

Feature List

DMSLite document management system contains multiple features that make document management quick and easy. DMSlite is an

intelligent document management tool which makes managing documents smart quick and easy. A vital tool in reducing in process bottlenecks, it keeps a watchful eye on information flow within a company.

Given Below is the feature set of DMSLite. For more information on DMS please refer the following material

- DMSLite brochure at www.dmslite.com more on the product overview
- sales@dmslite.com for a product demo

Management

- Multiple data sort options by name, size, type etc.
- Custom data filter options
- Drag & drop files across folders
- Right click menus on files and folders
- Auto Meta information extraction
- Add meta information to files
- Manage data display settings
- Application tree view
- Archive folders/files
- Zip/unzip files
- Properties detail windows for files/folders
- Turn version off/on
- Create alerts on files
- Create/Edit files in workflows

Search

- Real time data search
- Results display as users types criterion
- Advances search options
- Search files, folders, messages, contacts etc
- Search by document ID
- Enable or disable content search
- Search files created between dates
- Search using keyword combinations
- Save Searches
- Search by file type
- Search archives
- Folder Specific search

Upload

- Unlimited file upload
- Upload any file format
- Smart uploading tools
- Multiple file upload
- Pause resume upload
- Meta information extraction post upload
- File duplication verification

- Upload newer versions
- Graphic upload status bars
- Upload confirmations
- Recently uploaded items highlighted

Administrations

- Create user groups
- Manage access by users or groups
- Separate administrator dashboard
- Set versioning on/off
- Create custom access at file level
- Enable/Disable users
- View detailed file activity
- Review system resource usage graphically
- Set access on file and folder level
- Lock/Unlock documents
- Manage user information
- Create unlimited workflows
- Restore deleted items
- Activity log by user/file

Security

- Tight access rules
- File level access rules
- Access to users or user groups
- Unlimited user groups
- Inbuilt Generic access profiles
- Unlimited custom access profiles
- IP restricted access
- Data encryption on demand
- Login report for all users
- Activity log by file and user

Personalization

- Set alerts on files
- Review previous logins
- Receive activity updates on folders owned
- Shortcuts to recently viewed files and folders
- Set custom landing page
- Add and store quick links
- Save searches
- Review locked files
- View workflow notifications on dashboard
- Manage data display settings

Other features

- Workflows
- Versioning
- Message center
- Reporting tools
- Custom settings
- User management

For more information on DMSLite and to request demo, please contact us at sales@dmslite.com