



digiEDMS

Electronic Document Management System

Simple, beautiful & effective...

Track any document anywhere...

digiEDMS is an Electronic Document Management application that enables people to capture, index & track dossiers, documents and transactions on the go. You can use any device anywhere at any time. This revolutionary platform is now the standard of electronic document management in the business world. No more printing or faxing. With an easy to use and fast tracking experience, capture documents is a breeze from your phone and computer - whether at your desk or on the beach.

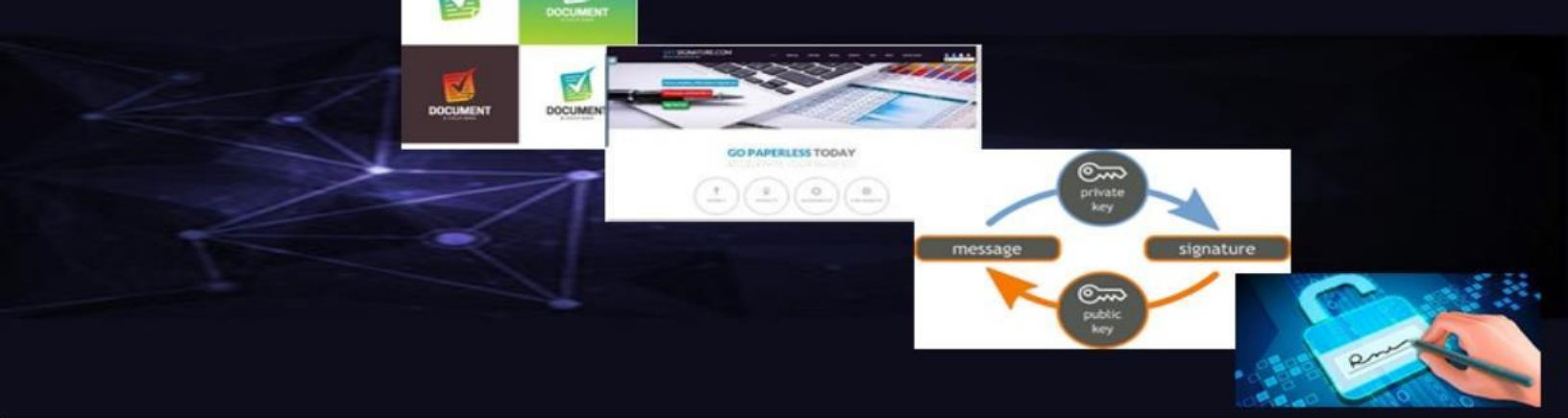
The promise of paperless...

A paperless organization is about more than just moving things from cabinets to file servers. It's about business processes, approvals, tracking the most important part of your business...information. digiEDMS helps you to organize your information and work-flow in a way that makes the move to a more paperless organization seamless.

Your organization needs better management of, control of and access to its critical information, documents etc.

The best EDMS app on the market





Features

General

- User can access their documents from anywhere
- Familiar Outlook and Windows Explorer style interface
- Simple Installation steps, highly configurable, & minimal training requirements all result in reduced setup costs.
- Administrative options to limit space usage on the server per user.

Integration

- Well Documented API to integrate with any external software
- Scan documents directly into digiEDMS using any TWAIN compatible scanner

Collaboration

- View current activity and quickly access your latest work

Search & Tagging

- Search for content located within a document
- Create your own fields to tag relevant information about the document
- An excellent collection of reports available by default.
- Ability to extract text from image and PDF files

Alerts & Notifications

- Setup recurring alerts at predefined intervals for specific tasks
- Configure Physical audits of documents while capturing the Auditor and physical custodian details
- Suspend notications by a specic number of days or till a specic date

Document Handling

- Upload a single / multiple document via upload,
- Download documents individually or bunches
- Preview up to 100o of pages PDF dossier directly within digiEDMS
- Add meta data to dossiers & documents

Document Tracking

- Track every activity including view, update, login, etc.
- Create custom roles for users as per the busines Create custom roles for users as per the business needs of the organization
- Dene permissions at organization, role, and user levels
- Prevent modications to documents by locking it
- Automatically encrypted Files & Documents

digiEDMS Solution Benefits...

- Reduced Storage
- Increased Control of Information
- Flexible Retrieval Options
- Improved Security
- Disaster Recovery
- Digital Archiving
- Improved Regulatory Compliance
- Improved Operations
- Improved Customer Service & Satisfaction
- Improved Productivity
- Mobile Compatible

DigiEDMS is the solution to that need...

As organizations have transitioned from file cabinets full of paper to the same cabinets full of documents living on servers or individual desktops, the need for a simple to use document management system has only increased. That you need is on someone else's desktop.

digiEDMS fits your business...

digiEDMS is as easy to acquire as it is to use. We have deployment models to the every business need:

On Premise: digiEDMS deployed in your IT environment on a per named user license basis

Third Party Hosted: digiEDMS deployed on your existing cloud server environment

SaaS: A fully hosted and managed solution

Why DigiEDMS?

digiEDMS is a Document Management System that's easy to use, simple to implement and requires little training, all the while offering robust functionality to make your document management process more powerful for your organization



Contact Us:

MMC Global

A-13, Al-Hilal Society, Opp. Askari Park, K.D.A. Scheme No.7,
Karachi-Pakistan

Phone : +9221 34923201-3 Email: info@mmcglb.com

