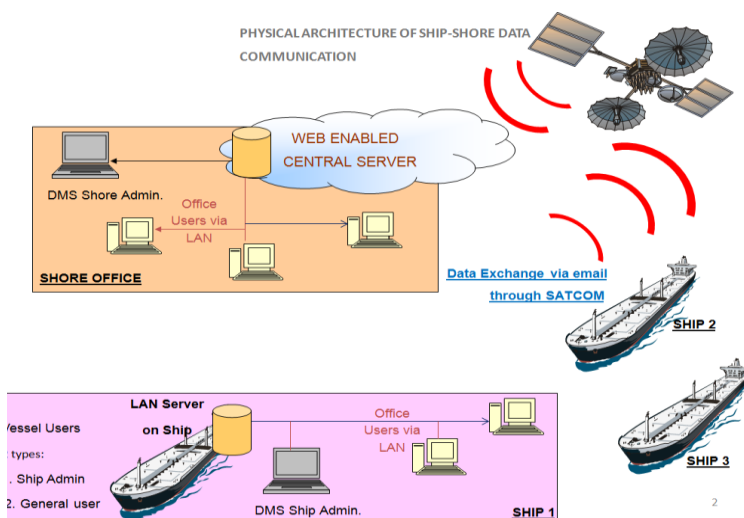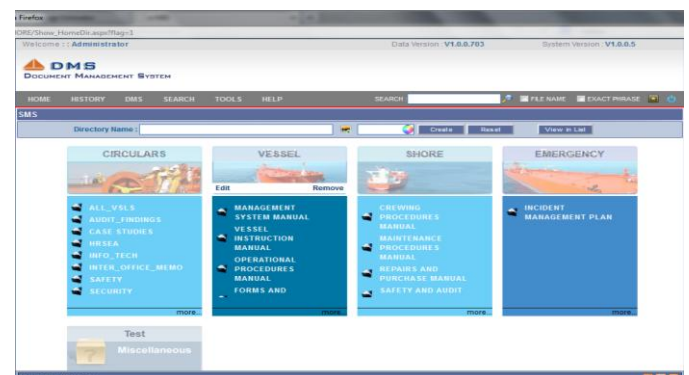# DOCUMENT MANAGEMENT SYSTEM

Decision With Insight

Document Management System is a web based online document management application which can store documents in editable and non-editable formats with ability for work flow processes for a paperless office.

It can also be used by shipping companies on board vessels. The ship and shore-staff could have ready access to updated changes in manuals and a procedure, so adopting an online management system is imperative. This software features the newest technologies and has an intuitive interface.

How beneficial is it?

- Access-determined privileges in LAN and VPN too

- Real-time data: It stores documentation on a server and provides viewership and management of the documents to users

- Multi mode data exchange between master & slave server is available, like email attachments, external storage (CD/USB drive)

- Version Control: Tracking changes made by various users ensures a good overview of new updates and makes it easier to keep track of changes during upgrades

- Compatible with any file format: PDF, MS OFFICE, JPG, PNG, GIF, and Text

- Search Functionality: The application has multilevel and multi format search capabilities of files/file contents. PDF content search, HTML content search & both.
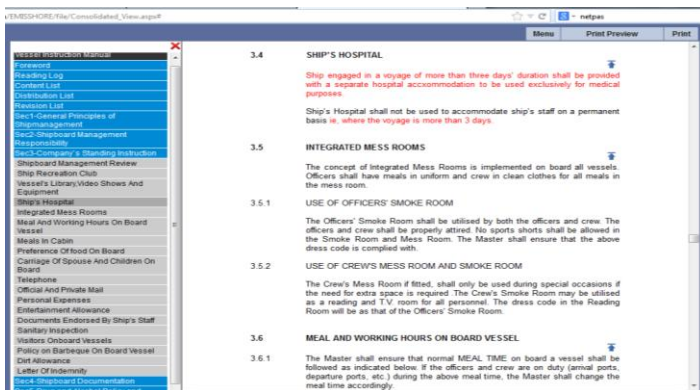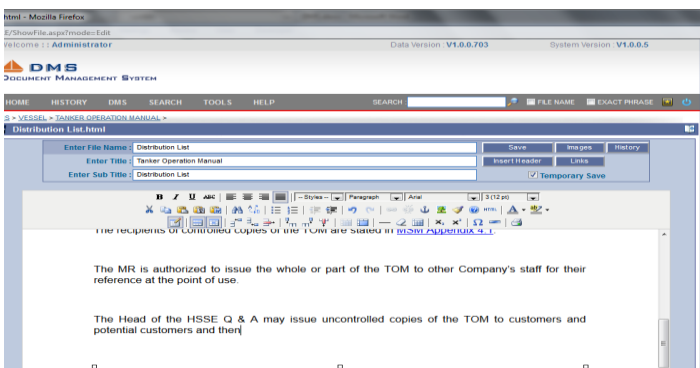
DOCUMENT MANAGEMENT SYSTEM

DOCUMENT MANAGEMENT

- Document viewing and Easy printing options

- Folders and sub folders creation, deletion and movement

- Easy navigation

- Search functionality

- Document control, amending and versioning

- Editable and non-editable document formats
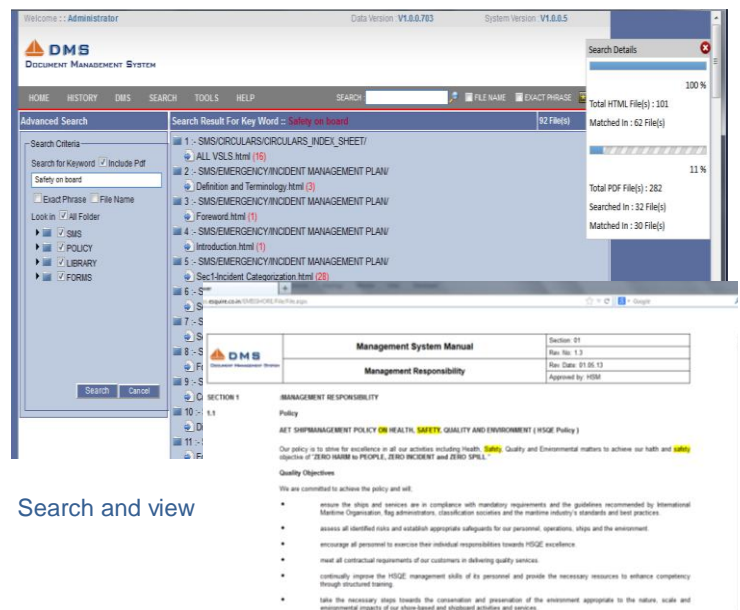
- Preserving Documents and archiving

Document viewing mode

Editable document view

THE SOLUTION YOU NEED

- FILES/FOLDER: Uploading files like MS Office, PDF, picture files; Creating an editable file (HTML format: creation tools, formatting, header insertion); File view (Individual/ Consolidated); Search (HTML/ PDF); Updating/ Editing files (HTML); Re-arranging files

- AUDIT CONTROL: History view of amendments or changes User Activity log (Admin & General)

- DATA COMMUNCIATION: Vessel creation; Vessel data exchange setting (Email attachment size/ External memory); Sync. Process - DV sending-Receipt-Update-Acknowledge receipt

- TOOLS: User Mgmt; Image Master for icons/ contents; Bookmarking; Print Preview/ Printing

- ACCESS CONTROL & PERMISSION: The system has very strict and simple access privilege control mechanism by which proper document control and access is enabled to different type or individual and group users.

- ARCHITECTURE: Client-server; master-slave server

Search and view

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