



Document Management System (DMS) involves the migration of paper and electronic documents onto an electronic storage medium and the ability to manage and easily retrieve the information according to the agreed access rights.

### DMS GOALS

- Integrity and management of any documents
- Categorized and organized documents (tag and profiling)
- Advanced and full-text search
- Document long time maintenance
- Access controlling
- Sharing documents
- Web-based viewing documents independent to special program (over 500 file format)
- Implementation of DMS domain standard
- Integrity with other applications such as office automation



### DMS 5 BASIC COMPONENTS

- Bringing in Documents
  - Scanning paper files and preparing electronic files
- Indexing Documents
  - Index fields, folder/file structures
  - Document profiling and metadata (ISO IEC 82045)
- Storing Documents
  - Save document on storage devices like hard drives, Magneto Optical Storage, Compact Disk, DVD, ...
- Retrieving Documents
  - Advance search (search on metadata and keyword)
  - Full-text search (with OCR module)
- Controlling Access on Documents
  - 3 Layer access control (User, Roles, Action)
  - Control user accessibility through the web

### ISIRAN DMS Features

- Web and JAVA based and Independent of any special database
- Arabic, Persian and Latin OCR
- Indexing and creating metadata for documents according to IEC 82045
- Advance and full text search
- Categorizing, tagging, annotating on documents
- Integrity with other application base on WSDL, Rest, ...
- Version Controlling
- Web-based Scanning
- 3 tier access controlling
- Web-based document viewing independent of any special program or driver
- Ability to present documents on FAQ, e-Forum and Portal



### ISIRAN Services in DMS Domain

- Consultant Services
- Analyzing and Designing DMS System
- Implementation
- Security Certification
- Training & Documentary
- Supporting Services

