

Document management system (DMS) is designed to allow the organization to manage company documentation and its publication to employees.

It includes following functions:

1 As ADMIN:

- 1.1 Log into DMS as ADMIN
- 1.2 To change own account's password
- 1.3 To create accounts with role EMPLOYEE, MANAGER or ADMIN
- 1.4 To edit accounts details
- 1.5 To delete accounts
- 1.6 To see audit log of account creation/update/delete (optional)
- 1.7 To see audit log of document upload/update/delete (optional)
- 1.8 Download the list of all documents/users (optional)

2 As MANAGER:

- 2.1 Log in to DMS as MANAGER
- 2.2 To change own account's password
- 2.3 Search for required documents
- 2.4 To see the list of all documents
- 2.5 To apply filters to the list of documents
- 2.6 Upload new document into DMS
- 2.7 Edit document details in DMS
- 2.8 Add new version of existing documents in DMS (optional)
- 2.9 Make publication (notify the employees in DMS) of new document or new revision of existing document (optional)
- 2.10 Trace the progress of employees read/acknowledgement with new document or revision of existing document. (optional)
- 2.11 Get notified about new document or new revision of existing document in DMS (optional)
- 2.12 To download documents from DMS
- 2.13 Get acknowledge with new document or new revision of existing document (optional)
- 2.14 Make comments on documents
- 2.15 Trace the next revision date of documents and get notification in DMS about expired documents (optional)
- 2.16 Share documents to persons outside of company for certain period (optional)

3 As EMPLOYEE:

- 3.1 Log in to DMS as EMPLOYEE
- 3.2 To change own account's password
- 3.3 Search for required documents
- 3.4 To see the list of all documents
- 3.5 To apply filters to the list of documents
- 3.6 Get notified about new document or new revision of existing document in DMS (optional)
- 3.7 To download documents from DMS
- 3.8 Get acknowledge with new document or new revision of existing document (optional)
- 3.9 Make comments on documents

4 As GUEST:

- 4.1 Open and download documents to which he received direct link (optional)