

## SutiDMS™

SutiDMS™ an electronic document management solution, enables companies to implement an electronic and automated approach to document management across the enterprise. The solution allows for quick adoption with a few simple setups. This web/enterprise solution provides a central repository to store and organize documents. The solution can be used to access, create, modify, and maintain versions of documents globally in a controlled manner.

SutiDMS™ makes it possible to manage and share documents / records, email, fax instantly, access documents while travelling. It organizes electronic documents in an effective manner which leads to improved efficiency & reduced expenses. SutiDMS™ eliminates time delays in finding documents, paper work and manual maintenance tasks.

### Features include:

- ✓ Effective version control and structured storage of documents.
- ✓ Add multiple documents and folders simultaneously to a workspace.
- ✓ Create documents with predefined properties and security using entry template designer.
- ✓ Quick search and speedy retrieval of documents.
- ✓ Check-in and check-out created documents.
- ✓ Define retention periods for documents and folders.
- ✓ Export folders in a workspace in .zip format and download to local disk.
- ✓ Customizable reports.
- ✓ Additional tree navigation and audit history.
- ✓ Create workflows; define conditional routing, properties & security and monitor execution status using live graph.
- ✓ Event subscriptions to track actions being performed on an object.
- ✓ Single engine to facilitate centralized management of series, categories, folders, records, disposition of records and retention policies.
- ✓ Internal and external collaboration abilities.
- ✓ Capture paper document (scanning) and convert into electronic document.
- ✓ Image editing tool with zooming, crop, rotate, resizing.
- ✓ Role based security.

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