

Document Management System

An Ideal Solution For Paperless Office



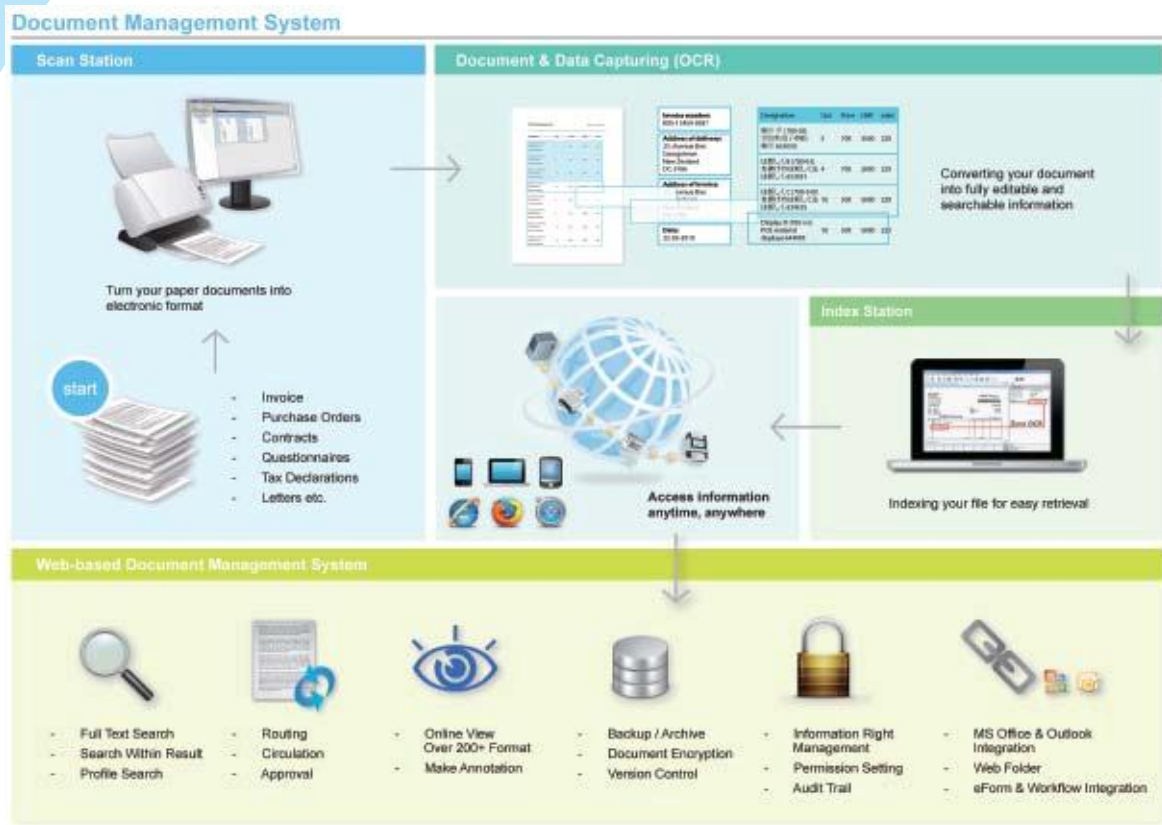
Why do you need a Document Management System?

You need fast, easy access to your information to share knowledge, drive business process, boost customer satisfaction, gain productivity and ensure regulatory compliance. But in most organizations, an estimated 80% of information is unstructured, with much of it contained in paper documents. As a result, employees spend 15 to 30% of their time searching for information.

To recapture much of that lost time and take command of your information, A document management system is needed to bring together all electronic drawing files, text files, word processing files, spreadsheets, etc., into one cohesive system.

Benefits

- Allows digital documents to be easily organized, retrieved, indexed and archived
- Fast retrieval of documents by full-text, profile and advanced search
- Enhance document security with sophisticated access right setting over individual folders and files
- Shorten user's learning curve with Microsoft Office, Outlook and Windows Explorer integration
- Document circulation, routing and approval
- Comprehensive approval with the integration of workflow management system
- Perform regular backups to the storage system to ensure data is restored if system failure occurs
- Highly scalable architecture to support tens of thousands of users



Key Capabilities Store

Document Encryption - To ensure the data security, all files in DMS are encrypted to avoid unauthorized access.

Version Control - All previous versions of an identical document are saved in history and can be retrieved easily.

Retention Policy - Retention period can be set in document profile to facilitate periodic archive for legal or customer compliance.

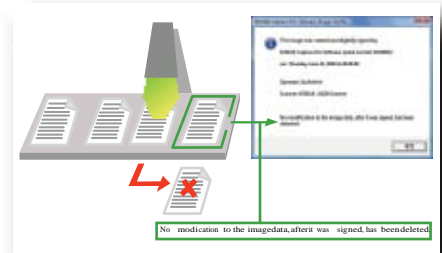
Backup/ Archive to Media - Exporting files and folders to external storage devices, such as CD, DVD and hard disc, for backup purpose.

e-Signature and Image Verification - Applying X.509 digital signature on scanned document, in which audit trail records information including date and time, scanner and scanner operator. Any alternation on document images can be detected from image verification tool.

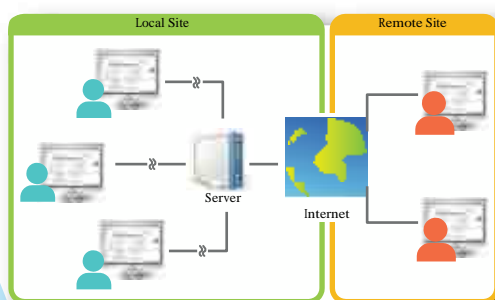
Document History - IPublic\Company Website\Products\Asta Workflow System.docx

Version	File Name	Size	Format	Modified	Modified by	Comments
6	Asta Workflow System.docx	27.25 KB	docx	25/04/2019 15:23:55	clm.iam	No log message
5	Asta Workflow System.docx	27.13 KB	docx	25/04/2019 12:43:44	clm.iam	No log message
4	Asta Workflow System.docx	26.01 KB	docx	19/04/2019 15:04:58	clm.iam	No log message
3	Asta Workflow System.docx	24.45 KB	docx	19/04/2019 15:45:15	clm.iam	No log message
2	Asta Workflow System.docx	24.2 KB	docx	19/04/2019 15:27:54	clm.iam	No log message
1	Asta Workflow System.docx	24.07 KB	docx	19/04/2019 15:15:55	clm.iam	No log message

Multiple versions can be saved and viewed for identical document.



Any modification on document can be detected by applying X.509 eSignature.



Through local network and remote access, users can access necessary documents anytime.

Share

Branch Office Deployment - With a web-based DMS, organization with several branch offices at different geographic locations can deploy a centralized repository to advance daily business operations and communications.

Email Large Documents with Hyperlink for Download - Users can send specific document hyperlinks through email, while setting temporary password and expiry date to ensure system security.

Document Routing, Circulation and Approval - With workflow module, users can route, circulate or assign tasks to colleagues and keep track of their working progresses. Meanwhile, document recipients can identify any outstanding tasks and specific deadline on 'My Task' list.

Document Check In/ Check Out - To ensure document modification is made by only one user simultaneously, users may check out document to work on it.

Subscription to Alert for Changes - User can subscribe to particular documents and folders and get email notification promptly if the files are being updated.

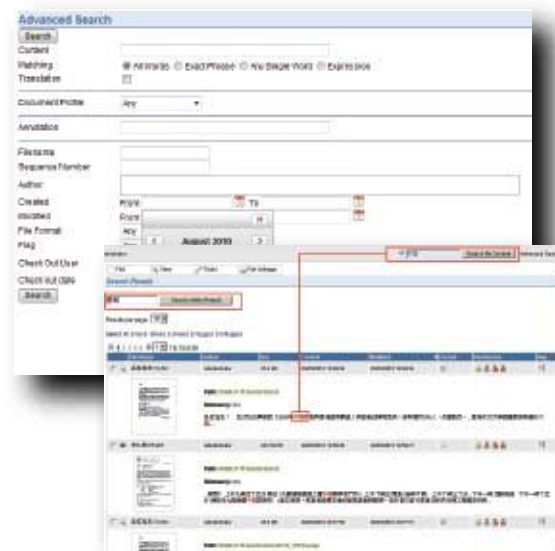
Search

Full Text Search - Users can obtain necessary documents in just seconds by inputting key words. The system provides full text search for commonly used file types such as MS Office, Adobe PDF, Text File and HTML.

Search within Result - With 'Search within Result' feature, number of document found is greatly narrowed down while relevance is gradually enhanced.

Profile Search - Profile index values, such as date, serial number, document type, can be inputted to facilitate document search process.

Advanced Search - Users can quickly find out specific documents by entering various search criteria at once, including file type, folder name, author, annotation, created date, modified date etc.



User can retrieve necessary information quickly using different search function.

Security

IP/MAC Address Filtering - Only PCs with registered IP address and MAC (Media Access Control) address will be allowed to access DMS.

Permission Control - Permission right such as read, update, delete, print and save annotation can be granted to different users or user groups on both folder or file level.

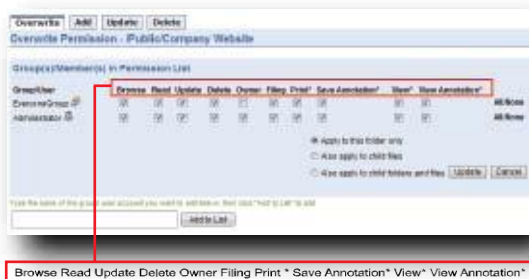
Audit Trail & Reports - All actions, including viewing, editing, uploading and deleting documents, are recorded in system. These data can be used to generate statistical reports for further analysis.

Information Right Management - Information security can be enriched by applying Information Right Management module which empowers users to edit documents from DMS whereas prevents users from saving or copying files to USB drive and printing as hardcopy.

ISO Document Control - To comply with ISO standard, watermark which includes version number, printing date and time can be added when printing draft documents.



Unknown IP or MAC address will be denied access.



Different permission rights can be set on both folder and file level.

View

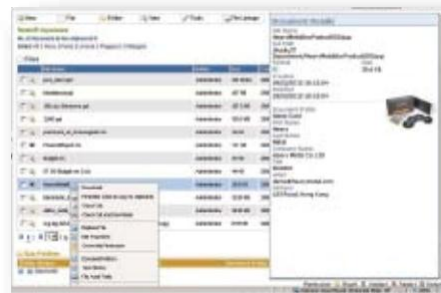
Document Listing - Users can view document listing in normal, thumbnail and profile view which present different file information. Listing columns can be customized to show the priority of file information.

Web Base Document Viewer - Document viewer is convenient and time-saving for users to view documents directly online.

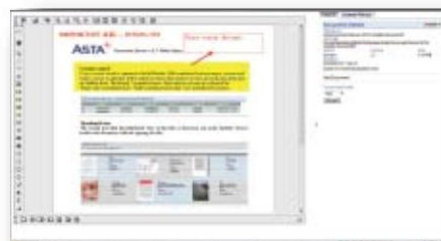
Support over 200 Document Formats - Over 200 document formats, including Office 2007, PDF, AutoCAD, PSD, AI can be supported and viewed online even if that application software is not available on the computer.

Annotation - Users can make annotation over a document while not change the original file. Annotation details, including creator name as well as created date and time can be shown.

Document Linkage - Related documents, for example, customer orders and invoices, which stored in separate folders, can be linked together. As a result, time and cost of searching is significantly reduced.



Document profile can be viewed simply by moving the cursor on the file name.



User can view over 200 file formats and make annotation instantly through the viewer.

Integrate



Both the email message and attachment can be filed into DMS for easy retrieval



User can edit file using MS Office seamlessly

Client for Desktop - Batch of folders and files can be easily uploaded or downloaded with WebDav function. User can simply drag and drop files and folders between the desktop folders and web folders.

Client for MS Office - Users can edit or update documents, such as MS Word, Excel and Power Point, instantly in DMS.

Client for MS Outlook and Lotus Notes - Filing email messages and attachments from MS Outlook or Lotus Notes to DMS. Messages can be indexed in batch upon uploading process, and then be instantly searched and retrieved.

eForm and Workflow Integration - Document approval can be activated by a workflow system in which document is routed to pre-defined personnel for notification or approval. The whole workflow progress can be monitored in a graphical interface. Also, users can attach document that stored in DMS or file the processed eForm to DMS.

Scanner and MFP Integration - Integration with scanning software is allowed for fast capture and indexing of hardcopy documents into the document repository. It supports over 200 models. Indexing can be added flexibly by Zonal OCR and the recognized words are automatically filled in appropriate fields in index profile.