

Primeleaf Consulting [P] Ltd.
#29, 784/785 Hendre Castle,
D.S. Babrekar Marg,
Gokhale Road. [North],
Dadar Mumbai - 400 028
Tel: +91 22 2447 3371/2/3
Email : sales@krystaldms.in
sales@primeleaf.in

Document Managment & Businesses Process Management

KRYSTAL™ DMS

Enterprise Edition



“A recent survey showed that employees around the world waste around 30% of their time just searching for documents, decreasing the productivity of the employee during working hours”



Document Management System Software transforms both paper and electronic documents into knowledge assets that become instantly usable by the company workforce.

KRYSTAL™ DMS - Enterprise Edition is simple, affordable and feature rich enterprise class, multi-user, browser based Document Management System.

“The average document photocopied 19 times and the average cost to send a package via courier service is between \$8 and \$15”

KRYSTAL™ DMS enables users to create and manage electronic documents that can be viewed, searched, and printed from virtually any computer, while the pages retain their original look and feel, complete with text, graphics, photos, and colors. Document Management System provides following advantages:

- Reduced paper storage space utilizing electronic document storage.
- Automated document retrieval for convenient and rapid access to files .
- Fax to and from DMS with no paper ever created by DMS .
- Improve client/customer relations through efficient information retrieval.
- Documents do not get misfiled or misplaced.
- Digital documents aren't subject to wear and tear.
- Extensive image annotation capabilities
- Digital backups of entire archive can be made easily; thus providing safety in case of disaster.

“Professionals spend 5 – 15 percent of their time reading information, but up to 50 percent looking for it”

Key Features

-  **Robust Document Management with Version Control**

Document Management also enables you to manage document creation and revising. Through a check-out/check-in function, documents can be versioned and multiple revisions of the same document can be stored and archived.
-  **Workflow engine to automate tasks**

Automate handling newly created document, review, approve and publish documents on line. Document storage is retrievable within the system. Quick, easy and automatic distribution and notification of approved documents to ensures all employees access to the most current version of documents.
-  **Accessible over the Internet, WAN or LAN**

Being a completely web based solution, KRYSTAL™ DMS can be accessed over internet, WAN or LAN. The only client software to view your documents is a standard web browser.
-  **Template based Access Control**

Being a completely web based solution, KRYSTAL™ DMS can be accessed over internet, WAN or LAN. The only client software to view your documents is a standard web browser.
-  **File Preview, Mark-up, & Annotations**

View, annotate, highlight, and blackout the content of most of industry-standard file formats directly in the web browser without the native applications installed.
-  **Document Retention and Ageing**

KRYSTAL™ DMS offer you the flexibility to define retention policies that reflect the specific needs of your organization. You can define as many, or as few, retention policies as you need.
-  **Multilingual Support**

KRYSTAL™ DMS supports international languages like English , French , German, Spanish, & Italian along with Indian languages like HINDI, Gujrati, Marathi.
-  **Detailed Audit Reports**

At any time, system administrators can review comprehensive system audit reports containing precise and detailed information about all domain activity and resource usage.
-  **Subscriptions & Notification Lists**

Subscribe to document classes of interest to receive automatic notification via registered email address in the case of any modifications or specified events.
-  **LDAP / Active Directory Integration**

KRYSTAL™ DMS is integrated with LDAP and with Active Directory, to allow you to authenticate user login IDs created in KRYSTAL™ DMS with those already existing in your LDAP / Active Directory database.