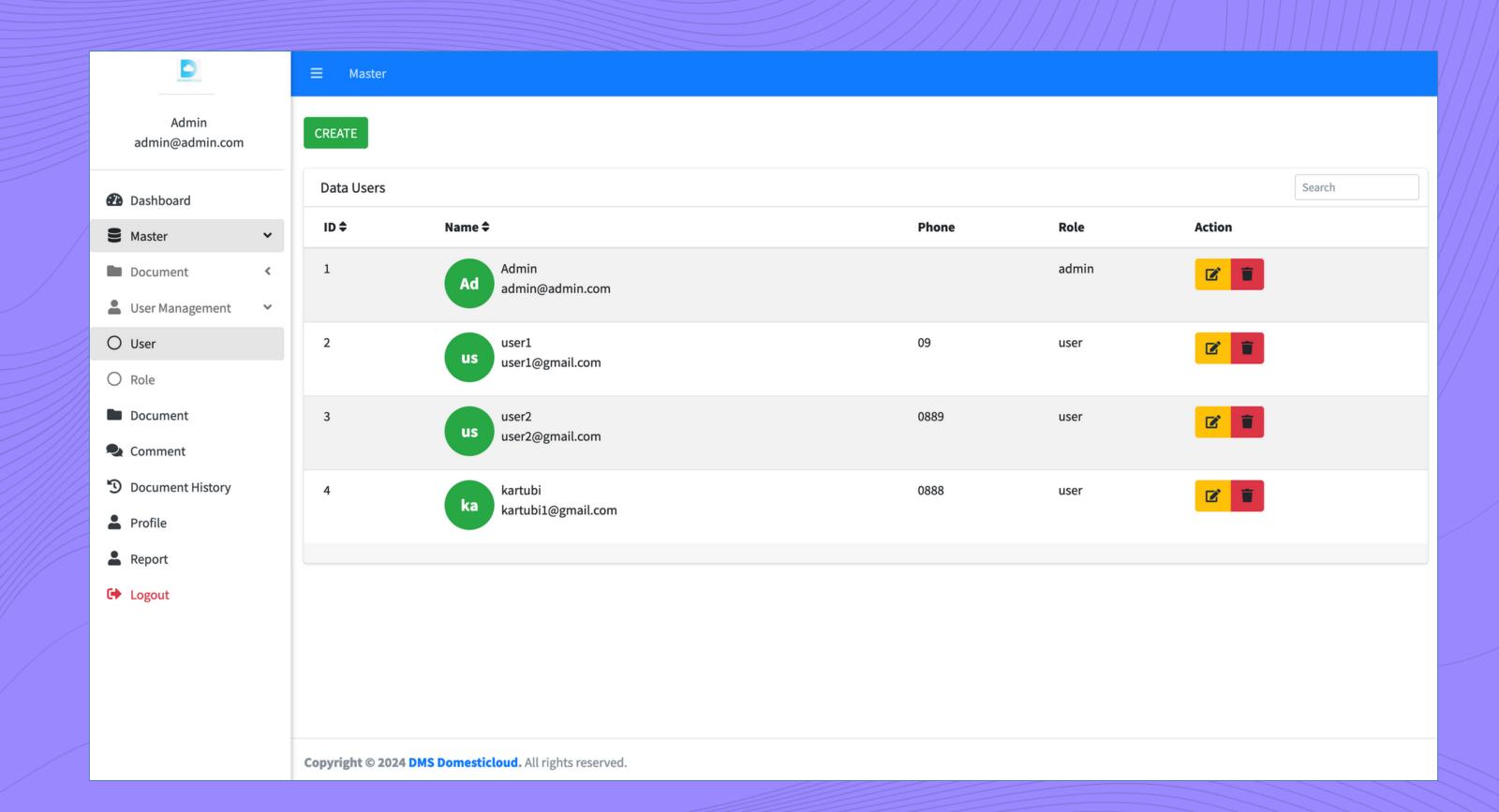
Document Workflow & Messaging System

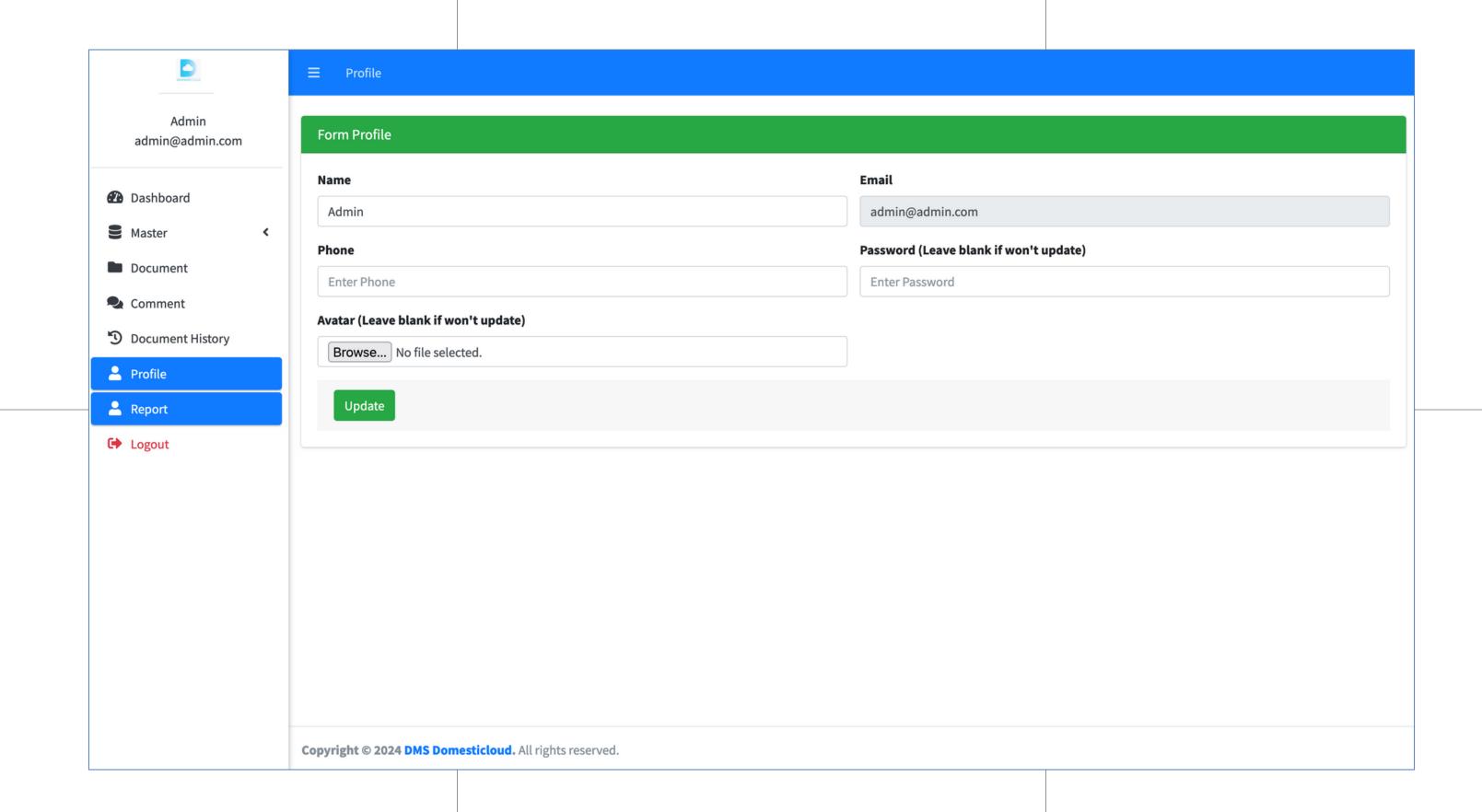
- Dynamic Business Process Management
- Email & Messaging System & WhatsApp.

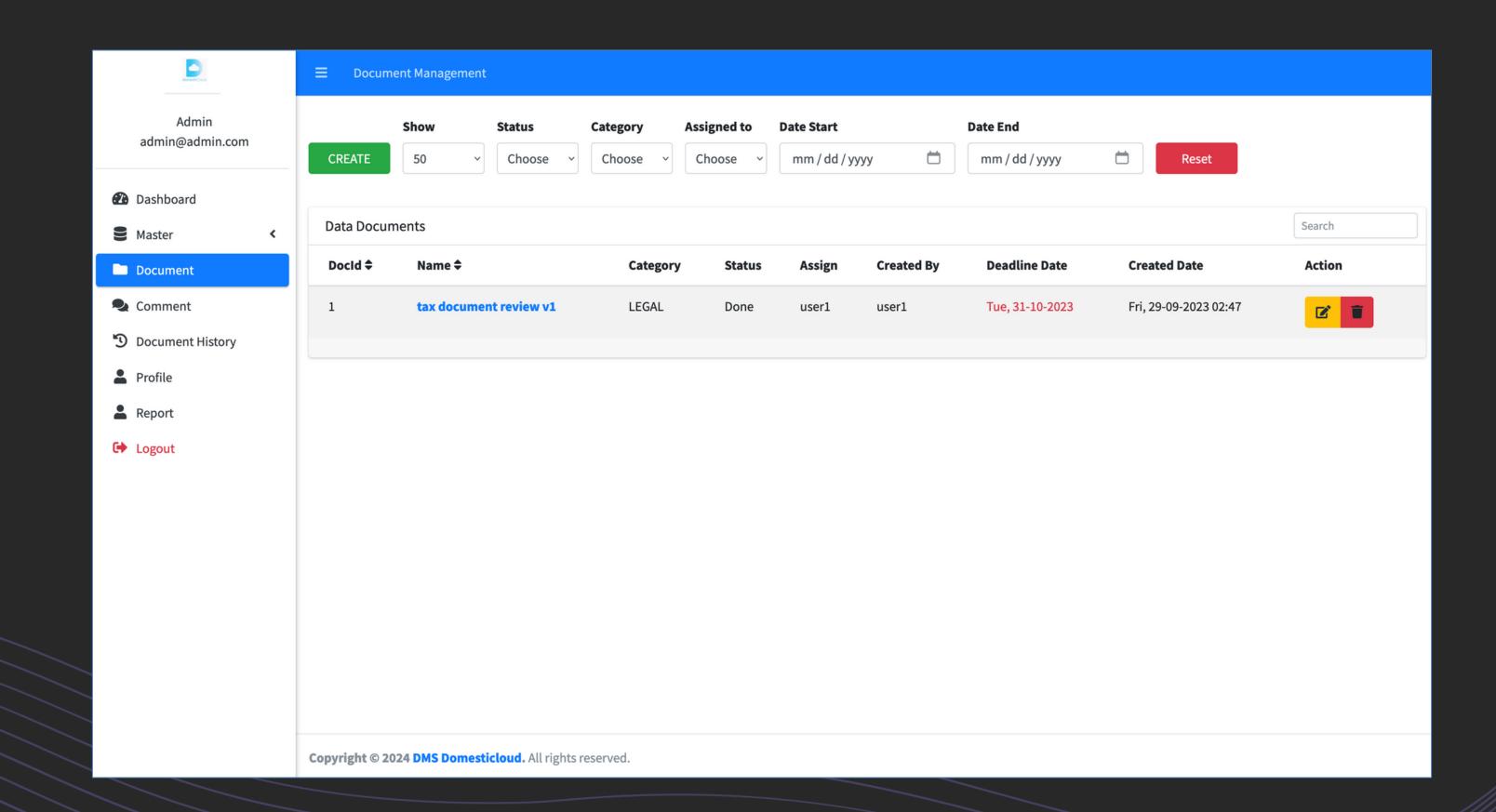












Thank you!

Do you have any questions?

