

## DOCUMENT MANAGEMENT SYSTEM (DMS)

**DMSLite is a smart & user friendly tool that equips your business to meet the challenges of ever increasing data. It synchronizes all aspects of data management from storage to access to data transfer and ensures faster delivery of data. Proven for small & Medium businesses, it can be customized for organization specific needs.**

### Features at a Glance

- Web based Application
- Real Time Searching
- Drag and Drop files
- File level access rules
- Workflow /Versioning
- Easy data transportation
- Smart Uploads
- Internal message center
- Integrated notifications
- Scalable /Customizable

### Key benefits

- Easy to learn
- Speedy Searching
- Smarter document access
- Elaborate notification
- Unlimited security rules
- Multiple file upload
- Easily customizable
- Learns usage patterns
- Inbuilt messaging
- Remote Access
- Environment Friendly

### Focus on Core Functions

DMSLite document management takes a fresh look at the basic document management functions—Upload, Search and Manage. It makes document management simple and easy by making these core functions smarter and faster for the user.

By making the core document management functions easy to use and simple to understand, DMSLite makes creates a platform where more and more users readily participate in the document management process.

### Easy to Use

DMSLite is designed to be a highly user friendly application. Simple and uncluttered screen, with windows like drag and drop functionality and tree based navigation ensure ease of use.

Users quickly feel comfortable using DMSLite which is a key factor in user acceptance. Since users do not perceive the application to be complex, they readily use it.

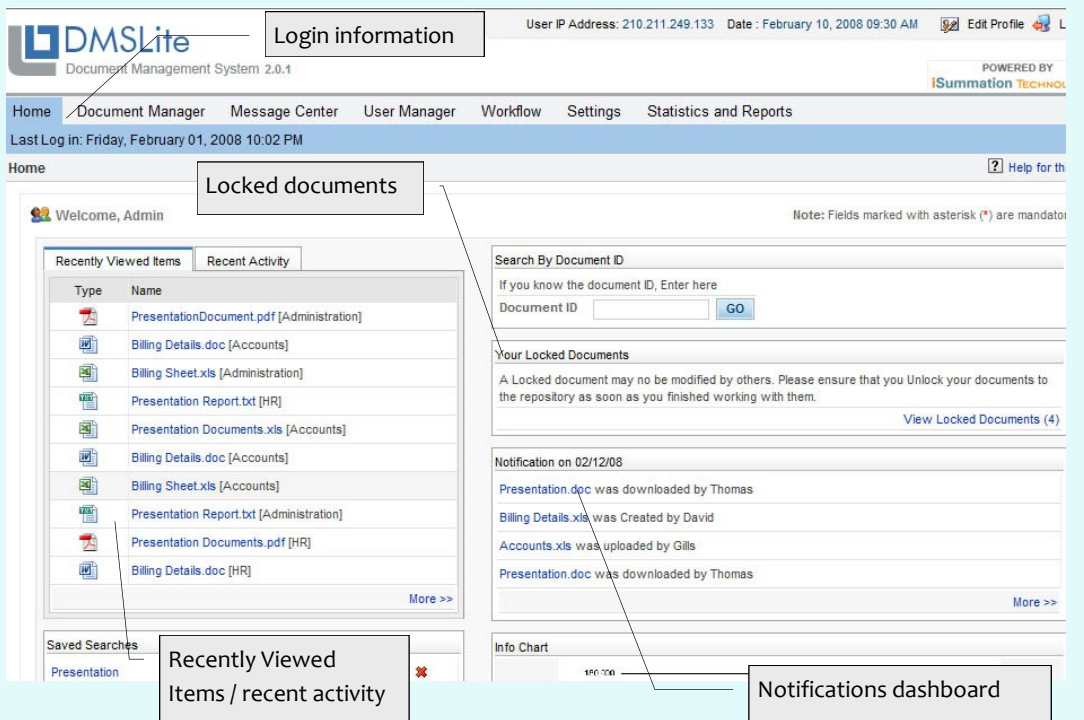
### Keeps data secure

While DMSLite ensures that more users get easy access to data, stringent accessibility rules restrict access to key data. While creating a user or user group, the administrator clearly sets the access limits which ensures a users only sees only the information to which he has access. Unlimited file and folder based access permutations can be applied using DMSLite

### Reduces search time

DMSLite is a an intelligent application learns from user preferences. The application dashboard displays links to files the users is most likely to access based on his usage patterns. This considerably reduces the searching time.

Figure 1 : DMSLite dashboard



The screenshot shows the DMSLite dashboard interface. At the top, there is a header with the DMSLite logo, 'Login information', and user details: 'User IP Address: 210.211.249.133 Date: February 10, 2008 09:30 AM'. Below the header is a navigation menu with options: Home, Document Manager, Message Center, User Manager, Workflow, Settings, and Statistics and Reports. The main content area is divided into several sections:

- Home:** A welcome message 'Welcome, Admin' and a 'Help for th' link.
- Recently Viewed Items / recent activity:** A table listing recently viewed documents with columns for 'Type' and 'Name'. The table includes items like 'PresentationDocument.pdf [Administration]', 'Billing Details.doc [Accounts]', and 'Billing Sheet.xls [Administration]'. A 'More >>' link is at the bottom of the table.
- Locked documents:** A section titled 'Your Locked Documents' with a message: 'A Locked document may no be modified by others. Please ensure that you Unlock your documents to the repository as soon as you finished working with them.' and a 'View Locked Documents (4)' link.
- Notifications dashboard:** A section titled 'Notification on 02/12/08' listing recent activities: 'Presentation.doc was downloaded by Thomas', 'Billing Details.xls was Created by David', 'Accounts.xls was uploaded by Gills', and 'Presentation.doc was downloaded by Thomas'. A 'More >>' link is at the bottom.
- Search By Document ID:** A search box with the text 'If you know the document ID, Enter here' and a 'GO' button.
- Info Chart:** A small chart area at the bottom right.

**Eco friendly DMS**

“DMSlite is an eco friendly software tool that helps your company contribute to a better environment by avoiding unnecessary wastage of paper and ink.”

**Best for SMEs**

- User Friendly interface
- No installation required
- No hardware installation
- No Maintenance hassles
- Multiple user profiles
- Custom security features
- Auto alerts /notifications
- Fast file searching
- Smart Document Manager
- Remote access
- Windows like interface
- Higher ROI
- Unlimited file types
- Real Time Searching

**Inbuilt Messaging and Notifications**

DMSLite is equipped with the most elaborate messaging and notifications modules to quickly update the users and to help them share information easily.

An inbuilt messaging center helps send internal mails and maintains a searchable contacts database. Users can send mails internally by attaching files.

System and manual notification network ensures that a user can manage his/her tasks more efficiently. It also ensures smarter and better system administration as user activities can be monitored closely.

**Greater Business Efficiency**

Expect astonishing turnarounds in day to day efficiency with DMSLite since it makes information easily accessible and portable. Users more readily find data, use it and collaborate to come to critical and sound business decisions.

Since DMSLite can be accessed remotely, it is of great use to companies who have sales and marketing staff working in field jobs. Staff – onsite or offsite will always have access to the most appropriate and most recently updated information.

**DMSLite means FASTER Document Management**

**Real time Searching**

As the user types in keywords, relevant files and folders starts displaying which means he might get the relevant file without even having to type the entire phrase.

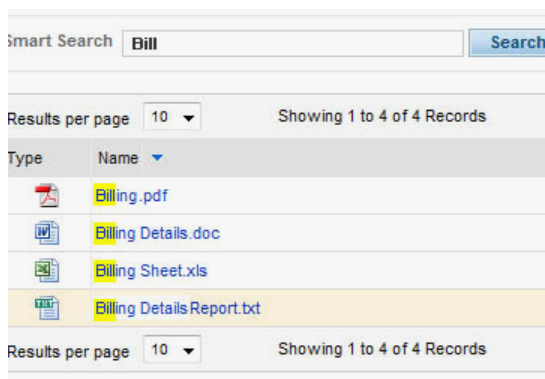


Figure 2 : Real time searching with DMSlite

**Drag and drop files**

User can move files and folders in the system using drag and drop functions. This means user no longer needs to remember and type in long and cumbersome destination paths to move a file or folder.

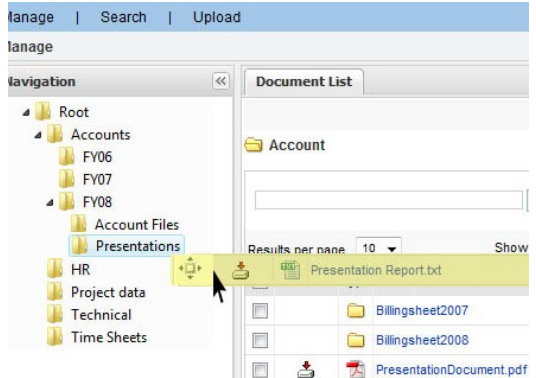


Figure 3 : Drag and Drop files across the system

**Upload Multiple files**

Instead of having to upload several files from different locations one by one users can multiple files can be uploaded from a single place using the smart uploader tool. Just select the files and keep adding them to the upload stack. When all required files are stacked, user clicks the upload button and the files start uploading one by one. The upload can be paused or stopped entirely.



Figure 4 : Multiple file Uploader

**Right click menus**

Users can access useful shortcuts like cut, copy, mail, rename, properties etc. using the right click menus on files and folders. This makes document management easier and more convenient. The properties shortcut displays all possible information on the file

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**Smart Advanced Search Tools**

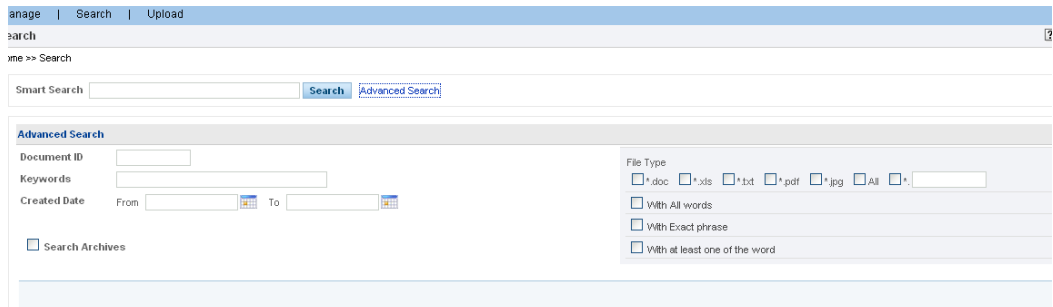


Figure 5 : Advanced Search Options

**Search by**

- File extension
- Creation dates between
- Keywords
- Document
- String combinations

Ability to search file archives plus several useful search parameters are provided which help the users quickly find files based on the information they have.

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**Limited and Secure Document Access**

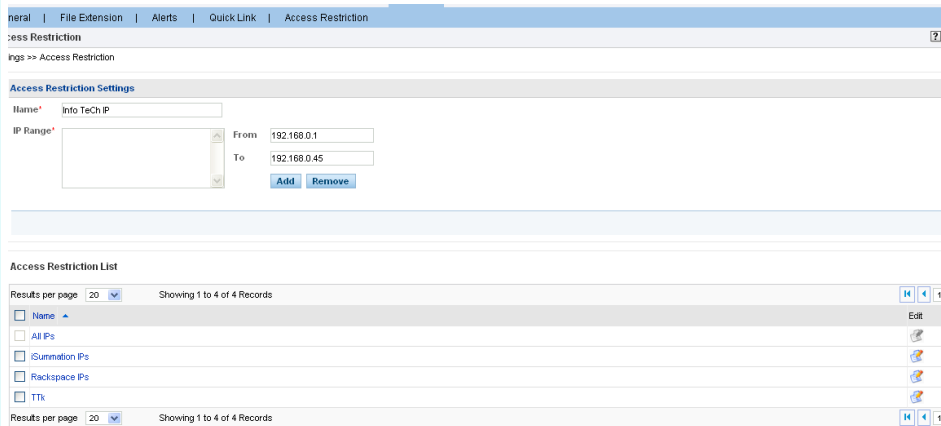


Figure 6 : Limited Document Access

The threat of identity theft and other privacy breaches has escalated in recent years, increasing both awareness and the need to ensure that confidential information remains private.

The need for security must be weighed against the ability for authorized personnel to have quick access to information. The users can be restricted to access the DMSLite by this feature.

## Document Security

Inbuilt security profiles  
Login based privileges  
File level access rules  
Custom security profile  
User activity logging  
File activity logging  
Last login report  
Restricted file reviews  
SSL integration  
Document Locking  
Limited workflow access

## Friendly Interface

Right click menus  
Drag and drop items  
Help on each page  
Shortcuts to recent views  
User defined shortcuts  
Locked file alerts  
Save searches  
Quick links  
File restore settings  
Workflow notes  
System / manual alerts  
Convenient data views  
Bulk update functions  
Graphic reporting tools  
Customizable interface

## DMSLite Features

A quick look at the key features available in DMSLite :

- Real time searching
- Drag and drop interface
- No installations
- Workflow Management
- Version Management
- Document locking/unlocking
- Message center
- Bulk document uploads
- Remote document access/printing
- File/Folder notifications
- Contact Management
- File Restore
- User/user groups
- Custom access profiles
- Unlimited file extension support
- Custom file type definition
- Unlimited searching filtering options
- Reports
- Full text search
- File mailing
- File view/edit modes
- 3rd Party software integration
- Administrator Dashboard
- Interface customization
- Access logs by file/user
- Auto meta data generation
- Add meta data
- Zip/Unzip files
- Archive files and folders
- Right click menus
- Save Searches

- File Shortcuts
- Deferred publishing
- Quick Links

## Summary

DMSLite is a smart document management tool that can change the way you do business. Easy to understand and use, it ensures that all users participate in the document management process. High on security and efficiency, it makes the relevant information to various users in office premises as well as remotely. It is easy to install and requires no hardware and software set-up to use.

DMSLite can be customized to meet specific organizational goals.

## Useful links

Request a demo

[info@dmslite.com](mailto:info@dmslite.com)

Feature List

[www.dmslite.com](http://www.dmslite.com)

Sales Queries

[sales@dmslite.com](mailto:sales@dmslite.com)

For more information visit [www.dmslite.com](http://www.dmslite.com)

Or mail us [info@dmslite.com](mailto:info@dmslite.com)