

# What is KDMS?

**KDMS** stands for KOSHAK DOCUMENT MANAGEMENT SYSTEM.

**KDMS** is an Electronic Document Management Software System that includes Document Management, Document Scanning, Faxing & Emailing Documents and Document Records Management modules under one integrated software system.

# Introduction:

- The *KDMS* is a complete, highly scalable, solution package for managing electronic documents. The product enables you to quickly, efficiently, and securely manage documents of any type .
- *KDMS* automates and simplifies the management of documents throughout their entire life cycle (Capture, Create, Classify, Share & Protect, Retain, Archive and Destroy) of critical business documents and records.
- Using *KDMS* you will be able to automate the most difficult tasks associated with document management, scanning, searching and finding relevant content.

# Features:

- ***Fast User Adoption:***

Designed for ease-of-use with intuitive document management software integration to Microsoft applications and Windows-based functionality.

- ***Increased Productivity:***

Eliminates time-consuming and error-prone effects of handling paper documents and storing files in personal folders or shared drives.

- ***Shared File Alternative:***

Replaces the anarchy of shared-file servers where files are duplicated, lost, and deleted without control, with a flexible document management system.

# Features:

- ***Integrated Document Scanning:***

Incorporates paper documents within the document management system for more efficient sharing and storage.

- ***Integrated E-mailing:***

Includes the support for sending documents electronically through emails as an attachment

- ***Faxing Documents:***

Provides ability to send faxes and incorporates faxed documents within the system for sharing and storage.

- ***Comprehensive Document Storage:***

Provides an enterprise document management approach to document storage, with control, consistency, and security.

# Features:

## *Document Check In & Check Out:*

Check-In/Check-Out feature increases confidence that changes will not be lost. Users can collaborate on documents, making their own individual changes to a document with full knowledge that their changes will not be overwritten or deleted. Users can also view the status of documents, and know if a document is currently checked-in and available for editing or checked-out and in use by someone else.

# Features:

## *Document Check In & Check Out benefits:*

- Creates a document history, from which previous versions are accessible, and includes a viewable log of who made changes.
- Prevents loss of information stemming from simultaneous changes.
- Ensures that users make changes to the correct version.
- Prevents users from accidentally removing the version stored on the server.
- Allows others to view, but not change, a checked-out file.
- Lets users know which documents are checked out and by whom.

# Features:

## *Version Control:*

With KDMS time is never wasted determining which copy of a document has the latest revisions. Our System automatically versions documents and displays the version number so it can be identified at a glance

Document version control allows previous versions to be viewed, opened or promoted by users with proper permissions.

# Features:

## *Version Control benefits:*

- Manage versions of documents and drawings automatically.
- Easily access and neatly organize prior versions.
- Maintain fully searchable version notes entered during document check-in.
- Edit and track prior versions as sub-versions.
- Promote any prior version to the current version.
- Keep a complete audit trail of how documents evolved over time.

# Features:

- *Security:*

KDMS provides robust and flexible document security, giving you confidence that all information in the repository is secure and accessible only to those who are authorized. You maintain your own data with complete flexibility to manage authentication credentials and to grant privileges on a group basis. KDMS security and auditing capabilities are based on the familiar Microsoft NT security model.

# Features:

## *Security:*

- Establishes role-based security for every groups.
- Allows customizable roles and privileges at the company, section folder and document levels.
- Easily disable a user's security and reassign documents to others.
- Ensures that users make changes to correct versions of documents.
- Prevents users from accidentally deleting files.

# Features:

## *Workflow Management:*

KDMS is our innovative document management solution with sophisticated workflow management capabilities that power critical business operations.

KDMS workflow management delivers the advanced document management functionality required by today's complex business operations. Our flexible architecture allows system administrators and users to quickly create, manage, and support sophisticated workflows where tasks are structured and work procedures are automated. Communication is improved with automatic workflow messages delivered via email, based on conditional process steps in a document's life cycle.

# Features:

## *Workflow Management:*

- **Automate Processes in Workflow Management System:**

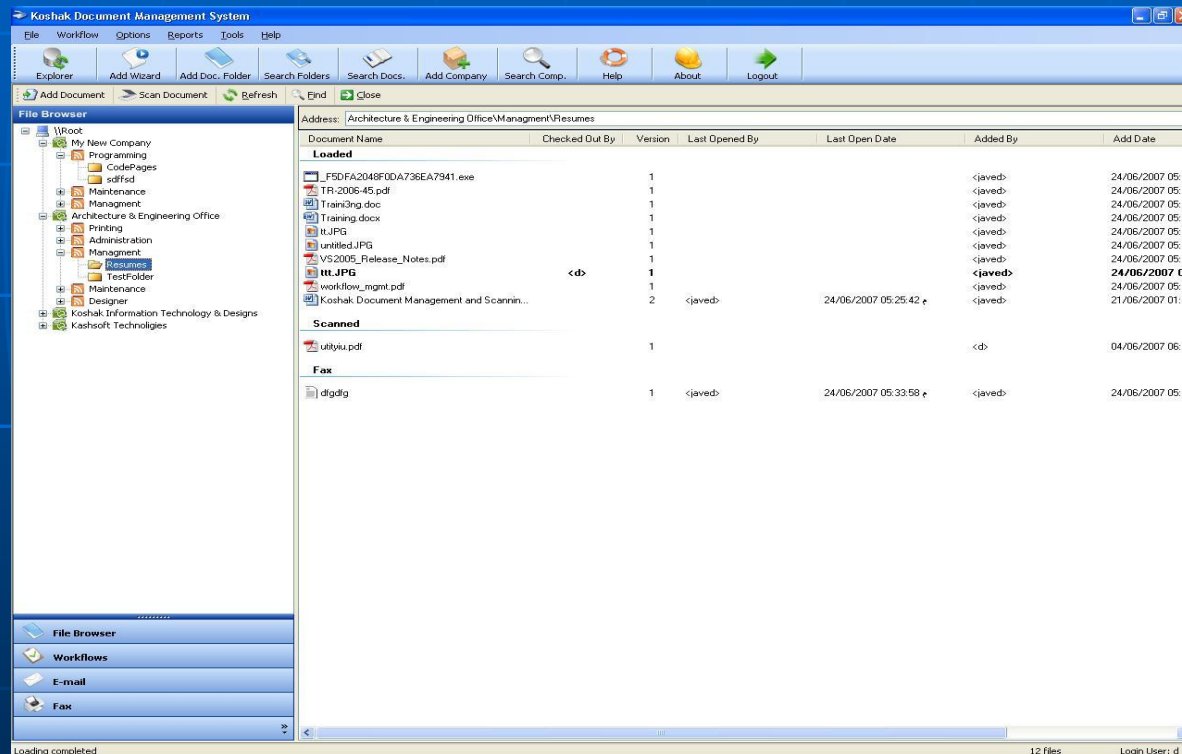
People collaborate to get work done - creating, receiving, routing, reviewing, and approving documents

- **Workflow Notifications:**

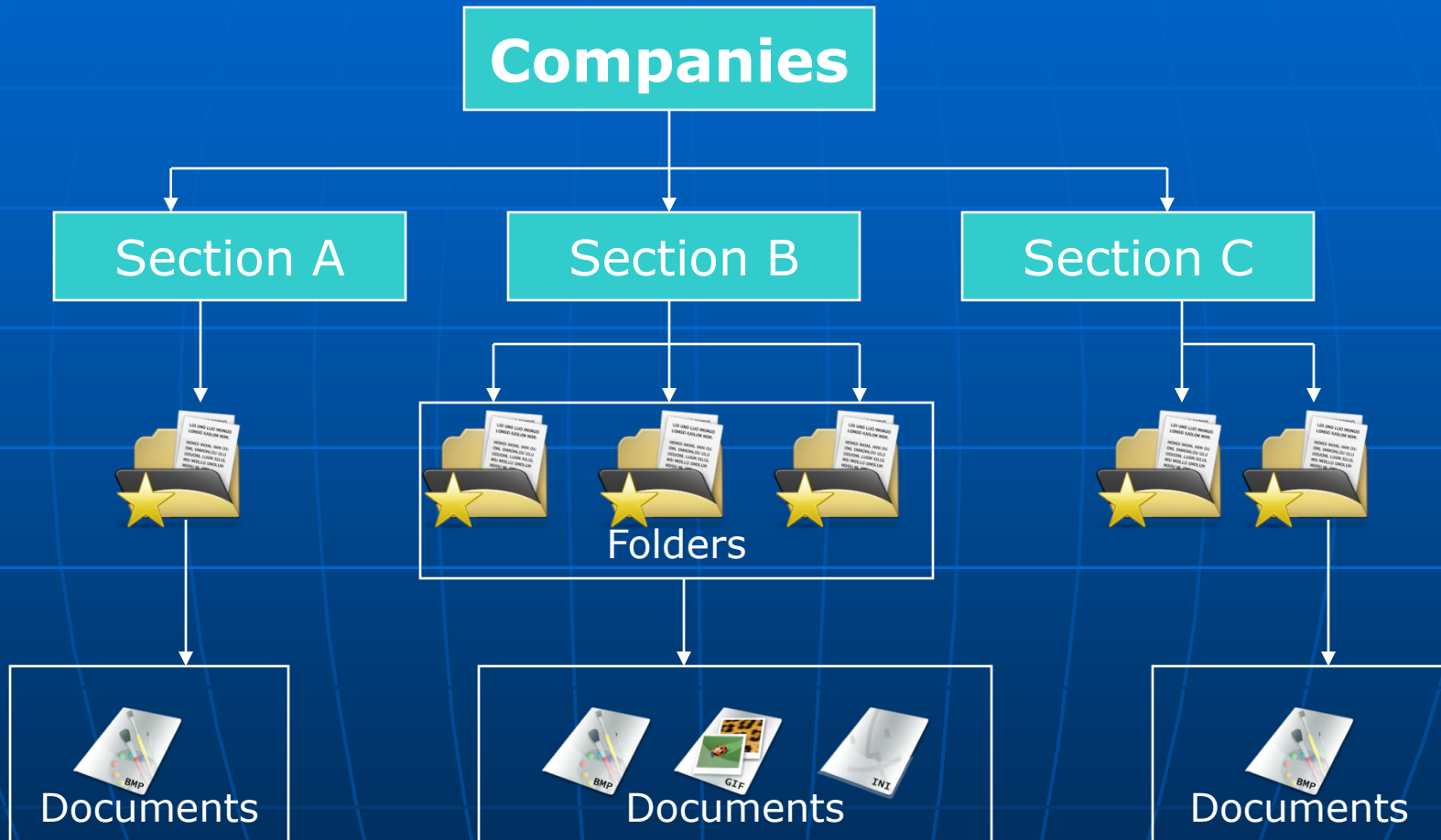
KDMS standard Notification and Approval workflow management software improves business processes. Notification and Approval functionality allows each user to easily create, save, and reuse workflows to automate document management tasks. A Notification and Approval workflow can route documents for review and approval, or notify other users of a document change.

# Features:

Designed for ease-of-use with intuitive document management software integration to Microsoft applications and Windows-based functionality.



# Document Profile Structure:



THANK YOU!

