

## Enterprise Document Management

Don't just manage your documents

### ***Mobilize them!***

A **simple**, secure way to transform how you control your documents across the **Intranet** and in your **office**.

#### Current Search Engine Features

- Intuitive, Easy to use interface
- Quick Access to all your information
- Content & Meta Search with Full-text indexing

#### Additional Document Management Features

- **Check In-Check Out Control**  
Under this feature we can intimate the users about the under progress / status about a document.
- **Thumbnail views for image intensive folders**  
This would work similar to the google's image search.
- **Version Control**  
An option would be available to maintain document versioning.
- **Audit trails**  
Report generation for workflow & approval process.
- **Smart Folders-Define & Enforce Folder Rules**  
Creation of Cabinet/Folder option for users.
- **Document Associations**  
Links to be provided for related documents.
- **Custom document properties**  
Additional document properties option can be provided to the user.
- **Multiple Uploads & Downloads**  
An option of more than one file can be provided. Similarly an option of multiple downloads.

- **Recycle Bin Functionality**  
Similar to windows whenever a file is deleted it would reside in recycle bin. An option of transfer back or permanent delete can be provided. Also automated clear option can be provided.
- **Document & Folder Level Security**  
User or Administrator can define the security levels
- **Email Alerts and Change Notifications**  
Emails can be provided where ever needed.