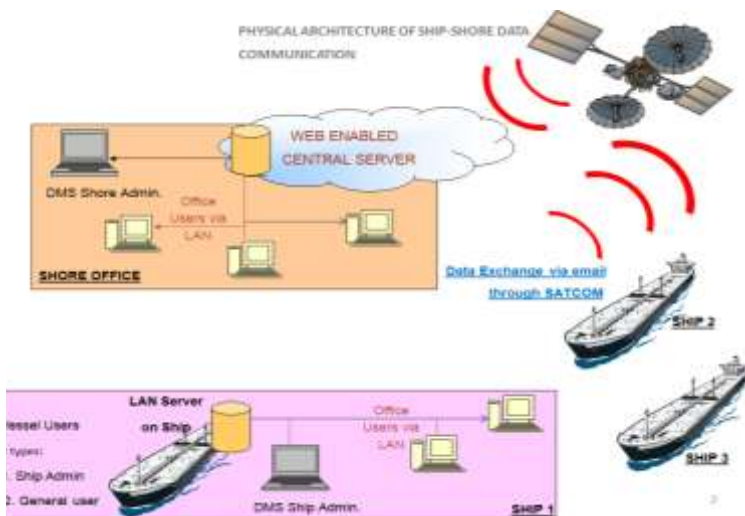




## Decision With Insight

Document Management System is a web based online document management application which can store documents in editable and non-editable formats with ability for work flow processes for a paperless office.

It can also be used by shipping companies on board vessels. The ship and shore-staff could have ready access to updated changes in manuals and a procedure, so adopting an online management system is imperative. This software features the newest technologies and has an intuitive interface.



## How beneficial is it?

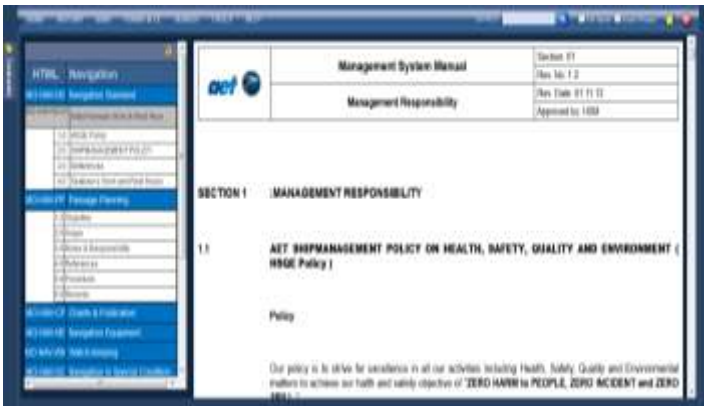
- ➔ Access-determined privileges in LAN and VPN too
- ➔ Real-time data: It stores documentation on a server and provides viewership and management of the documents to users
- ➔ Multi mode data exchange between master & slave server is available, like email attachments, external storage (CD/USB drive)
- ➔ Version Control: Tracking changes made by various users ensures a good overview of new updates and makes it easier to keep track of changes during upgrades
- ➔ Compatible with any file format: PDF, MS OFFICE, JPG, PNG, GIF, and Text
- ➔ Search Functionality: The application has multilevel and multi format search capabilities of files/file contents. PDF content search, HTML content search & both.



# DOCUMENT MANAGEMENT SYSTEM

## DOCUMENT MANAGEMENT

- ➔ Document viewing and Easy printing options
- ➔ Folders and sub folders creation, deletion and movement
- ➔ Easy navigation & search functionality
- ➔ Document control, amending and versioning
- ➔ Editable and non-editable document formats
- ➔ Preserving Documents and archiving
- ➔ Form engine is a unique feature by which dynamically a form template can be created and sent across the fleet for data collection within the svstem.



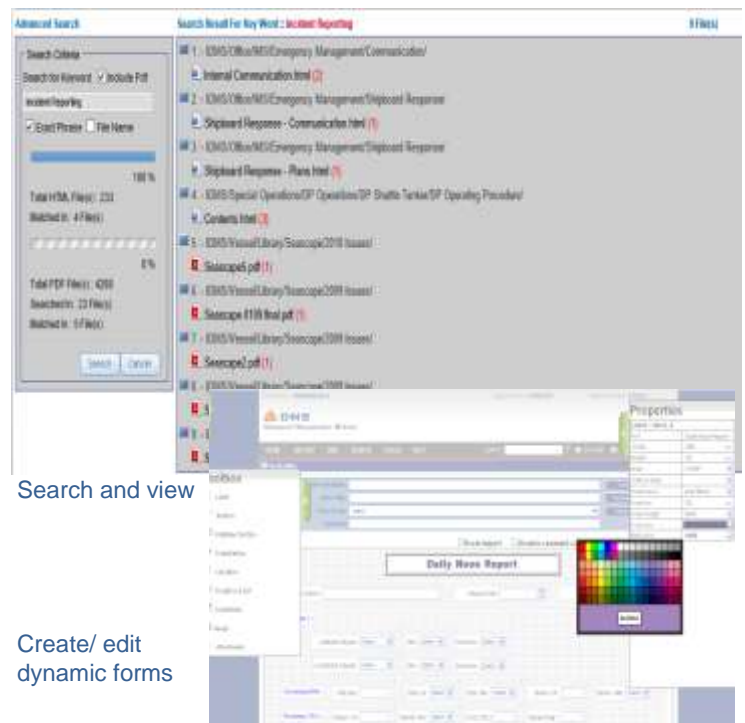
Document viewing mode



Editable document view

## THE SOLUTION YOU NEED

- ➔ FILES/FOLDER: Uploading files like MS Office, PDF, picture files; Creating an editable file (HTML format: creation tools, formatting, header insertion); File view (Individual/ Consolidated); Search (HTML/ PDF); Updating/ Editing files (HTML); Re-arranging files
- ➔ AUDIT CONTROL: History view of amendments or changes User Activity log (Admin & General)
- ➔ DATA COMMUNICATION: Vessel creation; Vessel data exchange setting (Email attachment size/ External memory); Sync. Process - DV sending-Receipt-Update-Acknowledge receipt
- ➔ TOOLS: User Mgmt; Image Master for icons/ contents; Bookmarking; Print Preview/ Printing
- ➔ ACCESS CONTROL & PERMISSION: The system has very strict and simple access privilege control mechanism by which proper document control and access is enabled to different type or individual and group users.
- ➔ ARCHITECTURE: Client-server; master-slave server



Search and view

Create/ edit dynamic forms

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