



ENTERPRISE DOCUMENT MANAGEMENT SYSTEM

A Scalable Document Management for all businesses

EDMS is a powerful and cost effective document management that allows businesses to centralize management, storage, collaboration, retrieval and archiving of documents.



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Preamble

Enterprise Document Management System supports an intuitive user interface, making it easy to navigate the data. With an inbuilt Document Control System, users are guaranteed all the latest documents located in the Document Register. EDMS addresses the needs of many vertical markets, including manufacturing, architecture, engineering, banking, construction, utilities, universities, and government agencies.

Need for DMS

- Searching for required information in documents is time consuming.
- Managing changes and versions of documents requires a lot of effort.
- E-mailing documents to collaborate creates inbox clutter.
- Decentralized management of documents encourages unnecessary replication.
- Share sensitive documents among limited people.
- Ongoing security and backup of documents is generally skipped.

Quick Features - EDMS

- Tree View, easier for user to browse the document based on library.
- Integration with Document Routing.
- Document and Revision Control.
- User-Friendly: Spreadsheet-style user interface.
- Advanced Document Search.
- Real-time Server Synchronization.
- Modular System.
- Multiple Security Level for Data View, Editing and Creation.
- Export Documents to any known formats.
- Scheduled Database Backup.
- Enhanced Security Access by Role-Based Access Levels.
- Comprehensive Audit and Security Logs.
- Ability to Integrate with 3rd Party Applications.

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KEY FEATURES

- Electronically register every kind of documents in your organization including incoming, outgoing and internal in all formats.
- Scan incoming letters and other documents.
- Distribute documents among staff electronically.
- Avoid necessity to make copies of documents thus save on paper toner etc.
- Track and monitor the movement and action on each and every document on line.
- Track conversation thread of correspondence.
- View history of a document.
- Ability to answer document based queries easily, making dependability on individual staff to a minimum.
- Make centralized agenda for every employee so that staff movement and availability is known to other staff and management.
- Electronically archive obsolete documents.
- Ability to search archived documents later if necessary.
- Minimize movement of hard copies within the office making the environment cleaner and healthy most importantly saving cost.
- At any time, system administrators can review comprehensive system audit reports containing precise and detailed information about all domain activity and resource usage.
- Subscribe to document classes of interest to receive automatic notification via registered email address in the case of any modifications or specified events.

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Built with robust and scalable architecture, EDMS can be deployed over LAN, WAN or Internet in large Enterprises. These Products also empower individuals and organizations by acting as powerful knowledge management tools.

EDMS gives organizations following advantages:



Managed Filing: File Repositories enable the businesses to manage their files in central area, categorize them to make them easily searchable & organize files in a hierarchial manner using spaces.



Enhanced Search: Search for any document or content inside that document uploaded to the system, with the live Full Text Search. Advanced search allows users to selectively search for the document that they are searching for, based on authors, published date or categories.



Security: The role based security and permission system makes the content within EDMS very secure. Only users with access to the content can view, edit or delete content.



Notification & Distribution: Update notifications are sent out to the responsible users making them aware of new or changed content. EDMS lets you easily distribute documents to select users via email.



Bulk Management: Upload multiple files of any type to a file repository. Images, videos, files, pdfs can all be categorized and renamed in bulk. Workflow state can also be modified in a similar way.



Archival: Documents in EDMS can be automatically scheduled to archive to a different space using the rules and workflows. The archived documents will be made available to the admins only and will not appear in the search results, avoiding clutter.

Some of the main organizational advantages, in using EDMS can be:

Increased Productivity:

One of the biggest hidden costs that paper-intensive businesses face is the time it takes to work with paper files. Employees spend valuable time walking to and from central records rooms and finding and replacing documents. EDMS document management solution makes employees more productive, since they can work with those documents without ever leaving their desks.

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Improved Regulatory Compliance

The risk of non conformance leading to fines, a withdrawn license to operate, or in certain circumstances custodial sentences when an audit takes place is reduced and in most cases removed. A combination of security control, audit trails, archiving and disaster recover ensure that an organization is able to authenticate the validity of information stored and demonstrate compliance with regulations and requirements.

Process Consistency

EDMS will enforce consistency among file structures, largely a major problem for all organizations. No longer will consistency in filing, naming conventions, and workflow suffer as you add new employees or cover for vacationing staff.

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