**Document Management System Proposal**

This is a Web Based solution that can run on the Internet or Local Area Network. This solution will not require any software installed in any machines as long as they have a browser. Solution will run on a Linux Server preferably but can also run on Windows.

**Modules**

1. **CRM**
   1. Add a Customer or Supplier to the Database
   2. View list of all Customers or Suppliers
   3. View Profile of a Customer and see all documents attached to them
   4. View Profile of a Supplier and see all documents attached to them
   5. Search for a Customer or Supplier by Name etc
2. **Documents Manager**
   1. Create Categories and Sub-Categories of Documents
   2. Edit categories
   3. Upload a Document (Attach Name, Date, Staff, Customer/Supplier etc)
   4. View Report List of All Documents
      1. Name, Date Created, User Creating, Customer/Supplier attached
      2. Filter by Customer/Supplier
      3. View/Download a document
   5. Search for a Document
   6. View Profile of Document
      1. Show details of document
      2. Email a document to an email address or to a customer or supplier (Needs internet connection if running on LAN)
      3. View/Download a document
      4. Delete the document
      5. Show all versions of the same document
3. **Report**
   1. Show Report of all Documents Uploaded
   2. Filter report by date-range
   3. Filter report by Staff
   4. Filter report by Customer/Supplier
   5. Filter Report by Category/Sub-Category
4. **User & System Management**
   1. Add a new user (Staff)
   2. Manage User Roles
   3. View Audit Trails
   4. Create a backup of the system