**What is document management system?**

The capture and management of documents within an organization. A DMS includes Web access to support occasional users and work from remote sites as well as a secure document storage area (vault). Additionally a DMS includes search and retrieval, versioning, and content caching.

**Benefits**

* Reduced paper storage - removal of paper by converting paper documents that are stored within the business or in an archive into an electronic form
* Improved retrieval time - obtaining paper from storage or an archive is typically slower than electronic retrieval of documentation. Along with the improved retrieval time comes the ability to perform searches for similar information. This is especially useful when trying to perform major changes or perhaps searching for information subject to litigation
* Saves paper, printer and toner costs - reduced need to print paper documents as electronic versions are available for use or reuse. Whilst the paperless office is still not a reality, it is anticipated that the availability of an DMS would reduce the need for multiple paper copies of documents. If the DMS does not have an electronic signature capability then at least one "master" paper signed document will need to be printed
* Improved staff productivity - less time spent searching for documents or trying to find the current version. Faster document review and approval cycles, particularly where multiple reviewers and approvers are involved in the business process
* Improved disaster recovery - DMS contains business critical documents and has its own disaster recovery plan that allows the documents to be restored in the event of significant disruption or disaster for the business
* Improved **security** through a single secure location for documents and ensuring that the right people are able to access the right documents
* Improved compliance with regulation or legislation
* Central control and management of documentation
* Reduced chance of "losing" documents
* Enhanced competitive situation due to improved internal document processes
* Improved customer service through faster access to and retrieval of important customer information

**CramEasy Document Management System**

**Centralize storage**

CramEasy provide central place to store all type of documents.

**Tagging and category**

CramEasy provide tagging to each document which help people to categories document [example: purchase bills] tagging help people to search and retrieve same kind of document using tag, Help people to identify type of document.

CramEasy provide category management which provide user to add document to specific department/group which benefit organization people to organize and find specific department or group’s document

**Collaboration and** **Sharing**

CramEasy provide very flexible document sharing facility. User can share his/her document with group/category/individual user with edit, delete, view access permission.[example: use A can add new document doc\_123.doc ,he/she can share same document with group xyz with view permission, share with xyz user with edit permission and block user zyx from view.]

**Lock**

CramEasy provide lock facility. Which allow user to lock document when he/she is working on, same time no another user can edit same document until document be unload by use who locked it. This feature provides great facility to organization people to work on same document.

**Full Text Search**

CramEasy provide power full and faster search facility to organization user by which user can retrieve any document with in second. User can search using keyword, Date as well category which separate same document of different department and provide exact match to user.

**Discussion**

CramEasy provide unique facility of discussion which allows organization people to start discussion on individual document.

**Auditing and History**

CramEasy Provide audit and history facility to organization people, which provide organization users to check who has edit/work/add individual document.

**Ratting**

Organization people can rate individual document. Which help users to get feedback about document, help organization to produce high quality document.

**Metadata**

CramEasy DMS provide Metadata is typically stored for each document. include the date the document was stored and the identity of the user storing it. Also extract metadata from the document automatically or prompt the user to add metadata.