

Document Management Avatar



Document Management for Your Business.

DMAvatar is a full-featured and exceptionally easy to use enterprise Document Management solution giving you extensive insight into all your projects and resources across the enterprise. DMAvatar is entirely web-based, and can be used regardless of your geographical location, operating system, or browser, making it the ideal choice for organisations with single or mixed IT environments. DMAvatar's rich graphical interface, robust project management functionality, high degree of configurability, flexible licensing, and simple automatic deployment ensure a smooth startup and a rewarding journey to project management success. DMAvatar is based on HGTechSolutions 4+ years of project management and software development experiences a smooth startup and a rewarding journey to project management success. DMAvatar is based on HGTechSolutions 4+ years of project management and software development experience

What is DM Avatar Software?

Document Management is critical to your success. Whether you work in words, pictures, audio, video or scanned images, DMAvatar can manage any type of document or file in its native format. With the advanced versioning technology, you will be able to go to earlier versions, compare versions and maintain document integrity with the Version Control System. The rich set of tools will allow your users to interact with DMAvatar in their daily routines. DMAvatar was designed to help them do their work more efficiently without forcing them to change their work methods. Our integrated enterprise document management system enables organizations to efficiently create, classify, secure, share, distribute and manage electronic files and paper-based documents in a highly scalable and open environment that is web based. So if you need to deliver one or more projects and you want to boost your chances of success, use DMAvatar

DMAVATAR FEATURES

The DMAvatar Document Management Software solution allows organizations to create and manage a set of uniform models for retention, security, classification, search, retrieval and automatic notification and alerts for changing content. The benefits of such a system quickly become more obvious in the ever changing landscape of business where non-compliance may mean costly fines, sanctions, litigation and personal liability for corporate officers. It contains following features-

Upload Documents

- Unlimited file upload
- Upload any file format
- Smart uploading tools
- Multiple file upload
- Upload newer versions
- Graphic upload status bars
- Upload confirmations
- Recently uploaded items highlighted

Administrations

- Create user
- Manage access by users
- Separate administrator dashboard
- Create custom access at file level
- Enable/Disable users
- View detailed file activity
- Set access on file and folder level
- Manage user information
- Activity log by user/file

Search

- Real time data search
- Results display as users types criterion
- Advances search options
- Search files, folders, etc
- Search by document ID
- Search files created between dates
- Search using keyword combinations
- Search by file type
- Search archives
- Folder Specific search

Document Scanning: Document Management Avatar supports centralized and distributed scanning in immediate and batch mode. It also supports policy based upload and Web-scanning.

Document Acquisition: It integrates tightly with MS-Office applications through connectors so that documents can be directly archived from MS-Office applications. It provides file import services for bulk import of documents.

Enterprise Security: Document Management Avatar provides enterprise-class security with powerful and configurable policies for password, access control and integrates with LDAP & Identity Management solutions.

Enterprise Document Retrieval: Document Management Avatar exposes all standard features through web interface. It supports viewing image documents through an inbuilt Image Viewer Applet and allows users to collaboratively edit and manage files using WebDav

Email Archival: Document Management Avatar supports both server side and client side integration for email archival. It supports policy based archival of all the mails received or sent through a mail client to a repository or a folder scheduled for capture.

Document Archival: Document Management Avatar provides a central repository to archive the high volume of documents that can be accessed and shared between multiple users, locations or the entire enterprise. Different document types and content are archived through rights based archival.

Document Hierarchy: Document Management Avatar automatically create a customized folder hierarchy to suit their enterprise or departmental needs DMAvatar Create multiple document repositories. Repositories can contain folder, sub-folders and documents Users can create folders at any level based on their rights. Documents can be stored either on the file system or the database.

Audit Logs : Details audit logs are maintained for the entire life-cycle of the document from creation of a new file to its archival or deletion. The audit logs are maintained for all actions performed on the document like Add, Edit, Delete, Change, View, Print, etc. The logs track the user, date, document name and when they performed the action on the document.

Document Reviews Document review is made possible by the integration with the Document Management module.

Key Benefits for Your Company

Increased Productivity

DMAvatar provides quick access to all of your organization's documents, reducing the time required to respond to customers or resolve issues.

Reduced Physical Storage Space

By storing your documents electronically within DMAvatar, your organization no longer needs to maintain large storage areas of paper documents.

Disaster Recovery

DMAvatar's Backup and Restore capabilities allow your organization to easily retrieve any lost, stolen, or damaged files.

Improved File Management

DMAvatar organizes and manages your documents, providing you with the comfort of always knowing how to file and where to locate any document.

Minimized Downtime

DMAvatar will eliminate the costs and hassles of searching for misplaced files.

Maximized Security

DMAvatar's Permission-based Security allows your organization to limit document access to specified users, preventing unauthorized access of your important business information.

Training, Support, and Services from the DMAVatar

DMAVatar comes with rich support options. DMAVatar comes with wide training options and has a very good customer support to add to that. DMAVatar team is always working on the edge to provide you best of the services.

Training also includes graphical tutorials and interactive web courses. For an additional fee, DMAVatar provides instructor-led training—delivered online or onsite—that is customized to your organization’s processes and terminology. World-class customer care DMAVatar Customer Care will meet all your support needs. Our comprehensive standard support includes free unlimited phone support and access to the DMAVatar knowledgebase and support portal.

Unmatched professional expertise For DMAVatar customers who prefer it, DMAVatar provides an unmatched variety of professional services, including planning and assessment, implementation, data migration, and integration. These are all packages based on assessment—with predictable rollout cost and time frame—or customized to your implementation requirements.

The Bottom Line

Massive Boost in Performance with positive business results these are the advantages you get with DMAVatar—the best Project Management solution available.

CONTACT US

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