



Document Control Software

This software is basically designed for the organization who handles heavy document storage work related to their customers. This is a cloud-based solution, all uploaded documents in the software are stored at the central server, which can be easily accessed anywhere and anytime. All documents are protected by user control. Each user should have the permission to access others' files.

Features

- Upload files from user computer to server
- Bulk upload facility
- Set up document title, keywords
- Tag document classes
- Share with other users (Private or Public)
- Share with groups
- Manage uploaded docs
- Check user activity related to documents uploaded
- Folder management
- File Encryption



Search Docs

Search by: Title, Specified Keywords, Folder name.

Search by file name: pattern "file:{filename}"

eg: file: client-file.png

Search by user : pattern "user:{user-emailid}"

eg: user: admin@idaksh.in

Search by class: pattern "class:{class-name}"

eg: class: invoice

Search by group: pattern "group:{group-name}"

eg: group: sales and marketing



Teams, People and Classes:

- Create teams
- Manage teams
- Create users
- Create classes
- Manage document based on classes and teams

Security

- All files are stored in an encrypted manner.
- Cloud-based storage.
- Built with File encryption algorithm.

Why idaksh DMS

* Centralized source of information

Flexible retrieval of documents and information they contain improved fast and flexible search for information and data Controlled and improved document distribution.

🔒 Improved Security

Administratively controlled access to data Disaster recovery.

💰 Cost-effectiveness

Reduced or eliminated document storage cost Improved cash-flow.

🔄 Improved Workflow

Improved internal operations and communications Easy administration of information and data Preserved intellectual capital.