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# vienna advantage

DOCUMENT MANAGEMENT SYSTEM

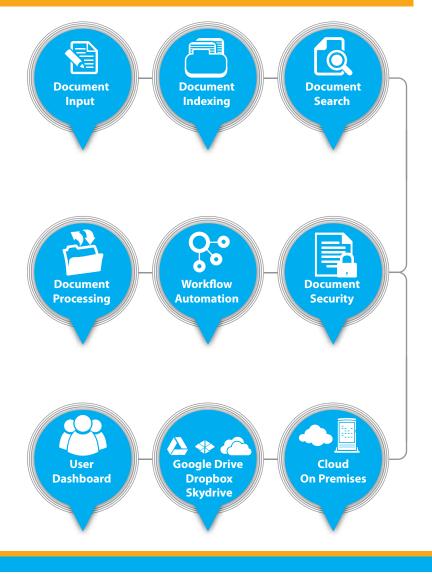
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## **SOLUTION OVERVIEW**

**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.

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