



## **Digital Content Management System**

A full-range web-based DCMS (Digital Content Management System ) with full components of Document Management, Record Management, Electronic Content Management, Electronic Information and Workflow Modules in One-Single Platform.

Built and customized to International Standards in accordance with the international standard for Records Management, ISO 15489 or local standards as MS 2223.

The product has been designed to comply with ISO 15489 & ISO 16175 technical compliance for business records.



# Search, Retrieve, Route, Print, Archive, Retention, Auto Deletion in One-Single System. Access Anytime, Anywhere, Anyplace

Our system can be used to organize all paper and digital files in a hybrid environment that helps the businesses to combine paper to digital files and store it into a single digital repository.

A scalable intelligent information management framework that can delivers as a digital document and records management repository which will simplifies the capture, lifetime management, security and access to all your digital information.

Easily deployable solution that is offered as cloud solution as a service or on premise.

Integrated with Microsoft Office applications and line of business applications, it enables organizations to proactively capture, classify and manage evidence of their decision making and business activities in an enterprise scalable records management system.

### **Benefits**

Our DCM system offers these key customer benefits:



## **DIGITAL CONTENT MANAGEMENT SYSTEM**



### **DCM - Product Features**



DOCUMENT MANAGEMENT	CONTENT MANAGEMENT	RECORDS MANAGEMENT
COMPLIANCE MANAGEMENT	USER MANAGEMENT	SECURITY MANAGEMENT
REPORTING MANAGEMENT	ACTIVITY & TASK MANAGEMENT	USER DASHBOARD

### **DIGITAL CONTENT MANAGEMENT SYSTEM**



### **DCM - Value Proposition**

#### **Simplicity**

Solution provides simplicity in solution. For users, it's easy to use and easy to learn

#### **Flexibility**

Solution offer with flexible licensing model and can be purchase either on premise or cloud based

#### Scalability

Solution can scale quickly to meet heavy demand, without the need to carry excess capacity during periods of low usage

Solution is highly configurable and can be customized to suit any business needs

Configurability

Solution provides direct access from Anywhere, Everywhere, Anytime

Accessibility

> Task List

### **DCM - Product Features**

> Batch Load Log

#### **Security Setting** General Dashboard Stakeholder New Record > Roles Search Record Security Level User Preference **Thesaurus** Security Setting > Thesaurus Setting > Retention List > Retention Hold Intelligence Information Management Framework **Physical Location** Classification > Physical Location Setting Classification Setting Record Request My Tray My Records > Assigned Records Batch > Organization Records > Batch Load > Favorite

### **DIGITAL CONTENT MANAGEMENT SYSTEM**



### **DCM - Product Features**

