

# DOCUMENT MANAGEMENT SOLUTION

DIGITAL TRANSFORMATION AT YOUR FINGERTIPS

**DMS BUILT ON LATEST TECHNOLOGY  
TO HELP YOU TO OPTIMIZE COST THROUGH A  
COMPLETE DIGITAL TRANSFORMATION PLATFORM**



**DMS POWERED BY STATE OF THE ART  
BUSINESS PROCESS MANAGEMENT PLATFORM**

 **SYNERGY**



# SALIENT FEATURES

DIGITAL TRANSFORMATION  
AT YOUR FINGERTIPS



## FILES

- All kinds of files can be uploaded and previewed
- Metadata fields can be defined for each file type based on departmental needs
- Files can be checked in/out, version controlled, archived, shared



## SHARE

- Easily share files and folders with other users within and outside organization.
- Assign sharing permissions to be Read only, Read/Write or Full control



## SEARCH

- Search files as all texts within files are automatically indexed.
- Advanced search and filters by metadata, tags and integrated business objects



## WORKFLOW

- All types of workflows can be handled by template based approach with review comments & e-signature options
- Multiple hierarchies can be defined that can be used to route approvals
- Automation engine & OCR [Optical character Recognition] helps in reducing manual work



## USERS

- There are many types of user roles : -
- Admin - create users and departments.
  - Superuser - manage public folders for respective departments.
  - Normal user - create private files & folders



## MOBILE

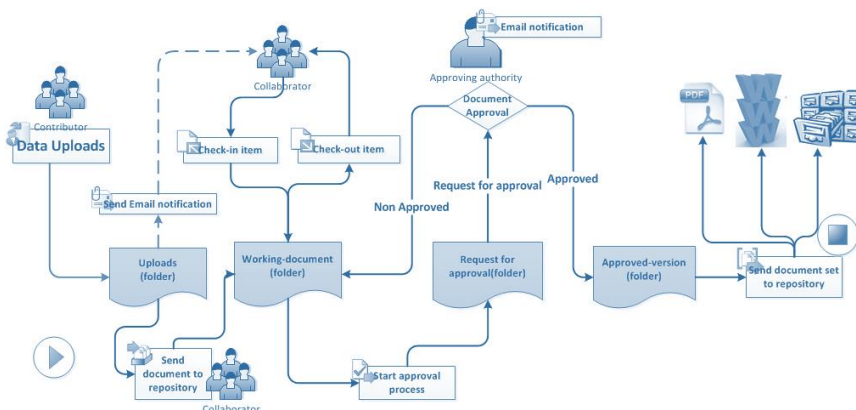
- Files can be seen from mobile app
- Files can be made available in offline mode
- Workflows can be approved from mobile

## Key Application capabilities

- Configure legal entities / divisions, workspaces / departments as per organization structure. Create folders, metadata and tag structures as per business needs.
- Collaborate (share, comment, check in/check out), Annotate, Revise & Archive Documents across the Enterprise
- Users can modify sharing permission settings through an easy-to-understand graphical user interface, while enterprise administrators can implement permissions throughout an organization with the administration module
- Maintain version Control for Documents
- Backup personal files with private folders and file storage
- Define different document types templates with their own metadata fields
- Supports upfront display (preview) of most of file formats that can be converted into pdf
- Comprehensive search capabilities with metadata to quickly locate the information
- Enterprise wide configurable Workflow for Documents
- Manage Document Approval Stages

## Value added benefits for business users

- There is separate dash board for each user in the eDMS system. There are certain handy information is available to act upon it for e.g. Checked-out document list, recently modified and downloaded documents etc. This helps out in fast decision making.
- Scan documents, upload pictures and extract text from images through Optical Character Recognition capability and fill extracted information into business application
- Make quick and accurate decisions based on single source of truth as documents are stored with version numbers and approval status in central repository
- Improve customer & supplier responsiveness by sharing workspaces / folders / files with them
- Appealing intuitive user interface for increasing engagement and adoption of the application without much training effort



## Easy onboarding experience

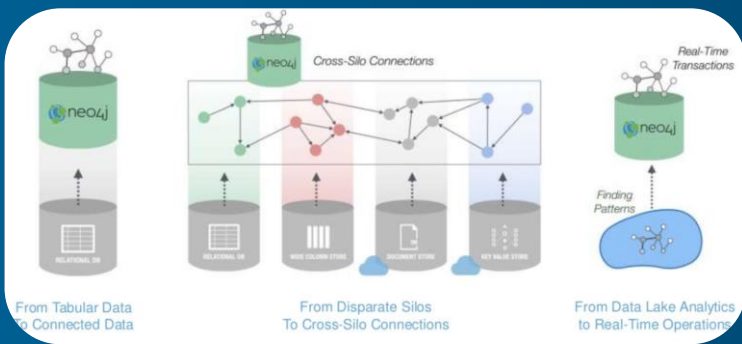
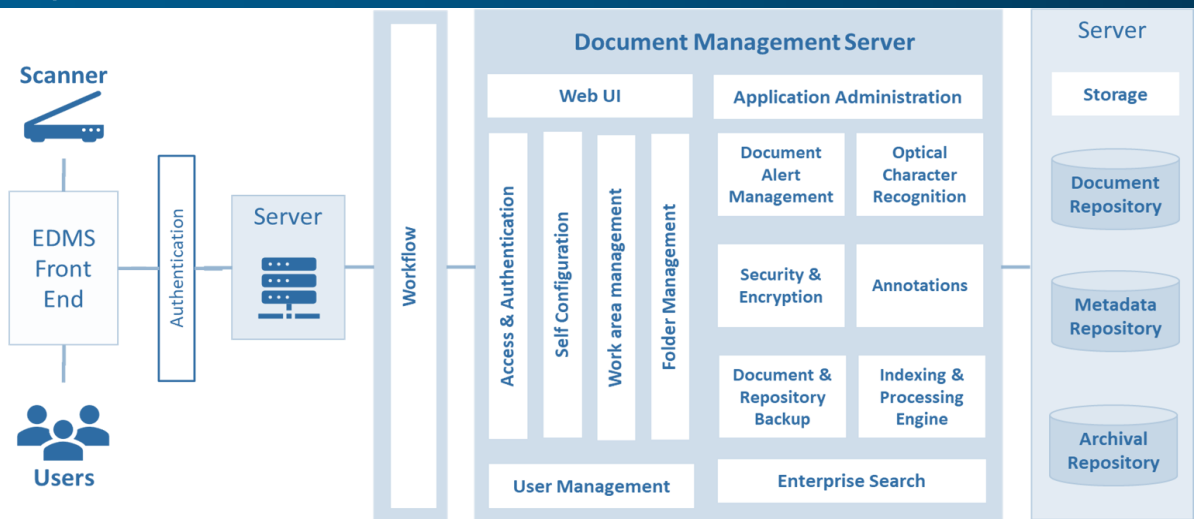
- Fastest time for deployments and go live
- Easily migrate your existing data into DMS
- Flexible pay as you go options; license fee is paid on per user subscription basis
- Best price guaranteed



# TECHNICAL FEATURES

DIGITAL TRANSFORMATION  
AT YOUR FINGERTIPS

- Robust 3 Tier technical architecture based on tried and tested design patterns is flexible to be deployed On-Premise data center, Cloud server or both in Master – Slave mode with almost no manual maintenance requirement
- Backup data in real time through use of clustered / distributed databases
- Uses Graph database technology to store file metadata in schemaless environment and NoSQL key value pair database for securely storing binary file data
- Developed using proven opensource technologies that is used by fortune 500 companies



- DMS uses 256 bit SSL encryption to protect data, encrypted stored data can only be viewed by business users from front end
- DMS allows you to capture data from many different data sources easily through flexible integration architecture

- DMS can be integrated with many different identify management solutions
- DMS provides out of the box data governance features in order to enable auditing and role based access control implemented to granular levels



Kerberos  
Strong Security



Node Keys  
Schema Constraints



Intra-Cluster Encryption