

## KRYSTAL™ DMS: System Features

**KRYSTAL™ DMS** provides a rich toolset to help users manage your valuable business documents and records efficiently. Managing users, security and access permissions, user groups, work areas (domains), versioning and document control are just a few management functions of **KRYSTAL™ DMS** enterprise document management software.

The centralized Document Repository provides a self-service environment with which authorized users can manage document lifecycles efficiently and securely. Tracking changes to documents, audit trails and logs will help you manage your documents with incredible efficiency and speed.

- **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.
- **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 web browser.
- **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. Hence users need only remember a single user login and password in order to access the various applications in your network environment to which they are authorized.
- **Multi-Domain functionality**  
Domains are top-level structural units intended to organize groups of related users and relevant document classes according to their job or business functions.
- **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.
- **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.  
  
**KRYSTAL™ DMS** Enterprise edition uses the powerful **KRYSTAL™ Document Viewer** to display the documents from the repository.
- **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.
- **Task Lists**  
Use the tasks list to assign a task to a member of your team, specify its due date and priority, and indicate its status and progress. You can easily view all tasks or a selection of tasks, such as just those tasks assigned to you.
- **Events Lists**  
Use an events list to post information about dates that are important for your team.

# Enterprise Document Management

## System Features and Benefits

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- **Announcements Lists**

Use an announcements list to post news, status, and other short bits of information you want to share with team members. You can set an expiration date for an announcement.

- **Discussion Boards**

Discussion boards provide a forum for conversing about topics that interest your team. For example, you could create a discussion board for team members to propose and discuss team activities.

- **Template based Access Control**

ACL Templates is a smart and easy way to manage the system permission. Administrator can create various ACL Templates and assign rights to these templates for public, users, groups and roles.

- **Recycle Bin**

Enterprise Edition is equipped with Recycle Bin facilities. Administrators can easily view and restore the documents deleted by the users in a single click.

- **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. Trace every system event or operation to its exact origin to ensure strict compliance with regulatory standards.

- **Low Startup Cost**

Low cost of ownership - an affordable, web-driven solution that doesn't require extensive service, support, networking or user training keeps the total cost of system to a minimum. An affordable web-based solution requiring minimal licensing fees, networking infrastructure or training ensures low cost of ownership.

- **Platform Independent**

**KRYSTAL™ DMS** software, completely written in JAVA Technologies and supports ORACLE, SQL SERVER and MYSQL etc. on any JAVA enabled Operating System. KRYSTAL™ DMS is built in Java and uses an XML interface to exchange documents. Hence KRYSTAL™ DMS is fully platform independent: all Windows Servers, UNIX Servers and all IBM e-Servers are supported.

Platforms	Database
	
	
	
	
	
	

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- **Easy to Set-up, Administer & Support**

**KRYSTAL™ DMS** is a complete web-based solution. Hence once it is installed on the server, only software required to use it, is internet browser. KRYSTAL™ DMS software is installed within 5 minutes and does not take more than 30 minutes to configure.

- **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 ensure all employees access to the most current version of documents.

Contact Primeleaf Consulting for information on additional **KRYSTAL™ DMS** modules, or to explore how **KRYSTAL™ DMS** can drive enterprise efficiency by managing your structured & unstructured data & documents.

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