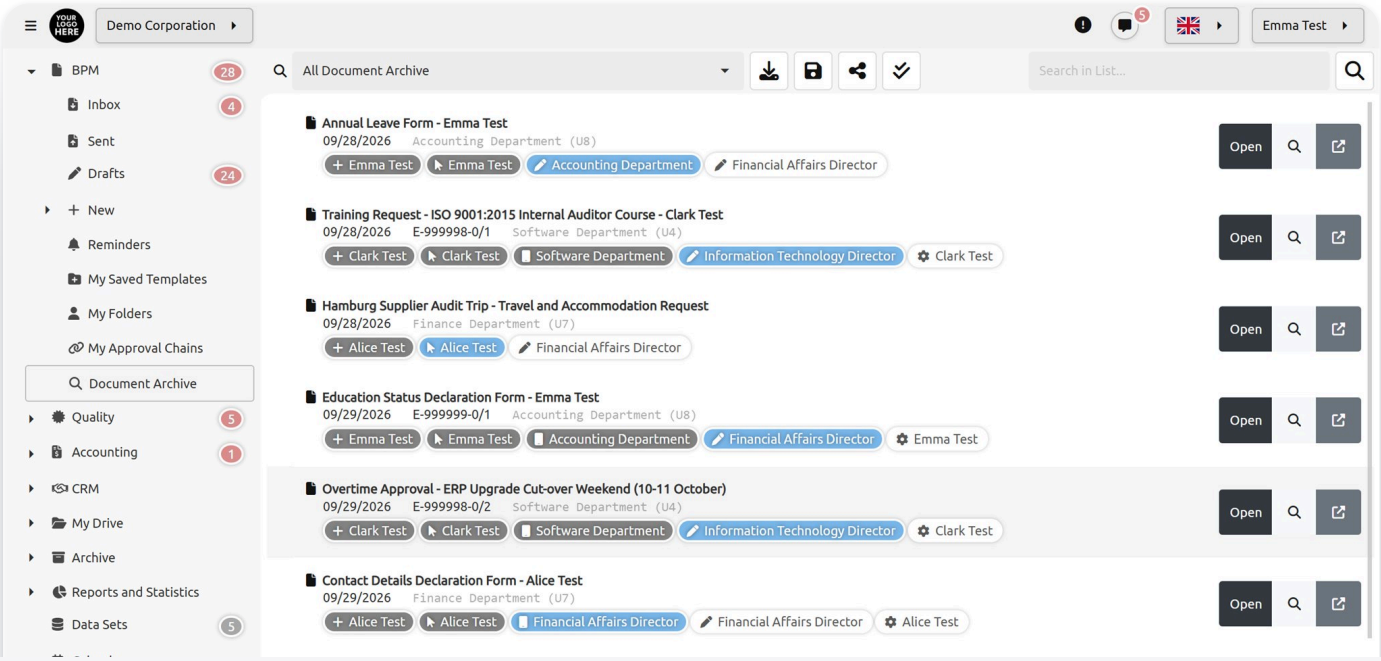
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MODULE

Document Management System

Standard File Plan Management | Document Type Management | Distribution Lists



Discover Documenos® Document Management.

Documenos® Document Management goes beyond document management by analysing your data and producing meaningful statistics that support better-informed business decisions. It records every transaction and provides analysis to increase efficiency and automate your processes, helping organisations reach their strategic goals faster and more effectively.

Digital transformation cannot be completed without process management. Documenos® offers you a document management system and a process management system that are 100% integrated with each other and equipped with entirely new, flexible and easy methods.

Analyse

Analyse the information contained in forms whenever you like. Produce any reports you need on form data using pivot tables.

Archive

Archive your documents and process your data according to the rules you choose. Using the capabilities of the digital archive module, you can also automatically archive all kinds of data and make it available from unlimited sources.

Features

Our customers' favourite features

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Standard File Plan Management

Lets you create a file plan by document type and organise all documents in a standard structure.

Document Type Management

Defines custom fields for different document types and makes it easy to manage each type according to its needs.

Retention Plan Management

Manages document retention periods and tracks automatic archiving or disposal processes.

Distribution Lists

Offers listing and sharing features to easily distribute documents to specific groups or users.

Access Permission Management

Defines who can access a document and strengthens security by assigning specific access levels to users or groups.

Signature and Approval Chain Management

Defines digital signature and approval processes for documents, ensuring every step is traceable and secure.

Free-Text and Form Templates

Lets you create document and form templates tailored to your needs and edit them easily with a drag-and-drop interface.

Bulk Document Creation

Speeds up processes with bulk uploading and archiving of documents from specific folders or email attachments.

Document Task Management

Makes it easier to track and organise business processes by defining document-related tasks.

Document Event Triggers

Provides triggers (email, SMS, exe, API, etc.) for events throughout the document lifecycle (creation, approval, signature, return, rejection, completion). It can also monitor your corporate mailboxes and create documents from incoming emails.

Electronic Signature Support

Allows internal and external users to add electronic signatures to document processes.

Download for Free

See the full module and its screenshots on our website.

documenos.com

Partner with us to make your business shine!

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