



# INTELLIGENT DOCUMENT MANAGEMENT SYSTEM (DMS)

Secure, Organized and Accessible - Transform Your Document Workflow

## What Is Our DMS?

A modern Enterprise Document Management System that helps businesses store, organize, search, and secure documents—all in one powerful platform.

Say goodbye to lost files, manual searching, and security risks.



Search Document



Improve Productivity



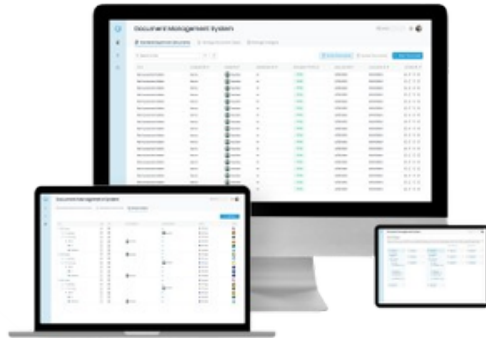
Audit Trails

## BENEFITS



- Find documents in seconds
- Secure sensitive data with full access control
- Maintain compliance with complete audit trails
- Improve productivity and collaboration
- Scale effortlessly as your business grows

# Why Choose Our DMS?



## Document Management System (DMS)

Our DMS helps organizations store, manage, and find documents quickly and securely. With AI-powered search, version control, and secure access, it saves time, reduces risk, and ensures compliance. Ideal for corporates, legal firms, healthcare, finance, manufacturing, government, and education, the system improves productivity, protects sensitive information, and supports scalable growth. Users can view, edit, and share documents anytime, anywhere, making collaboration and decision-making faster and easier.



## Business Impact

- Up to 80% faster document retrieval
- 50% reduction in document handling time
- Lower storage & printing costs
- Reduced compliance & security risks



# Core Features

## Flexible Classification

- Custom document types (Invoices, Contracts, HR, etc.)
- Business-specific metadata fields
- Structured, consistent document organization

## Custom Views

- Folder-style or date-based views
- Group documents by department, project, or category
- Personal and shared views for teams



## Smart Document Management

- Upload PDFs, Word, Excel, PowerPoint & images
- Bulk upload & drag-and-drop support
- Automatic PDF conversion & previews
- Full version control with rollback

## Fast & Powerful Search

- Full-text search inside documents
- Advanced filters (date, type, metadata)
- Instant search results—even with millions of files

## Access Anywhere, Anytime – Mobile Ready!

Our Document Management System is fully mobile and tablet-friendly, giving you the power to upload, review, approve, and search documents on the go. Whether you're in the office, at a client site, or traveling, all your documents are just a tap away. Enjoy a responsive, easy-to-use interface, designed for productivity on any screen. Stay connected, stay informed, and keep business moving—even from your pocket!

## Audit & Compliance

- Track every action: view, edit, download, delete
- Full audit logs for compliance & reporting
- Document-level activity history



## Enterprise-Grade Security

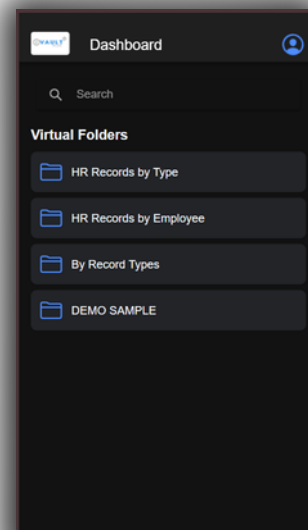
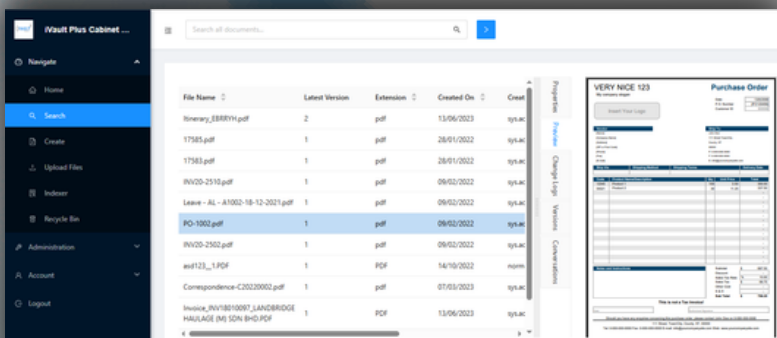
- Role-based access control (RBAC)
- Granular permissions per user, group, or document type
- Encrypted storage & secure authentication
- Multi-tenant data isolation

## Safe Deletion & Bulk Actions

- Recycle bin with restore option
- Bulk download, edit, delete & classify
- Prevent accidental data loss

## Built-In Document Viewer

- View PDFs directly in browser
- Zoom, search, print & annotate
- No downloads required



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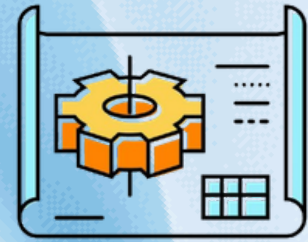
[info@datacapture.com.my](mailto:info@datacapture.com.my)

# Industries



## Government & Education

Improve transparency, record-keeping, and daily operations with structured, searchable, and secure document storage.



## Manufacturing & Engineering

Ensure teams always work on the latest drawings, SOPs, and reports—reducing errors and operational delays.



## Legal Firms

Securely manage case files and contracts with full version control and instant access—so nothing is missed when it matters most.



## Financial Services

Organize financial documents with complete audit trails to reduce risk, improve compliance, and support faster decision-making.



## Healthcare Organizations

Access patient and administrative records quickly while maintaining strict confidentiality and regulatory compliance.



## Corporate Enterprises

Centralize company documents, speed up approvals, and help teams collaborate efficiently without email clutter or lost files.

