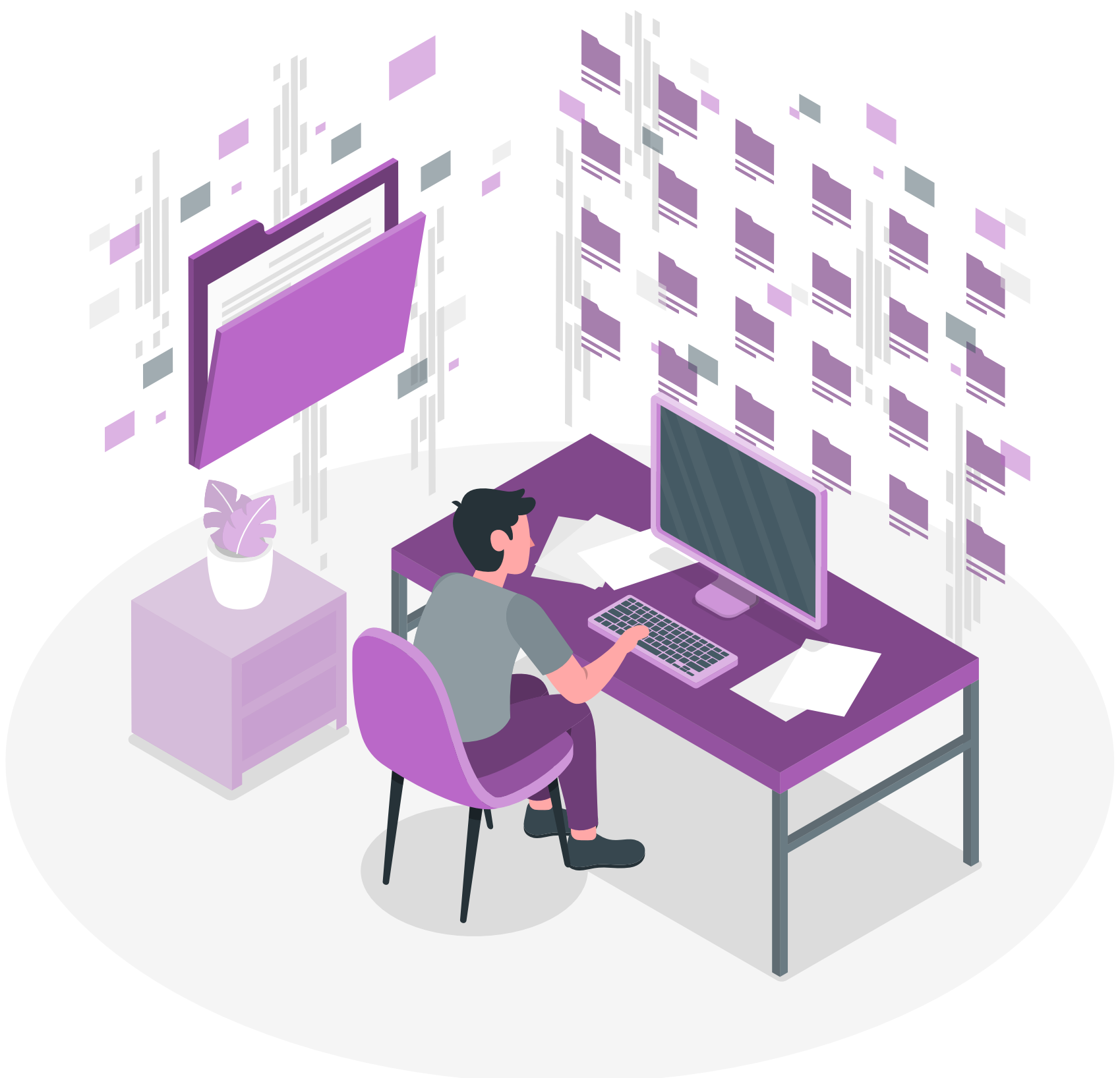
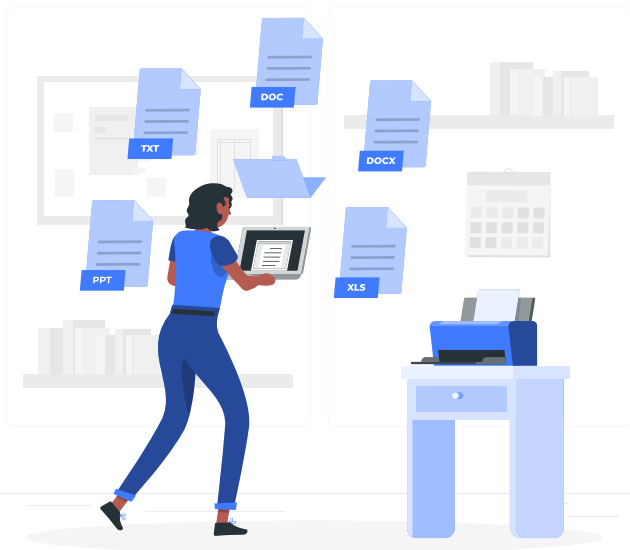


Document Management System

Hourglass IT's Document Management System (DMS) is designed to streamline document workflows, enabling efficient management, secure storage, and seamless access to your documents anytime, anywhere.





Document Capture

Digitally capture and import documents via scanning or direct upload.

Indexing & Classification

Organize documents using metadata, tags, and categories for easy retrieval.



Storage

Store documents securely in a centralized repository with structured folders and subfolders.

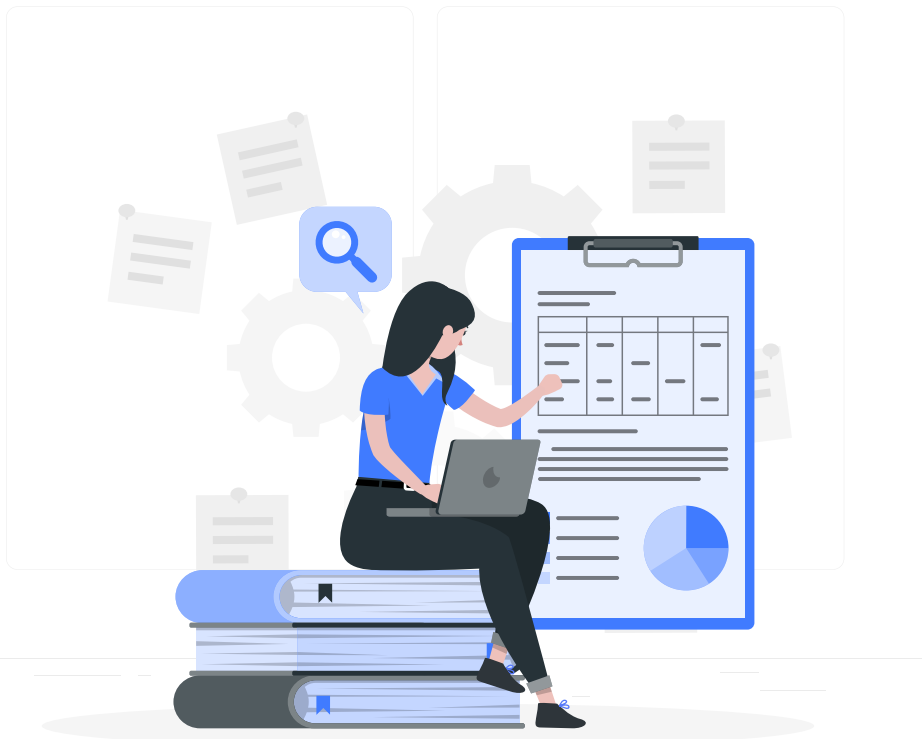
Access Control

Assign role-based permissions to ensure only authorized users can access or modify documents.



Search & Retrieval

Leverage advanced search functionalities to quickly locate and retrieve documents.



Version Management

Maintain version histories to track changes and restore previous versions when needed.



Collaboration

Enable real-time document sharing and collaborative editing with team members, vendors, customers, and external parties while ensuring secure and controlled access.



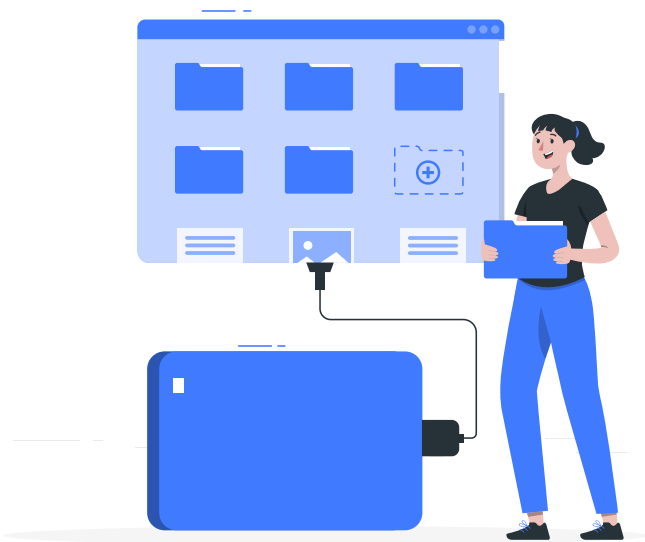
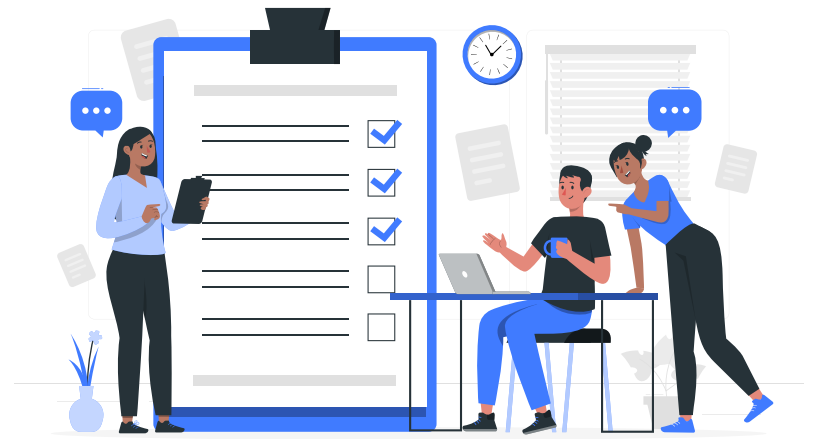
Document Approval

Streamline approval workflows with automated notifications and tracking for efficient decision-making.



Audit Trail

Maintain detailed logs of all document activities for accountability and compliance.



Backup & Recovery

Perform regular cloud backups to prevent data loss and ensure easy recovery.

Archiving & Disposal

Implement policies for archiving outdated documents and securely disposing of the documents when no longer needed.



The **Document Management System** is a part of our **ERP suite of applications**, seamlessly integrating with other business modules for enhanced operational efficiency.

