

## ABOUT SOFTWARE

- An ultimate document management solution suitable for any type of Business Organizations. This solution is ideal for managing employee related information, employee documents and Different kind of office related documents and the expiry details.
- DMS has everything you need in document management, in one affordable system. Our easy to use And simple interface and-high flexibility allow businesses of any type and size to implement it to their Document management needs. This is why our Document Management System is being successfully Adopted across all industries that wish to go paperless. The software search engine provides A fast, easy, and powerful way to find documents in the document repository Which saves time and cost both.
- An automated expiry Alert system alerts you before the expiry of any document. You can set your Time schedules for the expiry alert system. Expiry Alert can give you the details of documents Expired and going to expire in a pre-defined number of days.

## BENEFITS

- Web based, scalable and customizable.
- Supports all the standard browser.
- Controlled and Uncontrolled Access.
- Password control.
- Unlimited type of document category can be created.
- Powerful search utility to find Records easily.
- Powerful Export facility gives you flexibility to export to Excel, Word, PDF.
- Multi Document attachment facility.
- Supports SaaS model within your Group.
- Shortest learning Time. All most No training required.
- Shortest implementation period.
- Login- logout log management.



# DMS

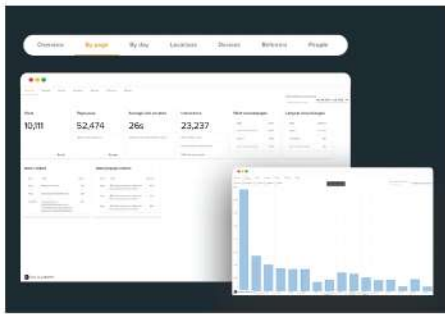
Document Management Software

Companies often need assistance with colossal problems like system downtime, security breaches, lost documents, and disorganised records. Finding the right documents can be frustrating and take up a lot of time and money.



## ONLINE DOCUMENT MANAGEMENT SYSTEM

Secure | Web Based | Scalable | 24\*7 Access



### ADVANCE DASHBOARD WITH ALERTS

User will never forget any Expiry date of any important document as this software automatically reminds the expiry dates & nearby expiry dates

### ON THE CLOUD

Well suited for companies with multiple offices or branches that don't want to manage server and don't require more customization well synchronized data, Access on mobile /Tablet/ Laptop.



### BACKUP

We routine backup your data according to best backup guide lines. This offer peace of mind to you in the case of natural disaster,crash of hard disk or computer etc.



### EASY ACCESS TO CONTENT

Securing document is one thing, but people still need to be able to find the right information at any time... Anywhere... We make it simple for users with right permission to access the documents



## MODULES OF SOFTWARE



### COMPANY LICENSE

- Trade license
- Tenancy license
- Other license of renewal management.
- Document management.
- Expiry alert of any license of any company

### EMPLOYEE DETAIL

- Contact Detail, Relative Details, Experience Detail, Qualification, Job Details. Etc.
- Passport, Visa, Driving licenses, Health card, Labor Card, Insurance.
- Expiry alerts.
- Documents copy of all.
- Salary basics.
- Leave Details.
- Increment Details, Due date.
- Allowances, Deduction, Deposits.
- Work History.

### INSURANCE

- Company wise/Branch Wise insurance.
- Building Stock.
- Personal insurance.
- Expiry Alert.

### EXPENSES

- Travelling Expense.
- Other Expense
- Document management
- Summary of Expenses

### VEHICLE MANAGEMENT

- Vehicle Details.
- Petro Card.
- Vehicle Repairing.
- Document management.
- Expiry date.
- Petro Exp. Summary

### OTHER FEATURES

- Basic pay slip
- Leave Management
- Loan management.
- Appointments & reminder