SutiDMS is an effective document management system that encourages companies to use an electronic and automated approach to document management. This on-demand solution improves efficiency, reduces costs, and promotes a green environment in office. The software creates a central repository where users can store documents. This solution is highly secure and maintains all versions of documents which helps with the implementation of a role-based security model.

Key Features:

Document Searching: Search and retrieve your documents within seconds. For more options use advanced search and save search results for future use.

Add Documents: From local disks add documents to store information. Keep documents in appropriate folders to access them instantly.

Manage Documents: Get authorized user access to the centralized document library from where you can move files, and unfile documents.

Notifications: Get event notifications to get information on events on documents.

Document Profiling: Store documents with custom properties. This will allow you to match certain needs of the organization.

Document Version Control: Save documents with different versions to avoid duplications or conflicts.

Add documents: From local disks add documents to store information. Keep documents in appropriate folders to access them instantly.

Audit History: Track every action on a document by parameters like time, date, and location. Administrators get a complete audit trail of a document's lifecycle.

Integration: Now import contacts from Gmail and Yahoo accounts.

Single Sign-On: Use Gmail or Yahoo accounts to access SutiDMS without signing in.

Multiple Languages: Users can use English, Hindi, Japanese and Chinese.

Assign Tasks: Execute work flow and tasks will be automatically distributed to users.

Manage Records: Manage records acquired from multiple sources.

Team Collaboration: Create team space and add members to chat internally, post ideas and questions.

Convert Documents: Convert paper documents into electronic version and add security to it.

Document Management
▸ Create & Store documents
▸ Check-in & check-out
▸ Bulk file upload
▸ Document Library
▸ Filling cabinet
▸ Dashboards
▸ Customizable templates

Workflows
▸ Graphical designer
▸ Task management
▸ Workspace management
▸ Metadata sets

Document Management Software

Record Management
▸ Record Library
▸ Dispositions and retention schedules
▸ Transfer documents
▸ Role-based access

Team Collaboration Management
▸ Calendar
▸ Team Space
▸ Online chat
▸ Forum
▸ Poll list
▸ Meetings
▸ Task Management

- Access documents from anywhere

All your documents are stored in the cloud. You can access them from anywhere and at any time. While on the go access your documents and make work easy for all.

- Make sure your documents are safe

Documents are vital for business and it holds important information. With document management you keep your document secure using industry standard security.

- Retrieve and recover documents easily

Searching documents will no more take a long time. Using parameters, search documents instantly and use them in future.

- Integration with other application

Integrate with third-party on-premise or on-demand applications to get a good user experience.

- Add widgets and change layout

Customize your dashboard with the drag and drop feature. Add widgets and change layout as per requirements.