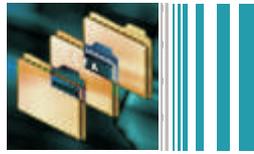


Make your office *Eco-friendly.*  
Keep it *Paperless*

Dewsoft  
**Document  
Management  
System**





**Dewsoft Solutions** is a part of a putative Business Group in India engaged in various manufacturing, trading & consulting activities. With a clear focus on identified industry domains and consistency of delivery, Dewsoft has carved a niche in the IT Solutions and Services Industry.

The Company was established in 1986 and commenced it's operations in Interfacing, CNC Programming, EPROM programming and other CNC techniques.

### Vision

Is to create delighted clients and become a globally respected corporation that provides best business solutions by leveraging technology and human assets.

### Mission

Is to create a fair and honest environment in the organization, which would drive our employees, vendors, clients and society at large towards achieving our vision.

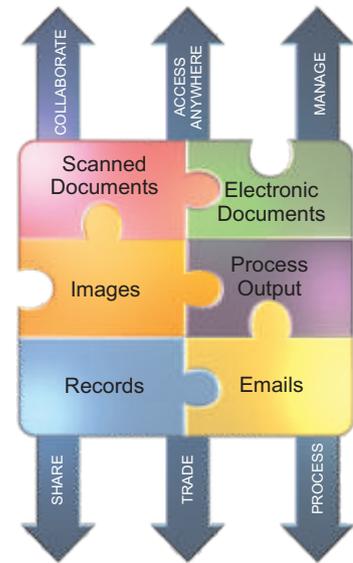
### Values

- We take Responsibility in what we deliver.
- We continuously crave for Excellence.
- We grow with Mutual respect and Mutual Understanding.
- We keep on improving our quality by continuous Innovation.

## INTRODUCTION

Dewsoft's Document Management System is an Electronic Document Management Software System that includes Workflow Management, Document Imaging and Scanning, Electronic Forms, Records Management, Mail Service, Appointments/Reminders and Short Messaging Service (SMS) modules under a single integrated software suite.

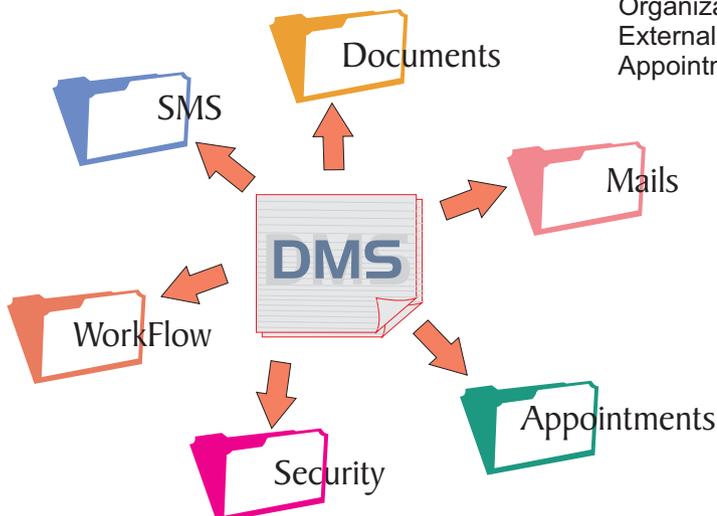
The host of simple yet powerful features of Dewsoft's DMS automates and simplifies the management of documents throughout their entire life cycle (Capture, Create, Classify, Share & Protect, Retain, Archive and Destroy) of critical business documents and records.

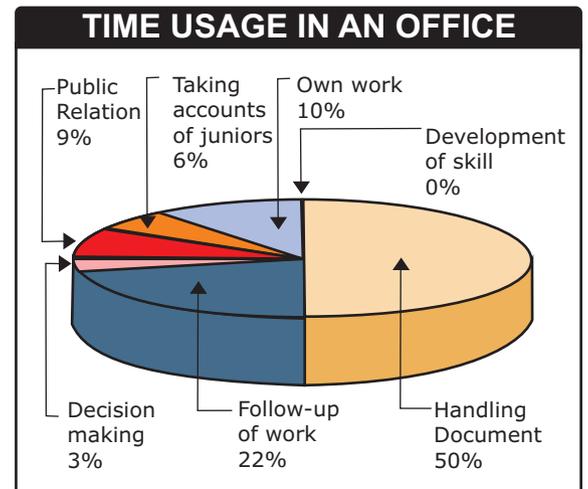
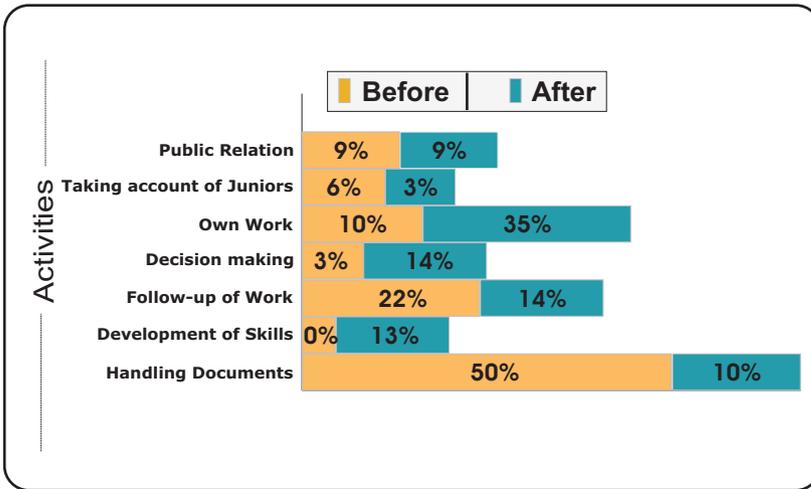


## ABOUT DMS

Dewsoft's Document management software provides a foundation for computerized management of electronic as well as paper-based documents. Management activities around documents may include the capture, collaboration, creation, editing, control and distribution of scanned and electronic documents.

DMS almost covers all the important functions / factors of any Organization, and provides various Other utilities like Internal and External mailing system, Task Assignments (Workflow Management), Appointments/Reminders (with e-mail / SMS Alerts), etc.





## PRODUCT FEATURES

Dewsoft's Document Management System is a flexible, high-productive system for secure management of all types of documents. Document Management System is an integral and very important part of any organization. Since this system goes along with each and every process, it is vital to have a robust system.

The Applicability is defined in respective modules.

- Documents Definition**
  - Document Profile & Groups
  - Document Numbering & Revision
  - Document Types
  - Personel Document Management facility
- Access Control**
  - Defining Access rights to user & document-user relationship
  - Role and Rights wise document access mechanism
  - Inter-department access controls
- Document Flow**
  - Defining Path of Document
  - User relation with Inbound & Outbound Documents
  - External Documents or Project specific Document Flow
  - Approval & Authorization Flow of Documents
- Task Management**
  - Allocation, Scheduling, Monitoring & Follow-up of task
  - External agencies Auto Mail / Fax follow-up search facility
- Editing of scanned documents**
  - DMS, with certain additions, can also provide the feature of editing the scanned document text
- Appointment Management**
  - Scheduling personal appointments.
  - Day wise, week wise and month wise appointment
- General purpose/Reminders**
  - Short messaging service
  - E-mail facility
- Search Engine**
  - Search mechanism for Documents name-wise
  - Search mechanism for document content wise (Advanced search)
  - Advanced search for Linked Documents
- Security**
  - Encryption of documents with access mechanism
  - Web security integrated with Encryption
- Storage & Backup**
  - Auto Backup with schedules
  - Storage of Old Data with retrieval & Archives facilities

## BENEFITS

- Organize better
- Be more efficient
- Save costs
- Fast retrieval
- Flexible indexing
- No lost files
- Digital Archiving
- Share files easily



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