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Document Management System

Introduction

Improving efficiency saves time and money, and enhances company engagement with customers and suppliers.



On average, an employee spends **3.5 hours** a week looking for lost documents and about three hours recreating them. It is estimated that big companies lose a document every **12 seconds!**

Our DMS is not ERP system dependent, and can work with any SQL database.

With our DMS you never have to face those challenges again!



Functional Design



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DMS allows for the storage of all crucial business documents in one central place while linking them to the relevant data in any SQL database. This allows for the facilitated internal record keeping and management of audits. DMS provides a solution for storing and linking documents from within your database, while also providing easy access to these documents through a web interface.

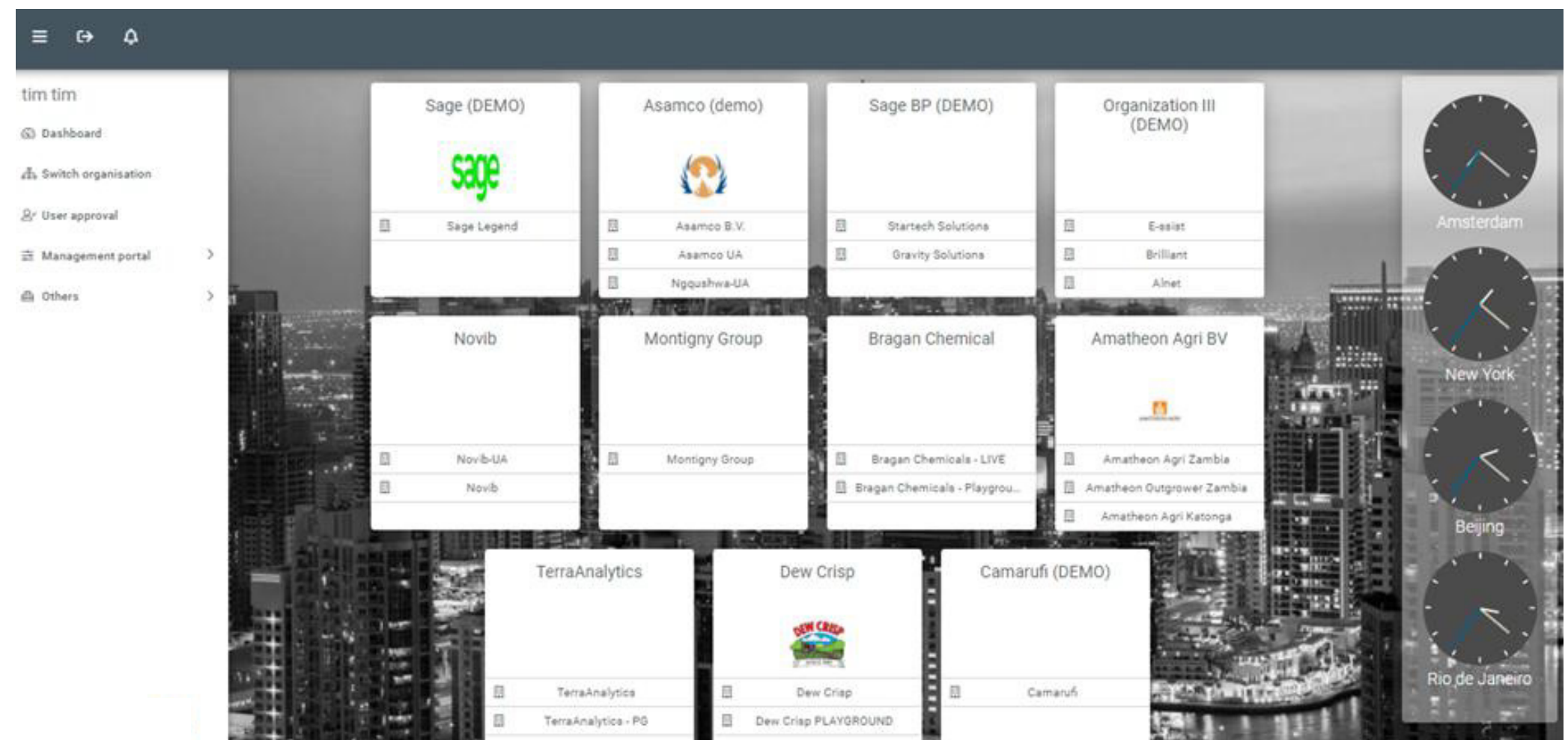
This web interface could be restricted to only local access or can allow external access for users working outside of the designated office. The DMS is deployed on the same server where the SQL database is installed. This ensures that all company documents are safely stored on that company's own server, with its own IT security.

The web environment of DMS provides an easy-to-use interface and is either locally or externally accessible. Accordingly, even whilst travelling, employees have access to all crucial business documents provided they have an active internet connection.

Within the web application, all the company databases are brought together. DMS does not require a switch in the website or a forced logout. With a single log in the user has access to all documents linked to the various company databases.

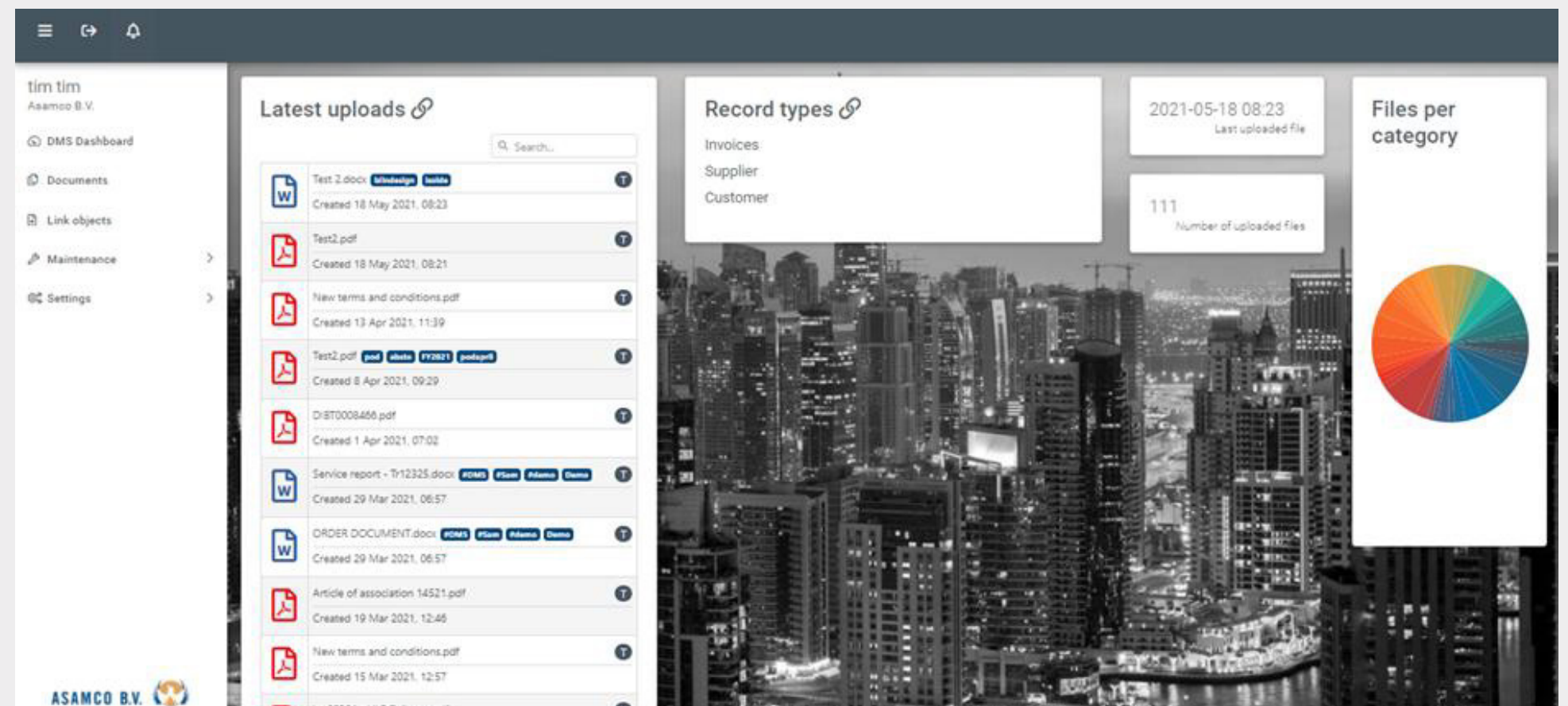


Web Application



Instead of navigating to a document through a module, DMS also has all uploaded documents lined up in the DMS Dashboard. In the attachment overview, all documents are available regardless of the type of transaction or record they have been attached to. From the attachment overview, the users can easily download, preview, share and delete records. If a document is uploaded in the attachment overview, the document can be linked to the respective records.

Attachments



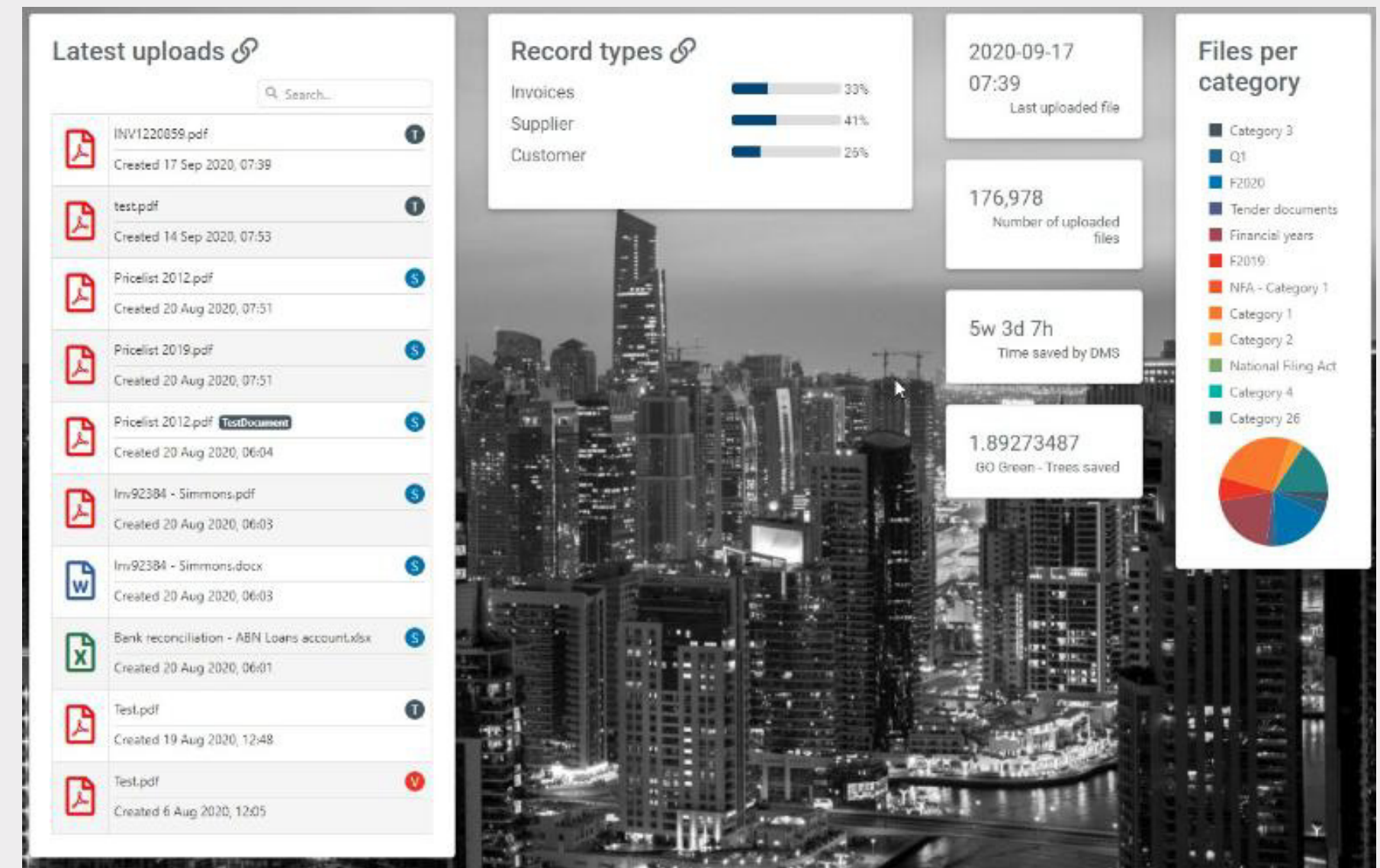
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Using the attachment overview is a second approach possible in DMS, as opposed to searching for a record and uploading a document from there. Here on the main page, you will also find the Latest uploads, Record types and a Pie Graph of files per category.

You will also find the date and the time of the latest uploaded file, followed by the number of uploaded files on the platform.



Attachment Overview





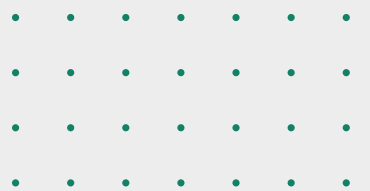
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Key Benefits

- Safely hosted in Azure
- Scanning directly from the App
- Integrates into any SQL database
- Single sign-on with MS Office 365 integration
- Multi-tenant
- Fully integrated with other Asamco Web Applications
- Secure API connection
- Reduce costly business administration
- Eliminate document loss
- Reduce print costs
- Reduce data entry times
- Eliminate inconsistent and inaccurate filing systems
- Increase productivity by reducing administration overheads
- Simplify essential document access
- Improve customer satisfaction



**ACCESS YOUR DOCUMENTS
FROM ANYWHERE IN THE
WORLD!**

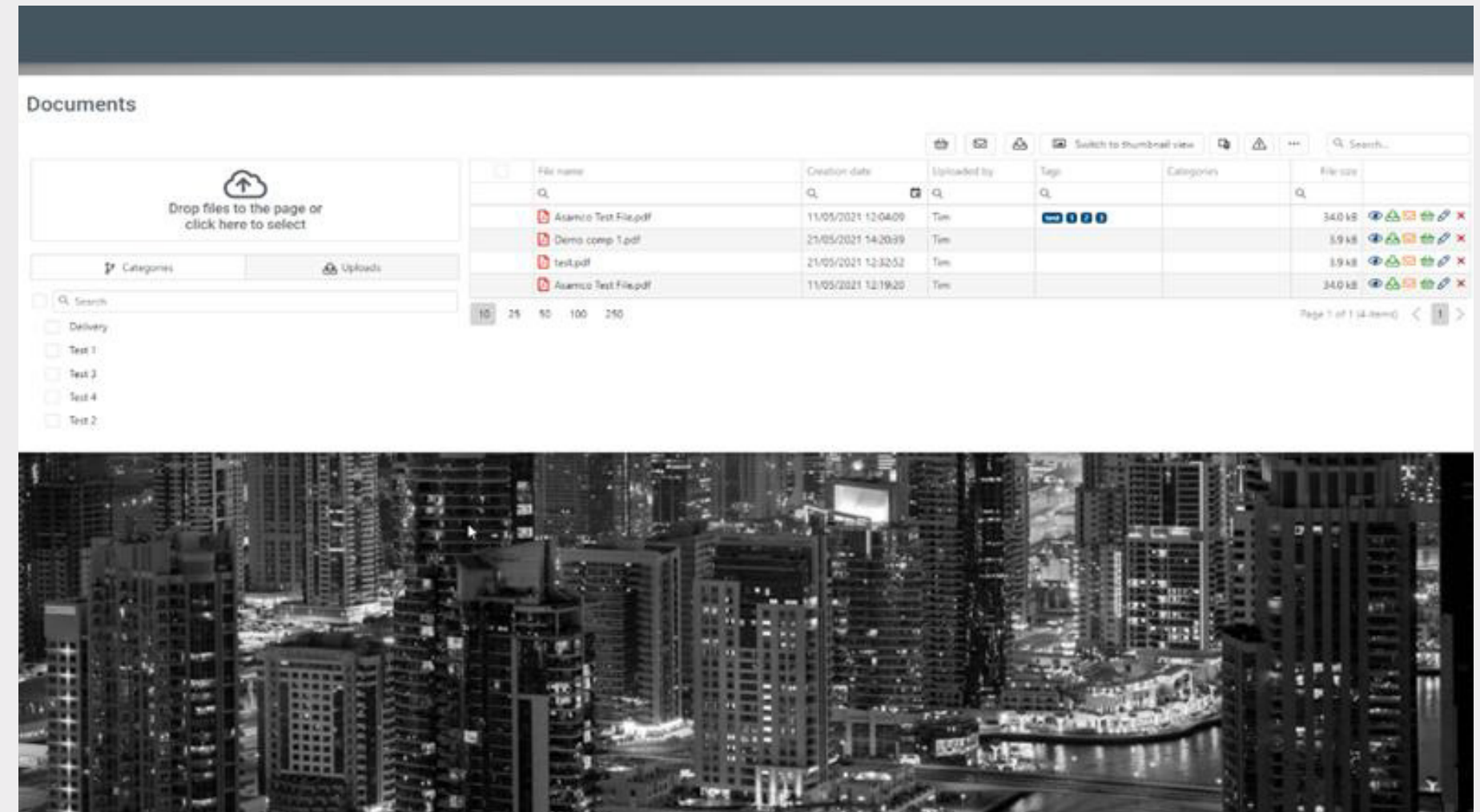




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App Features

- Safe and easy access to all documents through a user-friendly application.
- Easy scanning directly from the App,
- Customizable grids.
- Uploading, downloading, viewing & editing directly in browser or Windows.
- Magnificent traceability with multi-level document categories
- Full tag support
- Password-protected sharing of documents
- Create and easily email or download personal document baskets.



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CONTACT US

For further enquiries
or to book a demo



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