



Document Management Software

Across the globe, billions of paper documents are produced by individuals, large organizations and small offices every day. Many of these documents are read once, filed away and forgotten about. As the months and years go by, a huge amount of costly stationary are consumed.

Given the constraints that today's businesses – especially Government Organization – face in terms of time and other resources, a more efficient way of managing documents is the need of the hour. The answer is in having an Electronic Document Management Software for government organization.

Jayceetech DMS

Jayceetech's **Document Management System (DMS)** is an industry leading state-of-the art Web-based Document Management Application that helps you store and track electronic documents and /or images of paper document. It helps to quickly create a centralized, searchable database of all your documents. Keep documents private or share them with other users on your network. It is designed to secure and manage the lifecycle of documents, records, images, email, faxes or any other paper or electronic -files you may have.

Why DMS?

DMS offers customers a comprehensive, customizable, secure, easy-to-use and an affordable document management system that will make you and your team more productive, and your organization more environment friendly. With DMS, there will be no more trips to the file room, no more phone calls to your office clerks for correction to letter and no more fruitless searches of your hard drive for that missing letter and no more time spent looking through old emails, faxes and filing drawers.

Here is how you can benefit using DMS:

- **Saves time:** No time lost scanning, filing and retrieving documents.
- **Simplification:** Single mechanism to manage both electronic and paper documents.
- **Collaboration:** Share your documents with others in your organization.
- **Easy access:** Access documents from any machine on your LAN.
- **Security:** Share documents with others or keep them private.
- **Saves Stationary:** Simple workflow management lets you approve/reject document online at real time.
- **Space-saving:** Reclaim the space used to store documents.
- **Governance:** Enhance transparency and governance

Document Management System

Document management is a process taken with document within an organization, with respect to the creation, distribution and deletion of documents.

A system used for managing documents allowing users to store, retrieve & share them with security and version control.

Document Management System allow user to create a document or capture a hard copy in electronic form, store, edit, print, process & otherwise manage documents.

Highlights:

- Attach document images with almost all transactions screens.
- Quick to implement & easy to use.
- Upload document images from any client workstation.
- Supports multiple file formats.
- Scan multi-page documents.
- All files are safe & secure within the database.
- No need to keep track of disparate document folders on your PCs & servers.
- Multiple files and file types stored against each transaction.
- Easy navigation.
- Backup source documents.
- Save documents storage costs.
- Paperless office!.
- Reprint Source documents.
- Comprehensive document search.
- Content Management

Document Management System

Jayceetech's Document Management solution streamlines your document management processes and let you store, organize, view, and modify files.

Document Management System Features:

- Can be used with in a department/section and organization
- All documents stored in centralized location
- Keyword Base search
- Assign Add/Modify rights
- Folder watching to capture documents
- Document export utility
- Role-based security with inheritance
- Multiple file upload and download
- Detailed audit history
- Document states: draft, pending approval, released
- Pre-defined workflow processes for automation
- Release approval workflow
- Expiration approval workflow
- Document review workflow
- Personal and group task list management
- Group-based workflow assignments
- Workflow status visibility
- Organization wide workflow status report
- Password enabled workflow approvals
- Document Identification* (can be integrated with Bar Code & RFID)
- SAS Ready Implementation*
- Document Distribution Control of rights by a higher authority to subordinates
- You can create multiple links between related documents. This way you can easily jump from one document to another

Document Management System Specification:

- **Database:** Microsoft SQL Server 2019
- **Front-End:** Microsoft ASP.NET 4.5 C#, Javascript, Ajax.
- **System Requirement:** Microsoft Windows Server 2012, 2016, 2019/Win 8.1/Win 10.