

# OFFICE DOCUMENT MANAGEMENT

The **ProMIS Office Document Management System (DMS)** provides an integrated solution to manage the documents within the organization. The system provides a convenient way for the classification, search and retrieval.

## Document Repository:

The document repository contains master information regarding various types of documents and media available within the organization. The documents can be the scanned images of paper documents, electronic documents, physical records in paper format etc.

## Media Database

Besides documents, it can include any other media which the organization wants to keep track. It can be Books, CD-ROMs, Audio/Video Tapes, Drawings, Maps, Catalogs, Samples etc.

## Document Details

The details can include the Document Title, Description, Keywords, Owner, Date, Document Number, Expiry date if it is valid only for a specific period and Image name if scanned image is available.

## Imaged Documents

The large volumes of paper documents available in an organization can be converted to digital images in various formats like PDF/JPG/TIF etc. The system enables the user to categorize these imaged documents to meaningful categories and provide titles, keywords and other searchable information for easy retrieval on a later date based on specific criteria.

ProMIS provides a scanning interface or it can be integrated with the solutions provided by third party MFPs (Multi-Functional Printers) to access the imaged documents and register them in the document repository automatically.

## Categorization

Documents need to be categorized as required. For example, documents can be classified as Company documents, Employee documents, Asset related documents etc. It could be further Sub grouped based on the nature of the document like Invoices, LPOs, Quotations, Agreements etc. User can define the document categories and sub categories as required.

## Physical Documents

There can be paper documents physically available in the organization which cannot be converted to digital format due to regulatory or archival requirements. In that case the Records Management add-on module can be used to manage them. This allows to store details regarding the document including ownership, due dates in case of documents to be renewed etc. and also manages the movement within or beyond the organization through issue/return transactions.

## Expiry Reports

Expiry reports could be generated category/group wise as on any specified date showing the documents due for expiry on or before that date.

## Renewals

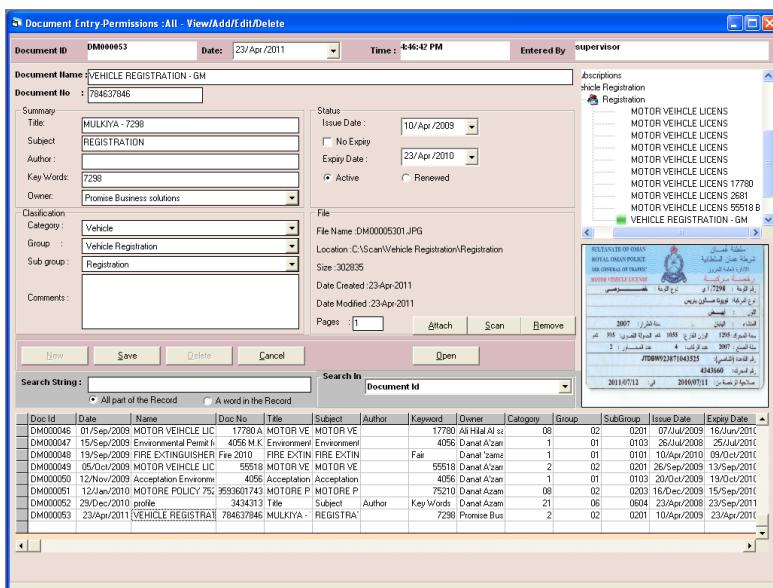
While renewing expired documents, the renewed document details can be entered and marked against the parent document.

## Document Search and Retrieval

Users will be able to search for a particular document or group of documents various criteria. It can be based on the Document Group/Sub Group, Document Title, Keywords, Author, Creation Date etc.

Thumbnails of the documents will appear on screen and users can easily view the image by clicking it to open them using the associated programs in Windows. (The preferred format for storing documents is PDF even though it can be other formats like JPG, TIF etc.)

**Customized Software  
to meet your requirements**



The screenshot shows the 'Document Entry-Permissions' window. The document details for 'VEHICLE REGISTRATION - GM' are displayed, including fields for Document ID, Date, Time, Entered By, Title, Subject, Author, Key Words, Owner, Classification, Category, Group, Sub group, and Comments. A search string is entered as 'All part of the Record'. Below the details is a table listing documents with columns for DocId, Date, Name, DocNo, Title, Subject, Author, Keyword, Owner, Category, Group, SubGroup, Issue Date, and Expiry Date.

DocId	Date	Name	DocNo	Title	Subject	Author	Keyword	Owner	Category	Group	SubGroup	Issue Date	Expiry Date
DM000046	01/Sep/2009	MOTOR VEHICLE LIC.	17780	MOTOR VE	MOTOR VE	17780	Al-Hadidi	08	02	0201	07/Jul/2009	15/Jun/2011	
DM000047	15/Sep/2009	Environmental Permit	4056	M.A. Environment	Environment	4056	Danal Azam	1	01	0103	26/Jul/2008	25/Jul/2011	
DM000048	19/Sep/2009	FIRE EXTINGUISHER	Fire 2010	FIRE EXTING	FIRE EXTING	Fire	Danal Azam	1	01	0101	10/Apr/2010	09/Oct/2011	
DM000049	05/Oct/2009	MOTOR VEHICLE LIC.	95518	MOTOR VE	MOTOR VE	95518	Danal Azam	2	02	0201	26/Sep/2009	13/Sep/2011	
DM000050	12/Nov/2009	Acceptation Environme	4056	Acceptation	Acceptation	4056	Danal Azam	1	01	0103	20/Oct/2009	19/Oct/2011	
DM000051	12/Nov/2010	MOTORVE POLICY 755	3533631743	MOTORVE P	MOTORVE P	75210	Danal Azam	08	02	0203	16/Dec/2008	15/Sep/2011	
DM000052	29/Dec/2010	profile	3434313	Title	Subject	Author	Key Words	Danal Azam	21	06	0604	23/Apr/2008	23/Sep/2011
DM000053	23/Apr/2011	VEHICLE REGISTRA	784637846	MULKIYA	REGISTRA	7298	Promise Bus	2	02	0201	10/Apr/2009	23/Apr/2011	



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