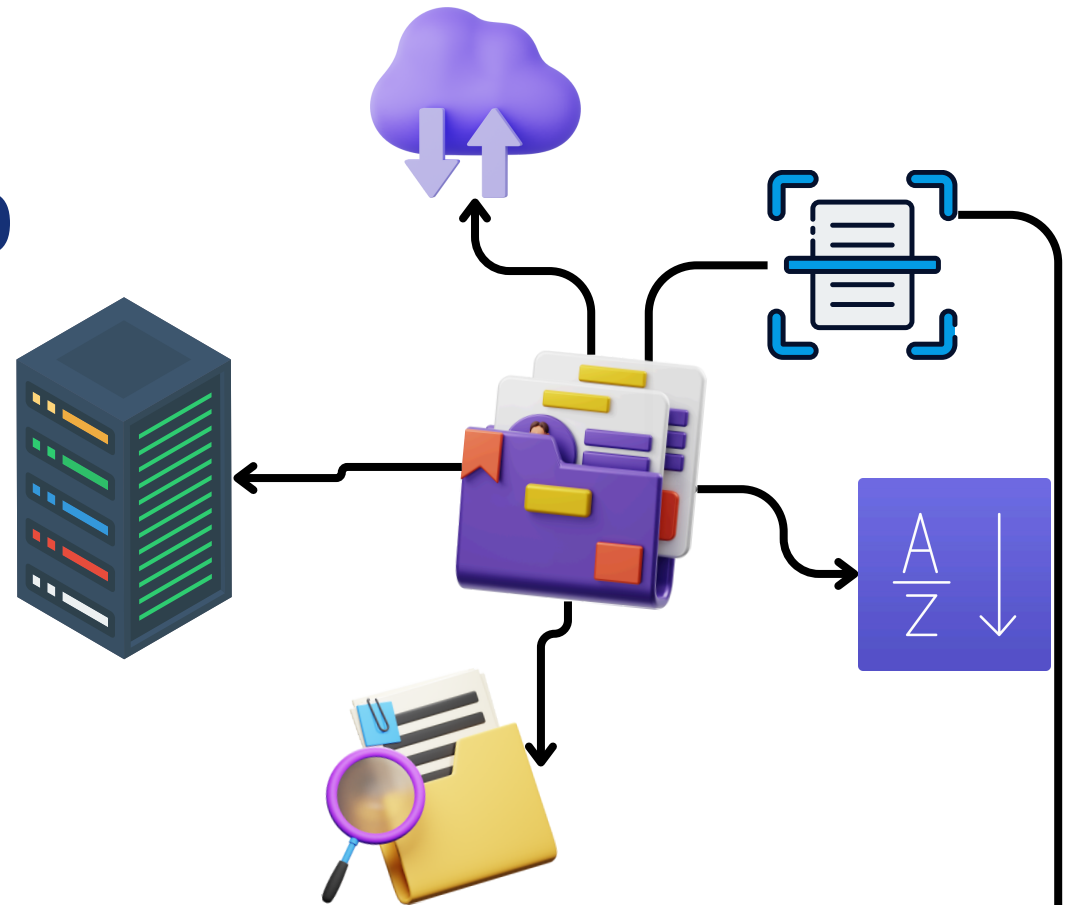




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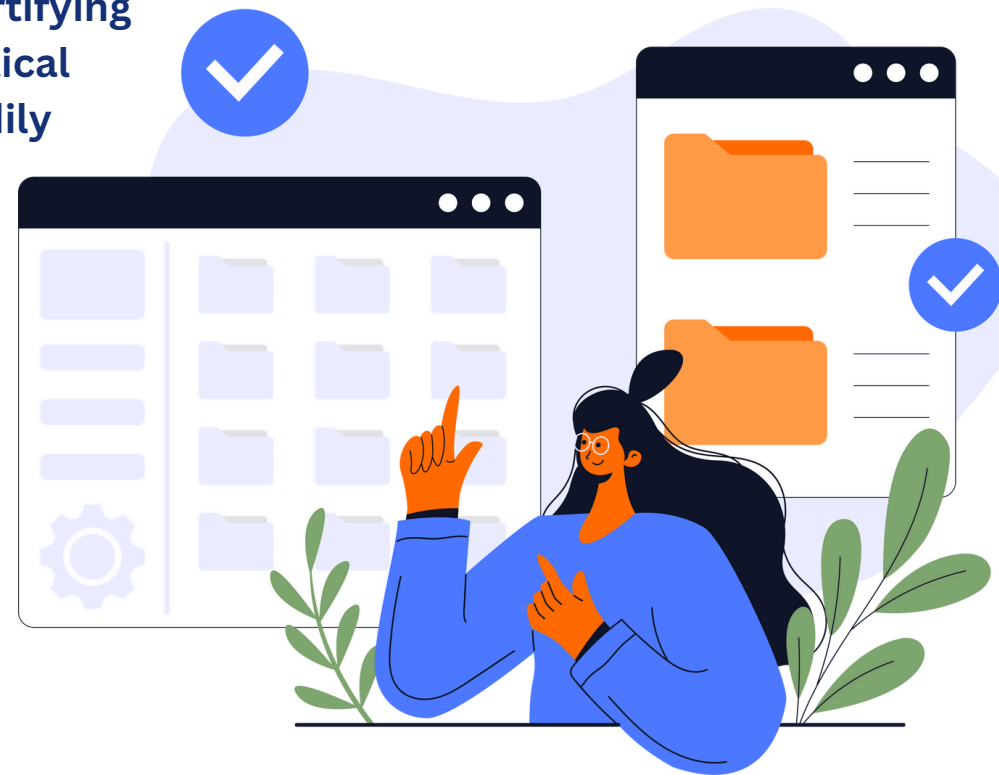
Flat No 7, Subha Apt, Opp - Mehendale Garage Erandwane Pune- 411 004.

DOCUMENT MANAGEMENT SYSTEM

A document management system fulfills a range of functions such as scanning, storing, organizing, tagging, and searching business documents. These files can be hosted on a local computer or a cloud storage. The primary objective of this software is to assist companies in efficiently managing their documents.

In the current digital era, where data holds significant value and risk, a dependable document management system is not merely a convenience but a fundamental requirement for any business. It aids organizations in complying with regulatory standards, mitigating data breaches, and fortifying disaster recovery strategies by ensuring critical documents are securely backed up and readily accessible.

Ultimately, the adoption of a comprehensive document management system can yield substantial long-term advantages, encompassing cost efficiencies, enhanced employee contentment, and a more adaptable and responsive business framework.



Features






User Management

User Dashboard simplifies oversight of activities and files.

 Confidential marking protects sensitive information.



Access from Anywhere allows for convenient remote file access.

File Management Features

-  List and Thumbnail Views for improved file organization and identification.
-  Indexing enhances search efficiency and file retrieval.
-  Mobile-Friendly and Responsive designs ensure usability across devices.

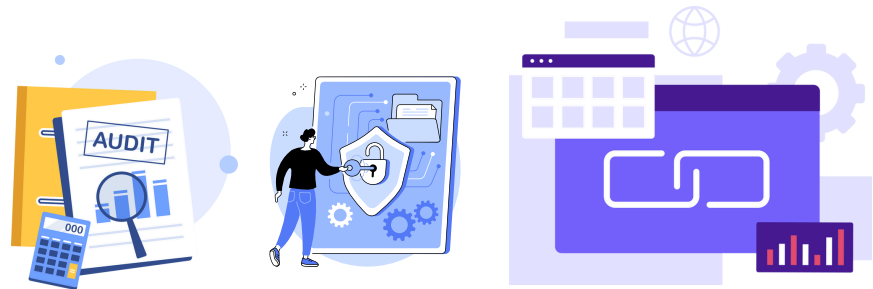


Security and Collaboration


 Audit Trail monitors file activities, enhancing accountability. 


 Access Management maintains security through proper permissions. 

 Multi-User access encourages collaboration. 



Convenience and Customization



 Bulk Upload saves time by enabling multiple file uploads.

 View Modes tailor the experience for different file types.

 Recycle Bin allows for the recovery of accidentally deleted files.

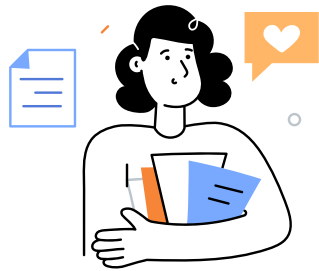
Version Control and Archiving

 Version Control monitors changes and safeguards against data loss. 

 Archived Files store important documents for the long term. 



Benefits



Performs scanning, storing, organizing, tagging, and searching of business documents.



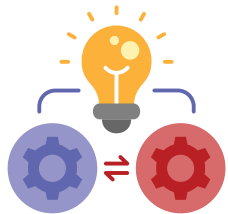
Helps companies efficiently manage their documents.

Enhances utility and fosters a cohesive work environment.

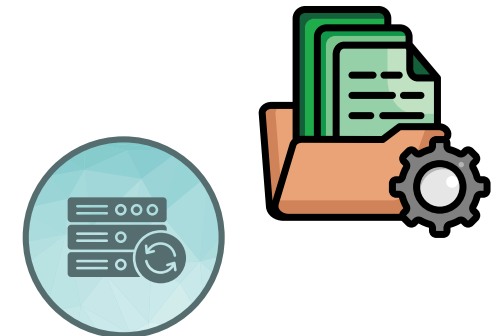


Supports disaster recovery by backing up critical documents.

Stores files on either local computers or cloud servers.



Offers reliable backup and recovery solutions.





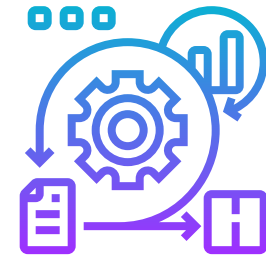
Delivers cost savings, improves employee satisfaction, and enhances business agility.



Cost-effective with improved efficiency and heightened security.



Integrates with other business applications.



Ensures compliance with regulations and safeguards against data breaches.



Conserves physical space



Eco-friendly

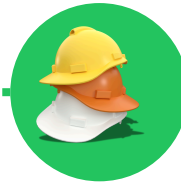
Industries

Legal Services and Law Firms



Banking & Financial Services

Real Estate and Construction Industry



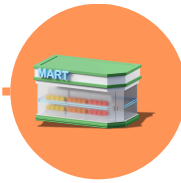
Insurance Industry

Manufacturing Industry



Healthcare & Medical Industry

Retail Industry



Transportation and Logistics Industry

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Our Partners

