SBS PORTALS
Smart Business Solutions + CloudIT Suites

Document Management

A cloud based solution for helping organizations deploy a simple yet powerful document management solution.

Key Features:

- ✓ **Store** documents of all types into ready to use digital file cabinets
- ✓ Easily **search** for documents
- ✓ **Full text** search (if OCR activated on documents)
- ✓ **Control** user access to none, one or more file cabinets
- ✓ Manage **user level** access within a file cabinet to document types, departments, etc.
- ✓ Save files in an un-editable neutral format
- ✓ **Append** pages to existing document
- ✓ **Email** from search results (Helps in resolving customer service issues)
- ✓ **Indexing** (Edit fields, Incrementing fields, etc.)
- ✓ **Auditing** (Capture audit time and audit by)
- ✓ **Smart Docs** feature (Create an automatic task for processing)
- ✓ **Control** who can Audit, Index, View, Delete, etc.
- ✓ Maintain **"Obsolete"/"Shred"** date and track with Smart Docs
- ✓ **Copy** or **Replace** file to edit indexes
- ✓ Track access **history**
- ✓ **Bulk upload** native electronic files or scanned files
- ✓ **Publish to website** (Meeting Minutes or other public documents)

