

# Document Management System

## Technical Sheet



# DMS

The **DMS** is the module part of **NamirialArchive** that allows you to organize, classify, search and manage your business documents quickly, intuitively, interactively and, above all, effectively. With DMS, you can organize documents according to your organizational structure.

It's a multi-business system: the application's advanced tools allow you to define the types of documents to be managed by each company.

## Document Search

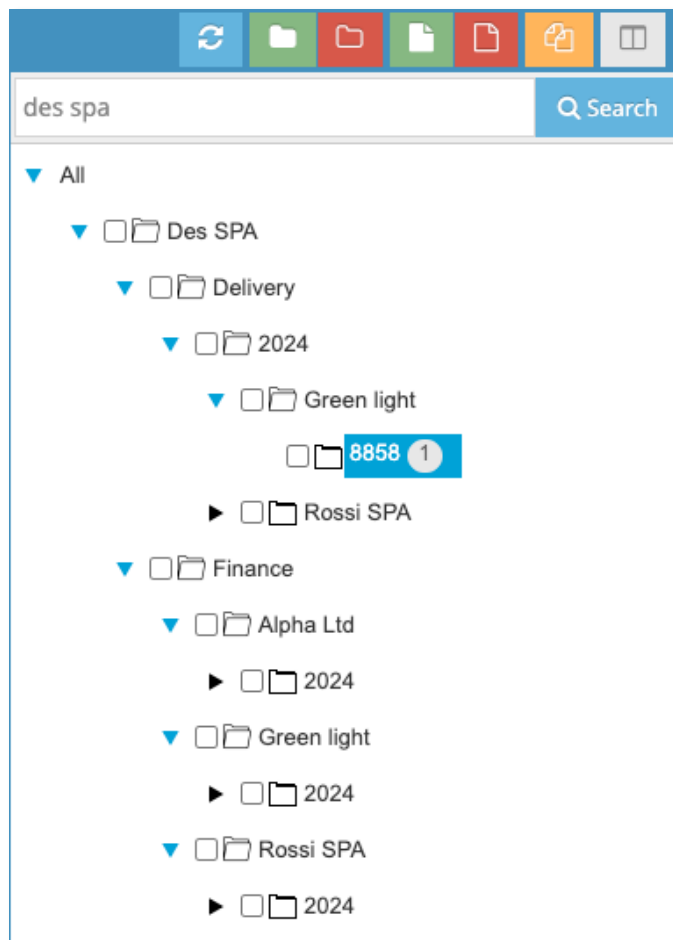
**MegaSearch** allows to search all the documents in a single interface

- Document searching using the **metadata**
- Document searching using the metadata in **cross-tipology** mode
- Document searching with **full-text** mode
- Setting of the **display preferences** (which metadata is possible to view in the Megasearch)
- Embedded **Viewer** for the documents
- Document **download**
- View of the **document properties** (ex: metadata, note, log)

# Folder Tree

The DMS has an integrated **folder tree management** with which is possible:

- **create** folder
- **copy** folder
- **delete** folder
- **insert document** in a folder
- **move document** in another folder
- assign **view permission**
- define **scripts for folder creation**



# Archiving features

- **Upload new documents** in FrontEnd
- **Delete document**
- **Modify document**
- **Modify metadata**
- **Rename document**
- **Merge** one pdf to the end of the document
- **Move** document in another document type
- **Add note** or **attachement** to the document
- **Send** one or more documents to **zip file**
- **Sign** document
- Download **excel report** with the number of the documents archived
- Management of **Folder tree**: create folder, copy folder, delete folder, insert document in a folder, move document in another folder, assign view permission
- Batch submission of documents with **API**
- Batch submission of documents with **SFTP**
- Batch submission of documents with **custom integration**
- **Notification** by mail through Customer SMTP (ex: company domain mail of the Customer)
- Archiving through **Namirial Plugin**

# Components list

Within the following table are reported all the service components:

Component	Description
Provisioning (for partners/distributors)	Customer and Service Provisioning System
NamirialArchive ECM	Web application
NamirialArchive DMS	Document management system application and Web-Services
SDK	Installation and Integration Documentation API

## Delivery model

NamirialArchive supports the most popular software delivery models and is therefore deliverable in **SAAS** (Software as a Service), **Private Saas** and **On Prem** mode, depending on the needs of the Client.