



# DOCUMENT MANAGEMENT SYSTEM

## SOLUTION OVERVIEW

**VIENNA Advantage** Document Management System is an Enterprise level DMS. Its pioneering structural design paired with potential functionality and a considerably impressive and intuitive user interface holds out VIENNA Advantage DMS as an exclusive product in the correlated market.

### Key Benefits of implementing VIENNA Advantage Document Management System:

- ✓ The first ever Document Management System to be securely integrated with ERP and CRM
- ✓ Comprises of Enterprise Level Workflow and Business Process Management
- ✓ Highly scalable, supports millions of documents
- ✓ Unique and innovative search engine, supports content and meta data search
- ✓ Document import from its scanning application, email inbox, web services and mobile upload
- ✓ Regular indexing and routing of documents
- ✓ Rules Engine linked to a strong inbuilt workflow management
- ✓ Optical Character Recognition (OCR) supports more than 25 languages
- ✓ Highly secure encryption of documents and role based access
- ✓ Automatic upload from Google Drive, Dropbox and Skydrive folders
- ✓ User Dashboard, Inbox, Reporting capabilities
- ✓ Allows collaboration by sharing documents
- ✓ Inbuilt document viewers for various file formats



# Basic Features of VIENNA Advantage DMS:

## DOCUMENT INPUT

- ✓ Scanner
- ✓ Email
- ✓ Manual Upload
- ✓ Bulk Upload
- ✓ Automated Process for Mass Uploading
- ✓ Mobile Applications
- ✓ Web Services

## DOCUMENT INDEXING

- ✓ Automatic Indexing of all documents
- ✓ Custom Document Numbering
- ✓ Content recognition and indexing
- ✓ Indexing Meta Data
- ✓ Indexing all revisions
- ✓ OCR in 27 languages
- ✓ Supports innumerable formats
- ✓ Extendable meta data fields

## DOCUMENT SEARCH

- ✓ Safe and Powerful search
- ✓ Document content and meta data search
- ✓ Advanced search on all document attributes
- ✓ Scalable Document Search Engine

## DOCUMENT PROCESSING

- ✓ Create Documents using Templates
- ✓ Link Document to records in System
- ✓ Link to ERP/ CRM system
- ✓ Forward, Move, Share Documents
- ✓ Email Documents
- ✓ Revise Documents
- ✓ Inbuilt Document Editors for various file types
- ✓ Check-In and Check-out documents

## WORKFLOW AUTOMATION

- ✓ Rule based processing on incoming documents
- ✓ Setup individual rules and document actions
- ✓ Automatic and Manual Document Routing
- ✓ Business Process Modeling with Customized Windows, Reports
- ✓ Configure multi-level approvals
- ✓ Automatic creation of records based on documents
- ✓ Update records based on documents

## DOCUMENT SECURITY

- ✓ Audit Trail
- ✓ User and Roles
- ✓ Advanced Access rights
- ✓ Encrypted Documents on file system
- ✓ Supports SSL
- ✓ Modify Ownership

## USER DASHBOARD

- ✓ Workflow Inbox
- ✓ Document inbox
- ✓ Alerts and Notifications
- ✓ Reporting Dashboard
- ✓ Follow-ups and Chat
- ✓ Inbuilt Calendar, Email, SMS

## CUSTOMIZATION

- ✓ Create customized Windows and Records
- ✓ Generate Custom Fields and Reports
- ✓ Add custom Document Attributes
- ✓ Describe custom workflow
- ✓ Custom Dashboard Reports

## SPECIAL FEATURES

- ✓ Inbuilt Word Processor
- ✓ Supports multiple languages
- ✓ Multi Tenants
- ✓ Collaboration Portal
- ✓ Deploy on premises or on cloud

**VIENNA Advantage DMS can be installed on premises, on your private cloud or on the Enterprise Cloud offered by VIENNA Advantage. It put forth a comprehensive set of attributes that would meet any type of requirements for your company.**