



DOCUMENT MANAGEMENT SYSTEM (DMS)

Are you headache of your table is full of paper and takes you days to search for a document? Do you experience that whole day stay at the storeroom or warehouse for searching document?

All this can be kick off and you get peace of mind with the implementation of Document Management System (DMS).

Document Management System (DMS) is an enterprise content management system with management capabilities for all types of content including business documents, photos, video, medical images, e-mail, reports, etc. The core of DMS is a repository in which the content is stored securely under compliance rules.

DMS provides a suite of features which include document management, collaboration, search, content classification, scan & capture management, process management, compliance, reports management and archiving.

DMS Benefits:

- Eliminate the inherent paper problems: missing, torn, duplication and distribution
- Achieve similar benefits as emails: instant delivery and retrieve from anywhere
- Electronic filing: sharing, security, fast access, extended reach and zero waiting time
- Connect people, process and information across the enterprise
- Improve Customer Relation: provide the right information to the right people at the right time
- Facilitate effective decision process: reliable, instant access to document / information and act NOW!
- Cost saving: think of the manpower time spent filing and searching for documents and mailing documents
- Reduce idle time and process gap: instant availability of information
- Minimize risk: no risk/ misplaced documents
- Enforce best practices and regulatory compliance
- Enables Business Continuity Planning

DMS System Flow:-

