



Document Management System (DMS)

Digitize documents and maximize the utilization of valuable information.

Whether through workflow modeling or traditional document management, the document management system (DMS) integrates both applications into a single, highly cohesive software solution, thereby significantly enhancing processes within the organization.

The ideal solution for Document Management

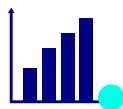
Digital business processes and workflows necessitate the consolidation of all information, including the substantial volume of data that remains in paper format. Critical information from invoices, delivery notes, timesheets, accompanying letters, and more can be swiftly and reliably integrated into business processes. Utilizing a document management system, documents can be scanned, electronically captured, processed, managed, and archived in accordance with legal requirements.



Advantages of DMS



Adherence to legal obligations



Enhancing sustainability within the organization



Rapid and location-agnostic access to documents



Data loss prevention



Process Optimization



Cost reduction

Access the information you require in seconds via indexing.

Upon integration into the DMS, each document is tagged or indexed. These keywords pertain to content-relevant information, including the name of a client or supplier, the identification number of a machine, or designations such as "delivery note" or "invoice."

Paper documents are scanned and indexed. Any information that facilitates the efficient retrieval of the file through the DMS interface is permitted. In a contemporary DMS, indexing can also occur automatically, enabling access to the desired document within seconds.



Comprehensive integration with Windows and external applications

The Virtual File System (VFS) facilitates the seamless management of electronic documents through Windows Explorer, eliminating the need to familiarize oneself with a new interface. Standard document management functionalities are directly incorporated into Windows, thereby integrating the Document Management System (DMS) into an intuitive interface and enhancing user acceptance.

Given that every organization employs various systems that interact with documents, the Document Management System (DMS) features suitable interfaces. These facilitate seamless integration and enable the efficient transfer of necessary data into the DMS, allowing for the incorporation of ERP, SAP, or imaging systems, among others, into the DMS.

Contact us now:

Would you be interested in exploring our Digital Workplace or Document Management System solution offerings further? We would be pleased to offer guidance during a personal consultation. Contact us today to arrange an appointment. We eagerly anticipate your response.



Im Zukunftspark 10
74076 Heilbronn



www.dataglobalgroup.com



info@dataglobal.com

dataglobal Group: The World is Your Workplace

We assist companies by providing innovative solutions that not only digitize work processes but also foster genuine collaboration. Our strength is rooted in collaboration: In partnership with our clients, we create intuitive and intelligent solutions that enhance organizational efficiency, security, and sustainability—empowering them to achieve their full potential.

Connect, Collaborate, Protect.

Our solutions—ranging from enterprise content management to resource management and cybersecurity—integrate seamlessly with existing systems, enhancing companies' agility, efficiency, and preparedness for the challenges of the contemporary work environment.