

Document Management System Features

Secure, share, track and manage your documents with Document Management System.

Access Document Management System from the Web, Windows, Microsoft Office and Third-party WebDAV clients

- Easy to use web interface accessible from modern versions of Mozilla Firefox and Microsoft® Internet Explorer®
- Drag and drop access to the document repository from the Microsoft® Windows® desktop
- Access to the document repository from within Microsoft® Office® applications via Office® toolbars and menu items
- Persist Microsoft® Outlook® email messages and email attachments to the document repository
- Access document repository from common 3rd-party WebDAV clients including Mac OS X Finder, Nautilus and Konquerer

Share, control and protect

- Document storage on web-based intranet/extranet platform promotes collaboration
- Search document contents (Microsoft Office, OpenDocument, PDF, XML, HTML, RTF, text) and metadata using simple single string search or create complex boolean search criteria
- Sophisticated but easy to use document version management using well known "check-in" and "check-out" concepts
- Powerful group and role-based security model allows for document access and action control management
- Granular and detailed auditing of all document activities
- Ability to bulk load documents using ZIP files or from server file-system

Create and collaborate on content generation

- Build sophisticated workflows that manage the generation of document and notify certain roles or groups when they are required to act
- Limit document access during the workflow process to only users who require it
- Assign automatic workflow triggers to specific document types or folders
- Link documents together allowing documents of similar concepts or subject to be easily managed as groups
- Discuss documents using built-in discussion forums
- Controlled emailing of documents held within the repository
- Document and folder subscription technology allows users to receive notifications when document actions are performed

- Save standard searches so that users of the system have access to them from the system dashboard

Map your organization to the repository's structure

- Create users, groups and roles that map your organization's structure and processes
- Manage folder permissions and assign to groups and roles
- Define Dynamic Conditions that allow document permissions to be based not on hierarchical folder permissions but rather on document metadata, contents or transactional information
- Create Document Types for the different classes of documents your organization utilizes
- Define sets of metadata fields for documents and either make them generically applicable to all documents or assigned on a Document Type basis
- Metadata fields may be simple text fields or complex structures such as drop-down lists or trees
- Slice through the normally hierarchical document taxonomy by browsing documents according to the metadata fields you have created or Document Type

Scan documents directly into the repository

- Document Management System allows you to capture documents using a TWAIN-compliant imaging device, review the capture results, add metadata to the document and upload the document to Document Management System, all within one easy to use wizard.
- The Document Management System Scan Wizard allows reuse of metadata from previous runs of the Scan Wizard, ensuring that capturing large numbers of documents is as easy as possible.
- Document Management System uses OCR* technology to convert the contents of your captured document into PDF metadata, allowing your document to be indexed by Document Management System and easily found in document content searches.
- Document Management System supports TWAIN-compatible imaging devices, allowing devices ranging from desktop scanners to high volume scanners with automatic document feeders to be utilized.

* requires Microsoft Office 2003 installed on the client workstation

Integrate with your organization's authentication and authorization infrastructure

- Users and groups can be created in the internal database or from an LDAP source
- Synchronize your Document Management System's group membership schema with your Microsoft ActiveDirectory infrastructure
- Multiple authentication providers can be utilized in a single server implementation

Manage the user experience

- Customizable dashboard allows you to view subscriptions, pending documents, checked-out documents, and quick links
- Easily create and manage system help content from within the application
- Define helpful saved searches accessible to all users

Flexible application architecture and easily customizable

- PHP and MySQL-based architecture ensure low barriers for developer wishing to customize and extend the application
- Portlet and dashlet concepts that allow for easy addition of enhancements to the Document Management System user interface
- Easily customizable user interface templates and i18n (internationalization) schemas
- Powerful plug-in architecture that exposes core application actions and triggers and allows quick and easy extension of all system functionality including file parsers, document management, workflow, and storage and authentication providers