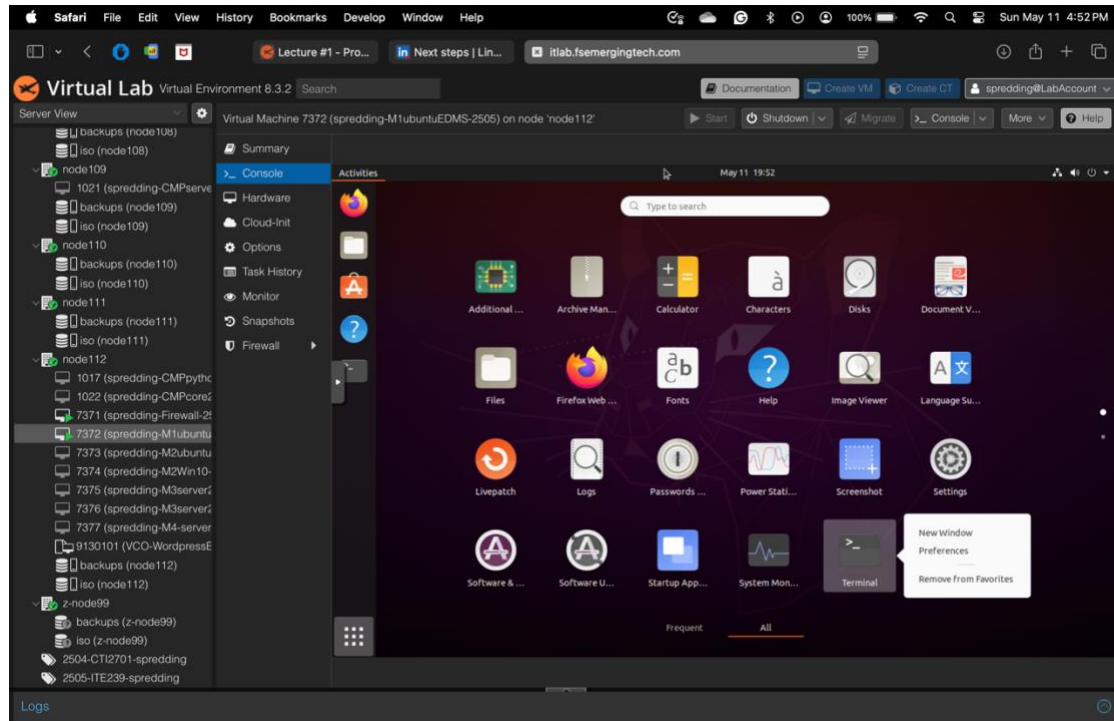
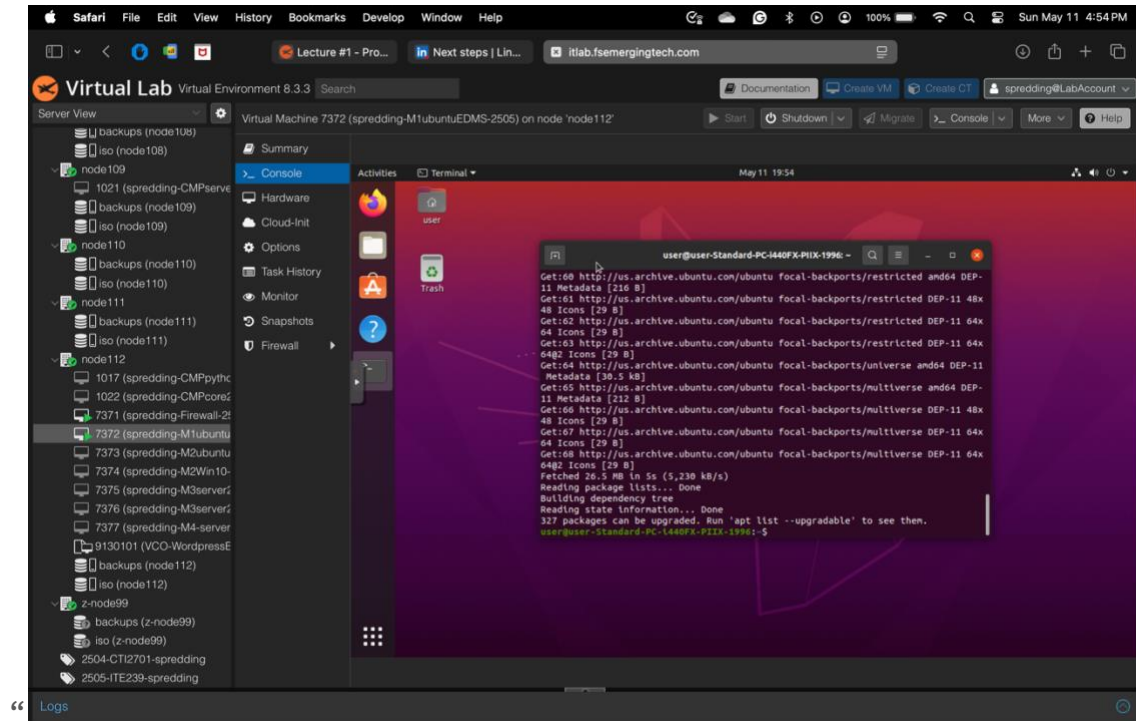


Mayan EDMS Install:

Prep#1- First we will begin with a few tasks to make the process easier for the install of Mayan EDMS (Electronic Document Management System).



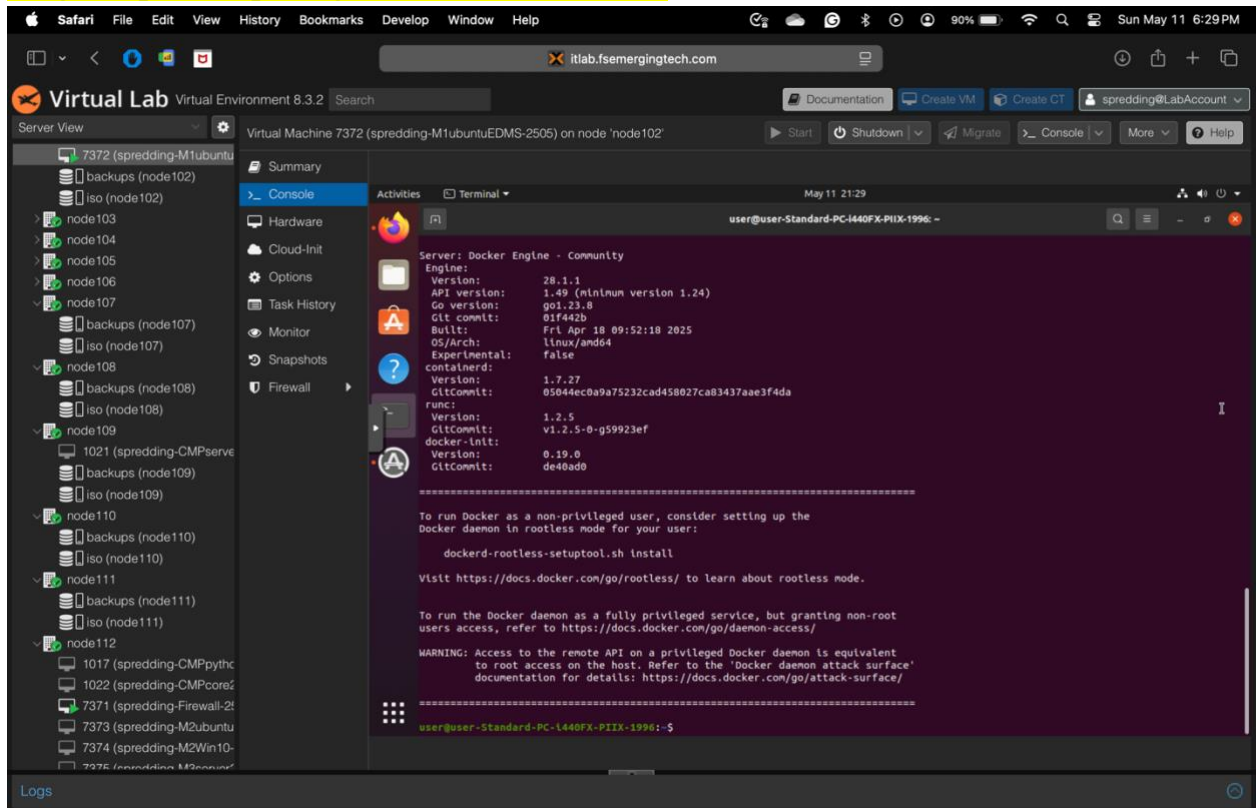
Prep#2 – Next, it is a good practice to update your Ubuntu every time. To do that, simply open the terminal and enter the command “sudo apt-get update / sudo apt update”.



Install:

1.) First, we need to install Docker using the following command:

```
"wget -qO- https://get.docker.com/ | sh"
```



2.) Download the files needed for Mayan EDMS Docker Compose.

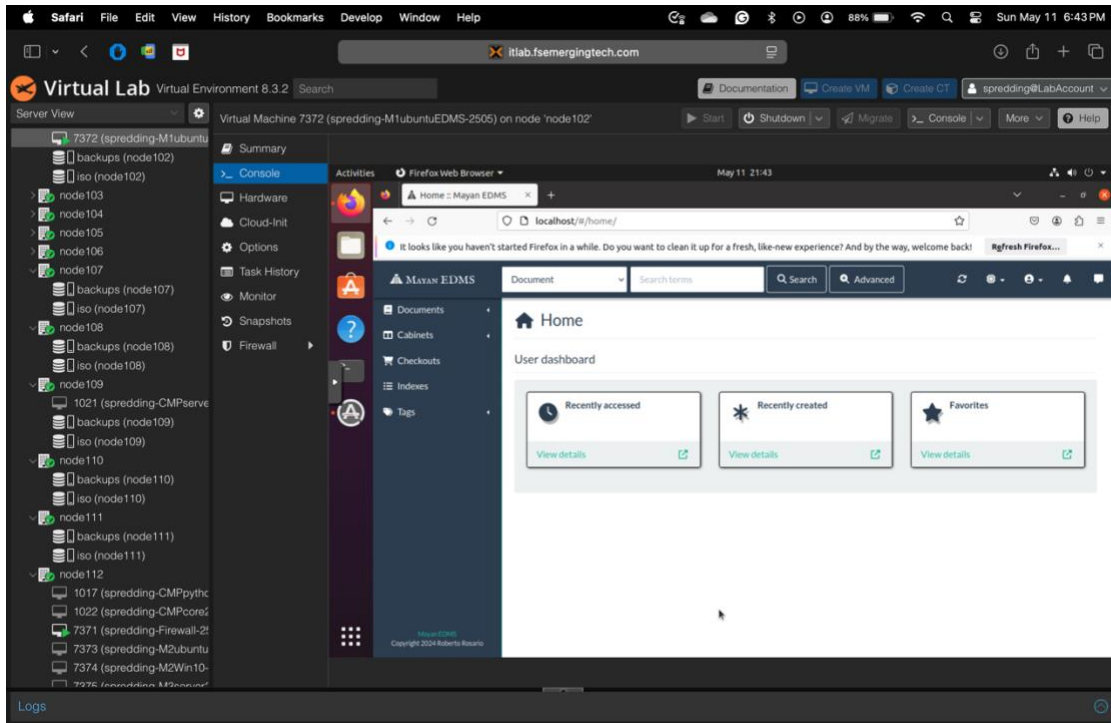
*(You may encounter an error running this code, basically saying “curl” is not installed. Run the code: “`sudo apt install curl`”

Use the following commands:

```
curl https://gitlab.com/mayan-edms/mayan-edms/-  
/raw/master/docker/docker-compose.yml -O
```

```
curl https://gitlab.com/mayan-edms/mayan-edms/-  
/raw/master/docker/.env -O
```


5.) Use the newly created admin account credentials to log in.



Write up:

Mayan EDMS is a robust platform for streamlining document management and the workflows of multiple departments within an organization. An instrumental version in Mayan EDMS is Document Versioning. Every time a new document is uploaded or edited, by default, a version is assigned. When more than one document is uploaded at the same time, all the pages can be mapped or reconfigured to any version of the file. This is especially useful when collaborating on a task or project, without the fear of losing any progress or changes. Another useful feature is digital signatures. Much like DocuSign or other PDF editor/signature software, an electronic signature or digital signature validates authenticity and that the document has not been tampered with or altered. If tampered with or changed (usually by even a pixel), the signature will become invalid, alerting to an unauthorized change. Many companies, business personnel, lawyers, real estate agents, etc., use digital signatures for confidential or legally binding documents. Mayan EDMS also has many powerful workflow automation tools, such as the advanced workflow engine, automatic file metadata extraction, and auto OCR processing (Optical Character Recognition). Each feature allows streamlining of tasks, for example, auto-OCR takes the image of text regardless of language and turns it into machine-readable text for the computer to process. This increases scalability and eliminates the need for manual data entry. In summary, Mayan EDMS is a very powerful

tool with significant features and can increase an organization's scalability and improve workflow.