

Sunward Portal Management System

DOCUMENT INFORMATION

Prepared by	Appcentric Technologies
Client	Sunward
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Prepared by	Arun
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Pages	17

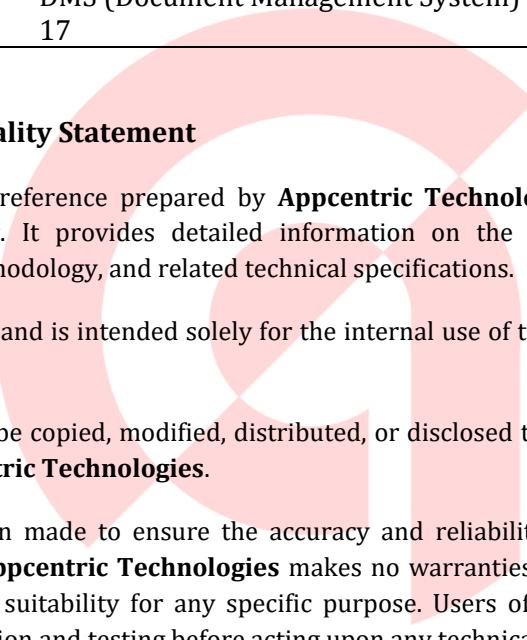
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1. Project Overview

The **Sunward Document Management System (DMS)** is a centralized platform for managing, storing, tracking, and retrieving all official documents across Sunward Malaysia, Singapore, and Johor Bahru.

The DMS ensures that all documents follow a structured lifecycle—from creation to approval, versioning, archival, and audit tracking.

The system supports multi-company, multi-department, and multi-profile document categorization.

Key capabilities include:

- Multi-level folder hierarchy
- Document upload with metadata
- Strict access control via roles and profile permissions
- Check-in/check-out locking mechanism
- Document history, versioning & audit logs
- Recycle bin recovery
- Document number generation
- Integration with Notifications and Email

2. Objectives

2.1 Centralize Document Storage

Ensure all QA, Production, HR, Audit, CAPA, Batch Records, SOPs, Manuals, and Forms are stored in one unified system.

2.2 Maintain Compliance & Traceability

Support pharmaceutical GMP requirements:

- Version Control
- Audit Trail Tracking
- Document Ownership & Access Restrictions

2.3 Enhance Operational Efficiency

Reduce manual tracking by automating:

- Profile generation
- Document numbering
- Folder structure management
- Search and filtering

2.4 Strengthen Access Control

Only authorized roles can upload, modify, delete, share, or approve documents.

2.5 Improve Collaboration

Users can:

- Share links
- View document dependencies
- Link related documents

3. System Modules & Key Functions

The DMS consists of **six main components**:

3.1 Profile Settings

Used to define document profiles that determine:

- Document category
- Sample document number format
- Owner Company
- Owner Department
- Abbreviation
- Group
- Whether tasks are enabled

Each profile acts as a classification system for document storage (e.g., **General Profile, CAPA, BMR template, Calibration, etc.**).

Functions include:

- Add / Edit / Delete profile
- Assign company & department
- Set abbreviation & numbering format
- Enable/disable task generation
- Description entry

3.2 Roles (Access Control)

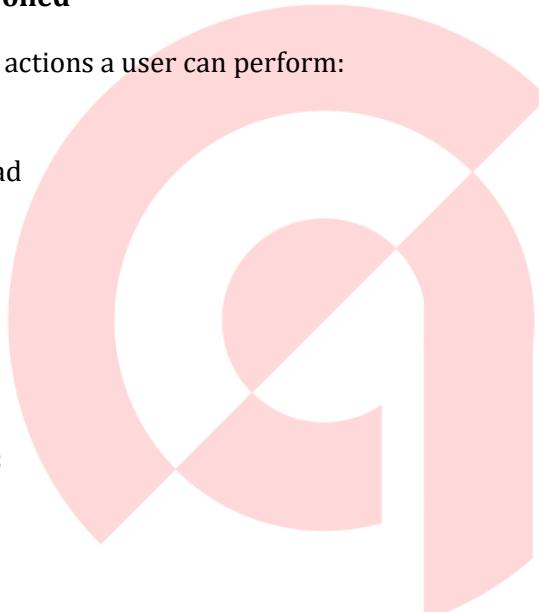
Roles define permissions for users interacting with DMS.

Example roles:

- **Super User**
- **PIA - Require Action**
- **PIC - Owner (Head)**
- **View - Controlled**
- **View - Uncontrolled**

Each role controls what actions a user can perform:

- View Only
- View & Download
- Delete
- Checkout
- Rename
- Upload
- Re-upload
- Share
- Link Documents



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3.3 Sunward Libraries

This is the core storage area of DMS.

Each library may represent:

- Type of document (SOP, CAPA, BMR, Audit-CAPA, Manuals, COA, etc.)
- Department or Category
- Company (SWMY / SWGP / SWSIN / SWMAL)

Key Features:

- Multilevel folder hierarchy
- Parent → Child → Sub-child folder structure
- Document uploads inside each folder
- Search & filter by:
 - Profile type
 - Profile
 - Activity profile
 - File name
 - Added by
 - Expiry date
- Upload new documents
- Re-upload documents
- Reserve profile number series
- Edit profile type info

3.4 Profile Number Generation

Used for assigning official document numbers.

Format example:

GP-23-000001

Each new document uploaded using the system automatically:

- Retrieves next available number
- Applies the series based on profile selection
- Ensures no duplication

Advanced search allows filtering by:

- Library
- Profile
- Company
- Department
- Document No
- Date range

3.5 Recycle Bin

Deleted documents & folders appear here.

Supports:

- Restore
- Permanent Delete
- Tracking:
 - Deleted By
 - Deleted Date
 - Added By
 - Added Date

Provides full traceability for document lifecycle.

3.6 Audit Trail

Tracks *every* action taken in DMS, including:

- Upload
- Modify
- Delete
- Rename
- CheckOut / CheckIn
- Linking documents
- Share actions
- Version changes

Audit fields include:

- Name
- Company
- Department
- Status
- Added By
- Added Date
- Document No

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4. Functional Components

4.1 Document Upload

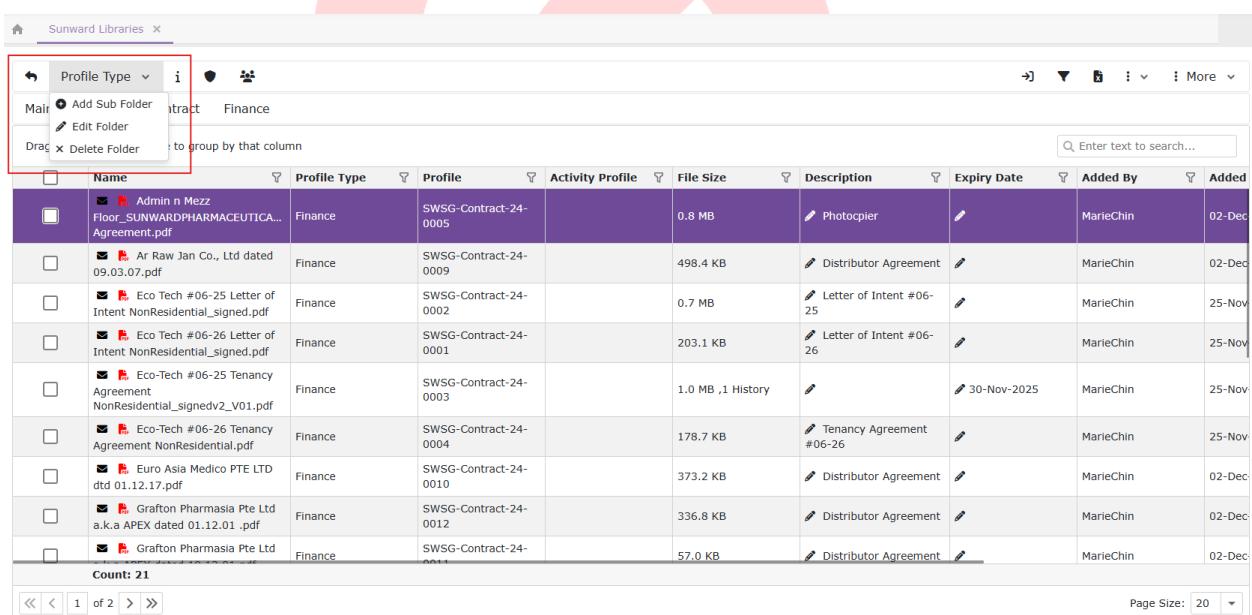
The DMS allows users to upload documents into specific libraries and folders based on profile and company settings.

During upload, the system captures important metadata such as:

- Profile Name
- Document Number (auto-generated)
- Company & Department
- Version Number
- File Type & Size

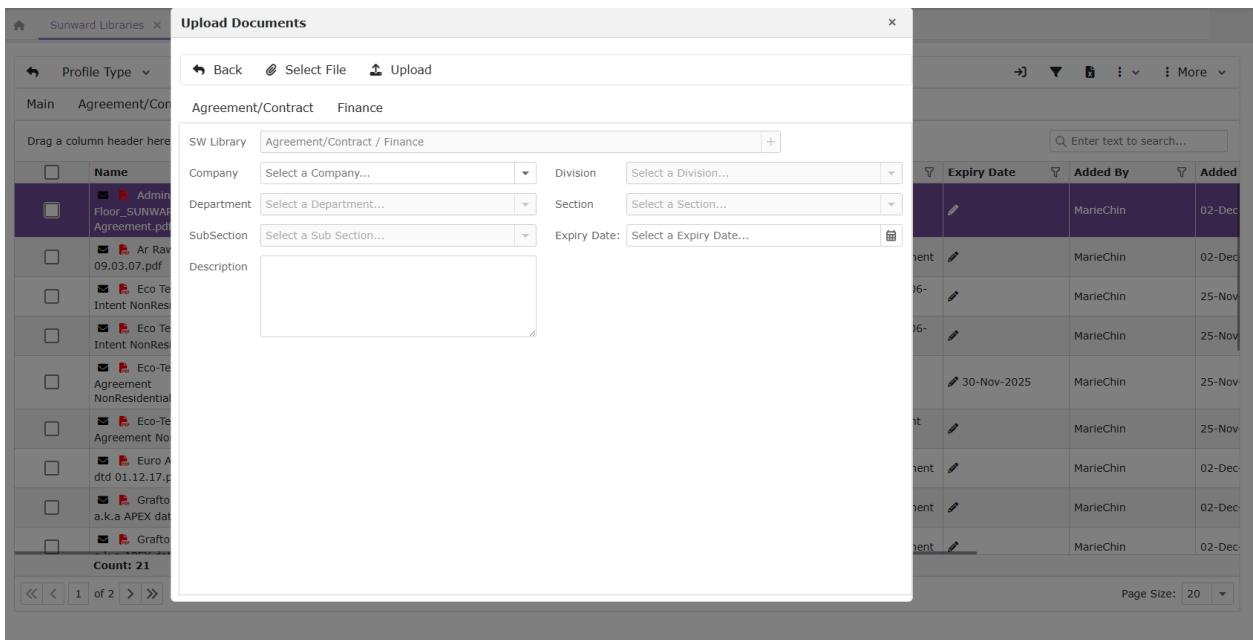
The system ensures all uploaded documents follow controlled naming, numbering, and compliance rules.

Users may upload single or multiple files depending on folder permissions.



The screenshot shows a software interface titled "Sunward Libraries". At the top, there's a toolbar with icons for file operations like New, Open, Save, Print, and More. Below the toolbar is a navigation bar with "Sunward Libraries" and a search bar labeled "Enter text to search...". The main area is a grid table with the following columns: Name, Profile Type, Profile, Activity Profile, File Size, Description, Expiry Date, Added By, and Added. The first row contains dropdown menus for "Profile Type" and "Profile". The table lists several documents, each with a checkbox, a preview thumbnail, and a file name. The columns are sorted by Name. At the bottom of the grid, there's a footer with "Count: 21", navigation arrows, and a "Page Size: 20" dropdown.

	Name	Profile Type	Profile	Activity Profile	File Size	Description	Expiry Date	Added By	Added
<input type="checkbox"/>	Admin n Mezz Floor_SUNWARDPHARMACEUTICALS Agreement.pdf	Finance	SWSG-Contract-24-0005		0.8 MB	Photocpier		MarieChin	02-Dec
<input type="checkbox"/>	Ar Raw Jan Co., Ltd dated 09.03.07.pdf	Finance	SWSG-Contract-24-0009		498.4 KB	Distributor Agreement		MarieChin	02-Dec
<input type="checkbox"/>	Eco Tech #06-25 Letter of Intent NonResidential_signed.pdf	Finance	SWSG-Contract-24-0002		0.7 MB	Letter of Intent #06-25		MarieChin	25-Nov
<input type="checkbox"/>	Eco Tech #06-26 Letter of Intent NonResidential_signed.pdf	Finance	SWSG-Contract-24-0001		203.1 KB	Letter of Intent #06-26		MarieChin	25-Nov
<input type="checkbox"/>	Eco-Tech #06-25 Tenancy Agreement NonResidential_signedv2_V01.pdf	Finance	SWSG-Contract-24-0003		1.0 MB ,1 History		30-Nov-2025	MarieChin	25-Nov
<input type="checkbox"/>	Eco-Tech #06-26 Tenancy Agreement NonResidential.pdf	Finance	SWSG-Contract-24-0004		178.7 KB	Tenancy Agreement #06-26		MarieChin	25-Nov
<input type="checkbox"/>	Euro Asia Medicco PTE LTD dtd 01.12.17.pdf	Finance	SWSG-Contract-24-0010		373.2 KB	Distributor Agreement		MarieChin	02-Dec
<input type="checkbox"/>	Grafton Pharmasia Pte Ltd a.k.a APEX dated 01.12.01 .pdf	Finance	SWSG-Contract-24-0012		336.8 KB	Distributor Agreement		MarieChin	02-Dec
<input type="checkbox"/>	Grafton Pharmasia Pte Ltd	Finance	SWSG-Contract-24-0014		57.0 KB	Distributor Agreement		MarieChin	02-Dec



The screenshot illustrates the Sunward Libraries interface. On the left, a sidebar titled "Sunward Libraries" shows a list of documents under "Profile Type". A specific folder named "Agreement/Contract" is selected, displaying sub-folders like "Main", "Agreement/Contract", and "Finance". The "Main" folder contains several PDF files, one of which is highlighted. On the right, a modal window titled "Upload Documents" is open, showing fields for "Company", "Division", "Section", and "Expiry Date". Below these fields is a large text area for "Description". To the right of the modal, a table lists uploaded documents with columns for "Expiry Date", "Added By", and "Added". The table includes rows for various documents, such as "Floor_SUNWARD Admin Agreement.pdf" and "Ar Raw 09.03.07.pdf".

4.2 Multilevel Folder Hierarchy

The system supports a structured folder design using **Parent → Child → Sub-child** levels. Each document is stored in an organized path linked to:

- Profile
- Profile Type
- Activity Profile
- Category or Department

This hierarchical structure ensures documents are easily traceable, reduces complexity, and supports regulatory file organization standards.

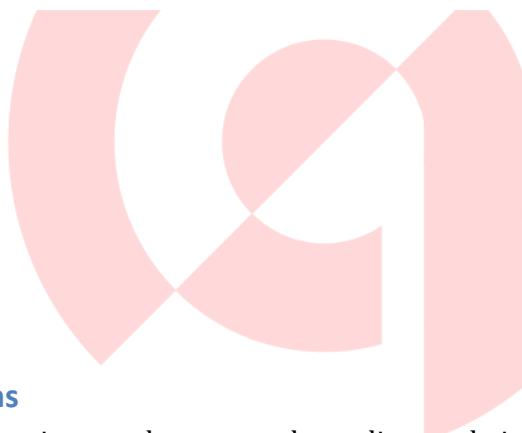
Each folder can hold documents, subfolders, and version histories.

Sunward Libraries

Name	Profile Type	Profile	Activity Profile	File Size	Description	Expiry Date	Added By	Added
CAPA 2023 Scanned Copy	General Profile		0 Folders,72 files				Wan Nor AzerahBinti Wan Mohd Nasir	30-Oct
CAPA 2024 Scanned Copy	General Profile		0 Folders,221 files				Wan Nor AzerahBinti Wan Mohd Nasir	01-Nov
CAPA 2025 Scanned Copy	CAPA SWMAL	GP-23-058075	39.4 KB				Rui Chin	08-Jan
CAPA 2018.xlsx	SWMAL	GP-24-103198	77.4 KB				WeiLim Zhi	20-Nov
CAPA MASTER LIST 2020.xlsx	SWMAL	GP-24-103645	71.9 KB				MalaniA/P Ravi	03-Jan
CAPA MASTER LIST 2021.xlsx	SWMAL	GP-24-103698	142.0 KB ,4 History				MalaniA/P Ravi	03-Jan
CAPA MASTER LIST 2022_V04.xlsx	SWMAL	GP-23-058076	94.4 KB ,4 History				MalaniA/P Ravi	26-Mar
CAPA MASTER LIST 2023_V04.xlsx	SWMAL	GP-24-039251	156.0 KB ,4 History				MalaniA/P Ravi	26-Mar
CAPA MASTER LIST 2024_V04.xlsx	SWMAL	CR/25/001	70.5 KB				MalaniA/P Ravi	26-Mar
CAPA MASTER LIST 2025.xlsx	SWMAL	CR/25/759	96.0 KB				MalaniA/P Ravi	21-Jul
CR25175.pdf	SWMAL	CR/25/759						

Count: 11

Page Size: 20



4.3 Document Actions

Users can perform multiple actions on documents depending on their assigned roles and permissions:

- View File:** Open the latest version for preview.
- Rename:** Modify file name while retaining history.
- Delete:** Move the document to Recycle Bin.
- Check Out / Check In:** Lock the file for editing and upload new versions.
- History:** View previous document versions.
- Copy Link:** Generate secure URL for internal sharing.
- Share:** Send the document link to other internal users.
- Link Document:** Connect related documents across libraries.
- Email:** Send document information via internal email integration.

These actions enable controlled, collaborative, and auditable document handling across the organization.

Sunward Libraries > Profile Type

Name	Profile Type	Profile	Activity Profile	File Size	Description	Expiry Date
CAPA 2	General Profile		0 Folders,55 files			
CAPA 3	General Profile		1 Folders,0 files			
660-Paratab Tablet-600K BG 3 Sublot V07 - Primary (1).docx	2024	GP-24-039179		443.3 KB	660-Paratab Tablet-600K BG 3 Sublot V07 - Primary (1)	
Analyst qualification.pdf	2024	GP-24-039232		47.7 KB	ANALYST QUALIFICATION	
Approved Vendor List (Raw Materials).pdf	2024	GP-24-039634		508.9 KB	Approved Vendor List (Raw Materials)	Ting XuanOng 28-May
Atenolol Tablets Change Control for Product re-formulation-CC03524.pdf	2024	GP-24-039208		3.0 MB	Atenolol Tablets Change Control for Product re-formulation-CC03524	KethavathMohan 24-May
BSSU-02 Temperature controller certificate report TE24_152.pdf	2024	GP-24-039256		353.9 KB	BSSU-02 Temperature Controller Certificate Report	Ting XuanOng 27-May
CC051_23.pdf	2024	GP-24-039397		2.8 MB	CC051/23 Suniton Tablet	Ting XuanOng 27-May
DF13_Miconazole Nitrate (1).jpeg	2024	GP-24-039261		172.0 KB		Ting XuanOng 27-May

Count: 76

Page Size: 20

More Options: View File, Rename, Delete, Check Out, History, Copy Link, Share, Link Document, View Parent Documents, Email.

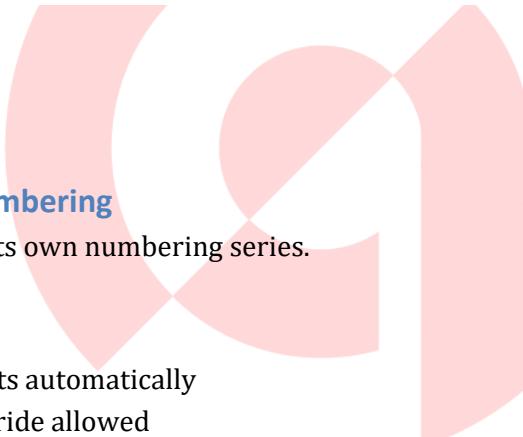
5. Business Logic

5.1 Profile-Based Numbering

Each profile maintains its own numbering series.

Rules:

- Series increments automatically
- No manual override allowed
- Cannot duplicate document number
- Re-upload retains same number



5.2 Check Out / Check In Logic

1. File Locking (CheckOut)

When a user clicks **CheckOut**:

- The system **locks the file**, preventing other users from modifying it.
- Only the user who checked out the file can:
 - Edit
 - Re-upload / Replace (new version)
 - Rename

Other users can ONLY:

- **View**
- **Preview**
- **Download**

This prevents conflicting updates and ensures data integrity.

2. File Replace / Version Upload Logic

When a user uploads a new file for the same document:

✓ Allowed:

- The uploaded file must have the **same file extension** as the original file.

Example:

- Original: doc1.pdf
- New version must be: *.pdf

✗ Not Allowed:

- Changing file type is NOT allowed.

Example:

- Original: doc1.pdf
- New version uploaded as .docx → **Rejected**

Reason:

Your system maintains a single document identity across versions.

Changing extension would break:

- Version tracking
- Preview compatibility
- Workflow consistency
- Linked document dependency

3. Version Creation Logic

When a valid new file (same extension) is uploaded:

- The **old file moves into History**
- The **new file becomes the Current Version**
- System records:
 - Version number

- Uploaded by
- Uploaded date/time

Users can view:

- **History** → All older versions
 - **Preview** → Latest version
 - **Download** → Latest version
-

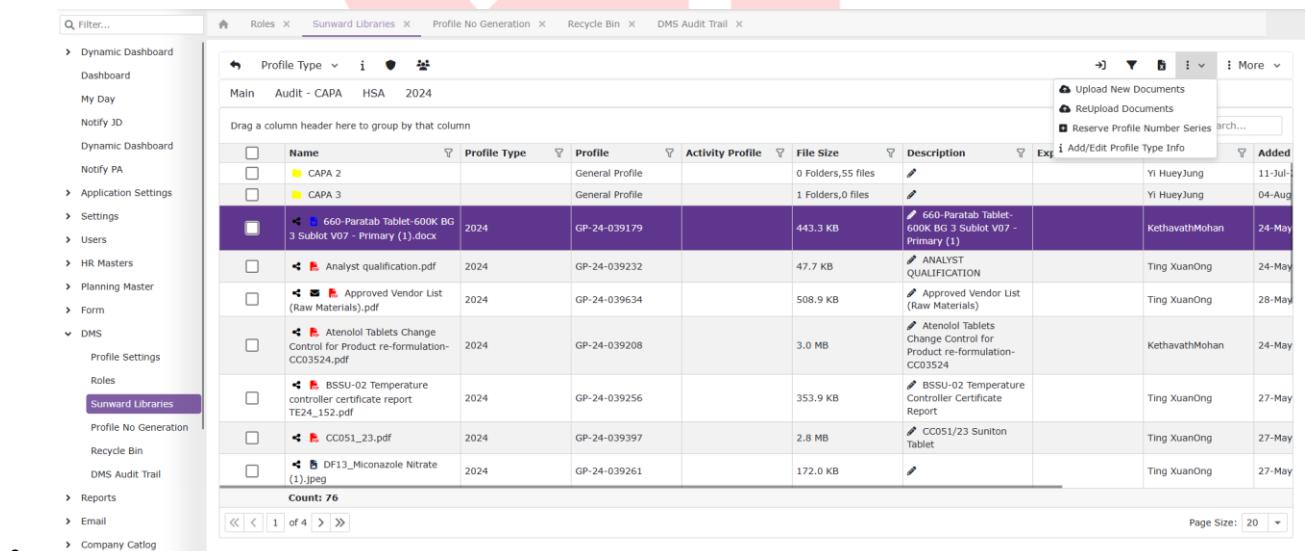
4. CheckIn Logic

After replacing the file:

- User must perform **CheckIn**
- **Check-in unlocks** the file
- Normal users regain rights based on their role permissions

Once checked in:

- Only the **new version** is editable
- The **old version remains in history** (read-only)



	Name	Profile Type	Profile	Activity Profile	File Size	Description	Added
<input type="checkbox"/>	CAPA 2		General Profile		0 Folders,55 files		Yi HueyJung 11-Jul-1
<input type="checkbox"/>	CAPA 3		General Profile		1 Folders,0 files		Yi HueyJung 04-Aug
<input type="checkbox"/>	660-Paratab Tablet-600K BG 3 Sublot V07 - Primary (1).docx	2024	GP-24-039179		443.3 KB	660-Paratab Tablet-600K BG 3 Sublot V07 - Primary (1)	KethavathMohan 24-May
<input type="checkbox"/>	Analyst qualification.pdf	2024	GP-24-039232		47.7 KB	ANALYST QUALIFICATION	Ting XuanOng 24-May
<input type="checkbox"/>	Approved Vendor List (Raw Materials).pdf	2024	GP-24-039634		508.9 KB	Approved Vendor List (Raw Materials)	Ting XuanOng 28-May
<input type="checkbox"/>	Atenolol Tablets Change Control for Product re-formulation-CC03524.pdf	2024	GP-24-039208		3.0 MB	Atenolol Tablets Change Control for Product re-formulation-CC03524	KethavathMohan 24-May
<input type="checkbox"/>	BSSU-02 Temperature controller certificate report TE24_152.pdf	2024	GP-24-039256		353.9 KB	BSSU-02 Temperature Controller Certificate Report	Ting XuanOng 27-May
<input type="checkbox"/>	CC051_23.pdf	2024	GP-24-039397		2.8 MB	CC051/23 Suniton Tablet	Ting XuanOng 27-May
<input type="checkbox"/>	DF13_Miconazole Nitrate (1).jpeg	2024	GP-24-039261		172.0 KB		Ting XuanOng 27-May

5.3 Delete & Restore Logic

- Deleted documents move to Recycle Bin
- Files cannot be permanently deleted without admin privilege
- Restored files return to original folder
- All metadata retained

Filter... Roles Sunward Libraries Profile No Generation Recycle Bin

Restore

Drag a column header here to group by that column

Enter text to search...

<input type="checkbox"/>	Name	Path	Profile	File Size	Deleted By	Deleted Date	Added By	Added
<input checked="" type="checkbox"/>	Manual	Manual	General Profile	0 Folders,0 files	Yi HueyJung	14-Sep-2024	Soo QingTeoh	08-Sep-2023
<input type="checkbox"/>	SWSIN	BMR template / SWSIN	BMR template	0 Folders,0 files	Yi HueyJung	24-Oct-2023	Soo QingTeoh	23-Oct-2023
<input type="checkbox"/>	SWMal	BMR template / SWMal	BMR template	0 Folders,0 files	Yi HueyJung	24-Oct-2023	Soo QingTeoh	23-Oct-2023
<input type="checkbox"/>	BSIS	BMR template / BSIS	General Profile	0 Folders,0 files	Yi HueyJung	24-Oct-2023	Soo QingTeoh	23-Oct-2023
<input type="checkbox"/>	Allersin f tablet	Temporary - SWMAL / QAD / Batch release / Batch manufacturing record (master) / Syrup / Allersin f tablet	General Profile	0 Folders,0 files	Soo QingTeoh	24-Oct-2023	Soo QingTeoh	24-Oct-2023
<input type="checkbox"/>	Apo-napro ds tablet	Temporary - SWMAL / QAD / Batch release / Batch manufacturing record (master) / Syrup / Apo-napro ds tablet	General Profile	0 Folders,0 files	Soo QingTeoh	24-Oct-2023	Soo QingTeoh	24-Oct-2023
<input type="checkbox"/>	Beco tablet	Temporary - SWMAL / QAD / Batch release / Batch manufacturing record (master) / Syrup / Beco tablet	General Profile	0 Folders,0 files	Soo QingTeoh	24-Oct-2023	Soo QingTeoh	24-Oct-2023
<input type="checkbox"/>	Benil tablet	Temporary - SWMAL / QAD / Batch release / Batch manufacturing record (master) / Tablet / Benil tablet	General Profile	0 Folders,1 files	Soo QingTeoh	01-Dec-2023	Soo QingTeoh	24-Oct-2023
<input type="checkbox"/>	Activity - Production and Routine	Company Policy - 3P's / Activity - Production and Routine	3P's	0 Folders,0 files	Yi HueyJung	27-Apr-2024	Soo QingTeoh	31-Oct-2023

Count: 888

5.4 User Role Permission Validation

Permissions determined by:

- Role
- Profile
- Company
- Department

A user cannot:

- Delete without delete rights
- Rename without rename rights
- CheckOut without modify rights
- See documents outside assigned company

Sunward Libraries

Back Save

Main Agreement/Contract Finance

Sunward Libraries **Security Access**

User User Group Level

User Role Select User Role... Users Select To...

Sunward Libraries Select Sunward Libraries... + x

Is Security Add Existing Documents Save

Update Role Delete

Drag a column header here to group by that column

No data to display

5.5 Linked Document Logic

- A document may be linked to parent or child documents
- Links visible in both directions
- Link deletion does not remove document itself

Sunward Libraries

Link Documents

Profile Type Main Company Policy

Parent Link Document Name: Manual - Approve Inspection Datasheet QA_V05.docx

Drag a column header here to group by that column

Link Document Name	Link From	Document Path	Link Created By	Added Date
No data to display				

Expiry Date Added By Added

Expiry Date	Added By	Added
Chin HwaWong	10-Jun-	
NajwaBinti Ayob	10-Jan-	
NajwaBinti Ayob	21-Feb-	
NajwaBinti Ayob	31-Jan-	
Chin HwaWong	17-Oct-	
Chin HwaWong	04-Mar-	
NUR DAFINA FARISSA	16-Apr-	
Chin HwaWong	16-Oct-	
Chin HwaWong	13-Jan-	

Upload + Add Download View File Delete Link Parent Documents

Drag a column header here to group by that column

Enter text to search...

Name Sales

Count: 43

<< < 1 of 3 > >>

Page Size: 20

Enter text to search...

Expiry Date Added By Added

Expiry Date	Added By	Added
Chin HwaWong	10-Jun-	
NajwaBinti Ayob	10-Jan-	
NajwaBinti Ayob	21-Feb-	
NajwaBinti Ayob	31-Jan-	
Chin HwaWong	17-Oct-	
Chin HwaWong	04-Mar-	
NUR DAFINA FARISSA	16-Apr-	
Chin HwaWong	16-Oct-	
Chin HwaWong	13-Jan-	

Page Size: 20

Sunward Libraries X

Profile Type Main Company Policy

Drag a column header here

Name
Sales
Manual Datasheet QA...
Batch Number...
printed Start D...
Creation and A...
Version Start D...
Production Tid...
Production sch...
Ticket Status (...
Closure)_V01...
in Simplify Pro...

Count: 43

Back Select File Upload

File ProfileType: Company Policy - 3P's / Navision

Company: Select a Company... Division: Select a Division...

Department: Select a Department... Section: Select a Section...

SubSection: Select a Sub Section... Description:

Expiry Date Added By Added

Chin HwaWong	10-Jun-
NajwaBinti Ayob	10-Jan-
NajwaBinti Ayob	21-Feb-
NajwaBinti Ayob	31-Jan-
Chin HwaWong	17-Oct-
Chin HwaWong	04-Mar-
NUR DAFINA FARISSA	16-Apr-
Chin HwaWong	16-Oct-
Chin HwaWong	13-Jan-

Page Size: 20

Sunward Libraries X

Profile Type Main Company Policy

Drag a column header here to group by that column

Name	Profile	File Size	Description	Added By	Added	Modified By	Modified
Agreement...	General Profile			Soo QingTeoh	24-Nov-2023	Soo QingTeoh	24-Nov-2023
Asset Master	General Profile			Yi HueyJung	12-Apr-2024	Yi HueyJung	12-Apr-2024
Audit - CAPA	General Profile			Yi HueyJung	23-May-2024	Yi HueyJung	23-May-2024
BMR	General Profile			Soo QingTeoh	13-Jul-2023		
BMR template	General Profile			Soo QingTeoh	30-Aug-2023		
BSIS Template	General Profile			Wan Nor AzierahBinti Wan Mohd Nasir	02-Jul-2025	Wan Nor AzierahBinti Wan Mohd Nasir	02-Jul-2025
Calibration Information	Calibration			Yi HueyJung	20-May-2024	Yi HueyJung	20-May-2024
CAPA	General Profile			Soo QingTeoh	23-Aug-2023		

Count: 66

Expiry Date Added By Added

Chin HwaWong	10-Jun-
NajwaBinti Ayob	10-Jan-
NajwaBinti Ayob	21-Feb-
NajwaBinti Ayob	31-Jan-
Chin HwaWong	17-Oct-
Chin HwaWong	04-Mar-
NUR DAFINA FARISSA	16-Apr-
Chin HwaWong	16-Oct-
Chin HwaWong	13-Jan-

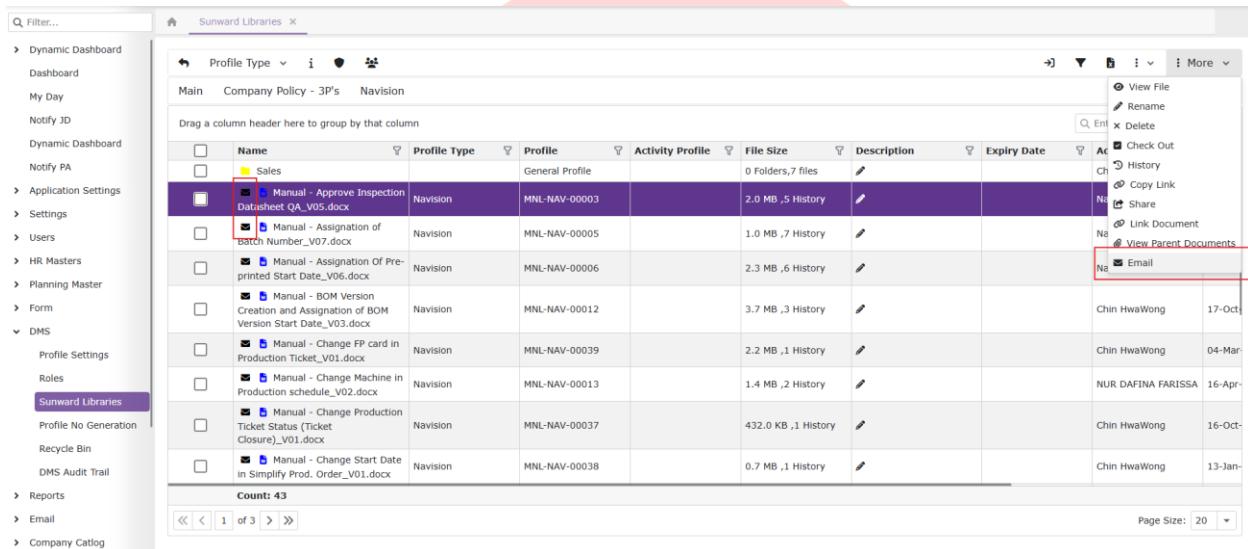
Page Size: 20

5.6 Email (DMS Internal Communication)

- Only users with “Email Access” can email documents
- External emailing NOT allowed (internal only)
- **User selects a document** from Sunward Libraries.
- In the **More** menu, the user chooses **Email**.

The system automatically generates an internal email window with

- Document Name
- Link to the Document
- Sender details
- Optional message field
- A secure link that opens the document directly inside the DMS
- Access controlled by their Email permission
- Maintains document security
- Supports fast communication inside the organization



The screenshot shows the Sunward Libraries DMS interface. On the left is a navigation sidebar with various modules like Dynamic Dashboard, Application Settings, and DMS. The DMS section is expanded, showing Profile Settings, Roles, and Sunward Libraries. Under Sunward Libraries, there are options for Profile No Generation, Recycle Bin, and DMS Audit Trail. The main area is titled "Sunnard Libraries" and shows a list of documents. One document, "Sales Datasheet QA_V05.docx", has a context menu open over it. The menu includes options like View File, Rename, Check Out, History, Copy Link, Share, Link Document, and Email. The "Email" option is highlighted with a red box. The list of documents includes:

Name	Profile Type	Profile	Activity Profile	File Size	Description	Expiry Date
Sales Datasheet QA_V05.docx	General Profile	MNL-NAV-00003		2.0 MB ,5 History		
Manual - Assignment of Batch Number_V07.docx	Navision	MNL-NAV-00005		1.0 MB ,7 History		
Manual - Assignment Of Pre-printed Start Date_V06.docx	Navision	MNL-NAV-00006		2.3 MB ,6 History		
Manual - BOM Version	Navision	MNL-NAV-00012		3.7 MB ,3 History		Chin HwaWong 17-Oct
Creation and Assignment of BOM Version Start Date_V03.docx	Navision	MNL-NAV-00039		2.2 MB ,1 History		Chin HwaWong 04-Mar
Manual - Change FP card in Production Ticket_V01.docx	Navision	MNL-NAV-00013		1.4 MB ,2 History		NUR DAFINA FARISSA 16-Apr
Manual - Change Machine in Production_schedule_V02.docx	Navision	MNL-NAV-00037		432.0 KB ,1 History		Chin HwaWong 16-Oct
Ticket Status (Ticket Closure)_V01.docx	Navision	MNL-NAV-00038		0.7 MB ,1 History		Chin HwaWong 13-Jan

6. Summary

The **DMS Module** forms the backbone of Sunward's document control environment. It ensures:

- Controlled access
- Secure storage
- Full auditability

Its modular design—Profiles, Roles, Libraries, Number Generation, Recycle Bin, and Audit Trail—makes document handling efficient, secure, and well-organized.

This robust system replaces manual file storage, reduces errors, and ensures consistent document lifecycle management across the entire organization.