

Document Management System

Streamline Document And Content Sharing Across Your Organization

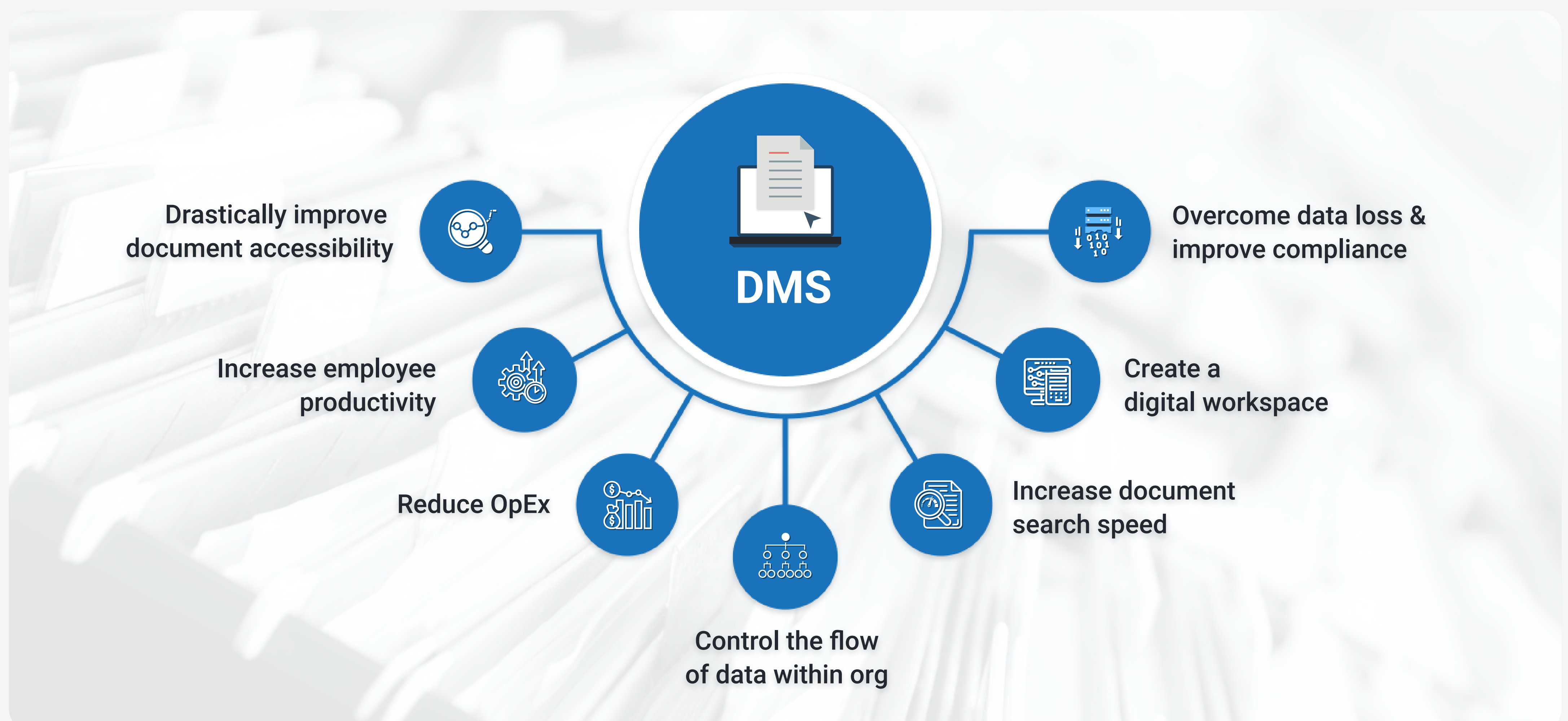
While 'shared' network folders are the norm today, it does not prevent misplacing and losing track of documents. Neglecting file naming conventions, forgetting to archive or delete outdated versions of documents makes this practice of organizing and managing documents/assets arguably counterproductive. A document management system (DMS) addresses issues and helps manage and track electronic documents efficiently.

Business challenges solved by a DMS

- Lack of a secure, centralized repository
- High volumes of mismanaged data
- Critical business data remains hidden in content
- Uninformed decisions
- Time and cost overruns in finding documents
- Failure to comply with legal requirements

Bid farewell to unorganized information sharing

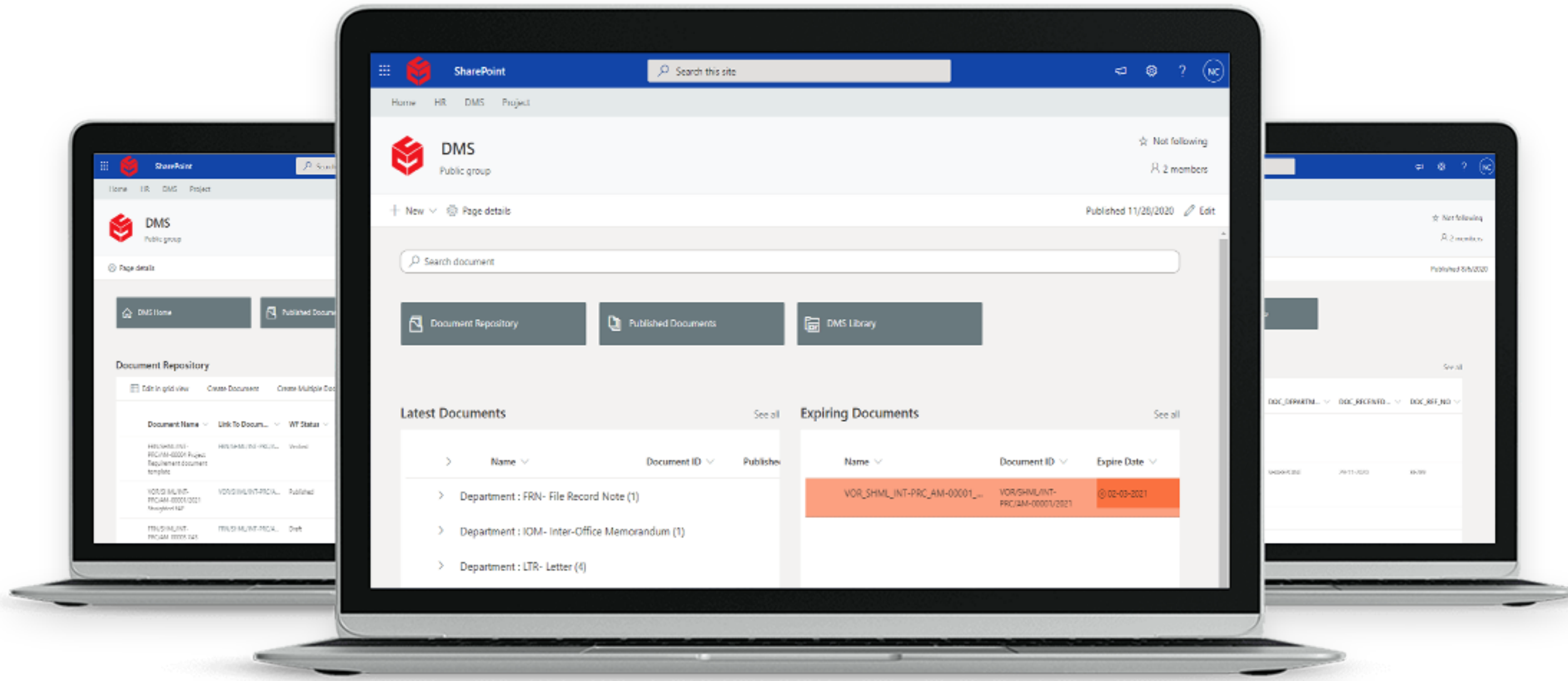
CCS DMS solution designed and developed using SharePoint Online (Microsoft 365 suite) enables you to store and track all your documents in one central location. Organization documents that go through approval and publishing process will be available for all employees and project stakeholders will be given role-based access to the project documents. Also, lifecycle of project document can be managed and tracked to see the progress of the document.



Leverage the power of Microsoft SharePoint with added customizations from CCS



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Key features

- Controlled document upload
- Document review and approval
- Document revision control
- Metadata tagging
- Version history
- Document content and metadata search
- Forward, move, share documents
- Document expiry notification
- Advanced access control
- Mobile responsive interface

A DMS aligned to your business needs

Growing companies rely heavily on knowledge transfer and meticulous management of documents, right from its origination to disposition. Modernize how you manage business documents with this powerfully efficient DMS solution by CCS. The solution increases the accessibility of files and your organization's ability to collaborate and communicate securely. It thus truly transforms your collaboration efforts as you get to benefit from the DMS capabilities such as version controls, formatting, and metadata searching to create a single source of truth.

About CCS

CCS Technologies is an IT solutions & services company, having served over 300 customers in over 15 countries.

Along with our expertise and experience, our consultative and flexible approach to working with clients ensures they can recognize better business efficiencies and faster growth.

To learn how we can help you on your digital transformation journey, visit:

www.ccs-technologies.com