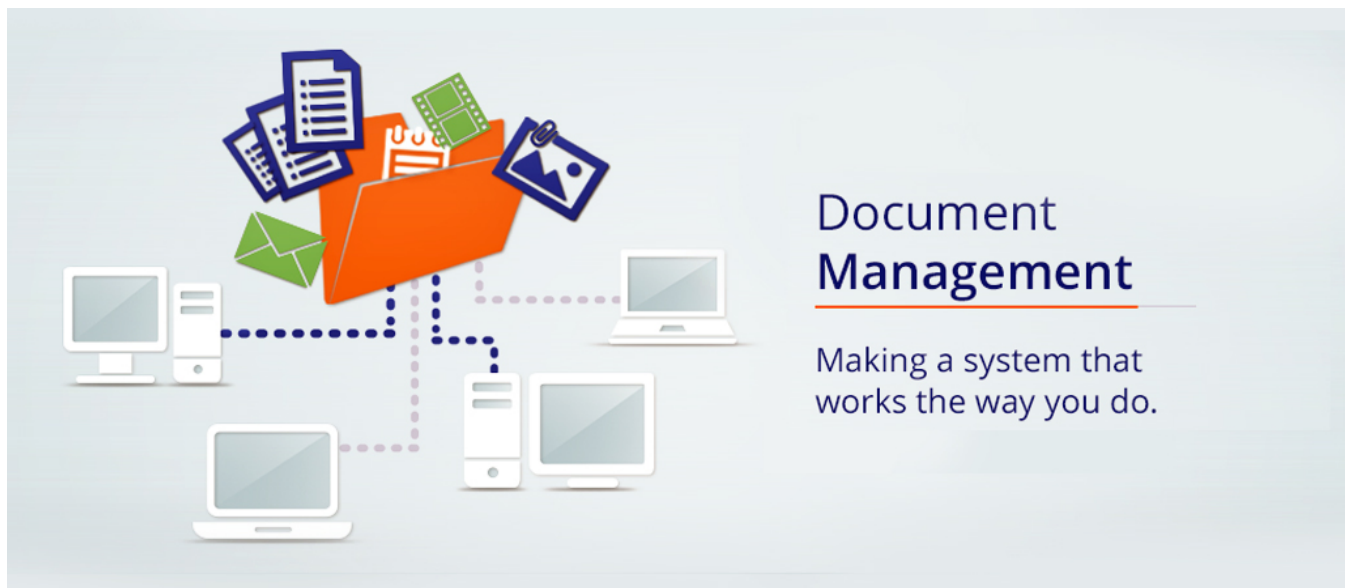# What is Document Management Software?

1037 Administrator Tue, Jul 30, 2019 [Software](#) 0 3352

A Document Management Software (DMS) is a system that helps in standardizing information sharing process like SOPs, MIS Reports, Business Plans, Product Profiles, Customer related information, project documents, proposals, contracts, employee records, policies and procedures, manuals and guides, reports etc. that are created daily and continue to grow day by day.

This growth brings about common problems like lost documents, unmanageable folders and security definitions, outdated or expired information, the use of outdated versions, ineffective document naming and storage issues, Duplicate documents, replication of same documents many times and more.

Document Management Software is a 100% web-based, highly scalable, complete solution for managing / publishing all your documents / circulars / processes electronically. DMS enables you to quickly, efficiently and securely manage documents of any type. With Document Management Software, you can share the documents with the highest security, track their reviews & comments. Quick and Advanced Search of Documents, Edit (with version (check-in/out)and audit trail), and Approval for release etc. makes your Document Publishing and Managing Process simple and standardized. Access Control List enhances Document protection which prevents download of documents, copying of documents and even screenshot disabling based on the settings. Document Management Software can classify, categorize and index all the uploaded documents for faster search and view. With DMS you can reduce maintenance, manpower and distribution cost while improving the better presentation and response time.

DMS manages all sorts of documents (MS Word, MS Excel, MS PowerPoint, PDF, Text, Images, Drawings, Audio, Video files, etc.) and enables storing of documents. Document Management Software has in built custom fields which help in capturing additional information pertaining to the documents. DMS supports automated transmitting of documents over FTP & Secure FTP. Users can upload multiple files, drag & drop files, or even scan files and publish them with Access rights. Favorite Documents option helps the users to keep in their personal folders for quicker access. Share Document functionality helps in sharing the documents with other users. Email / SMS Notifications keeps users reminded/ alerted/notified of new documents and any changes to the existing documents

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