

## ETRAGE DOCUMENT MANAGER

### OVERVIEW

ETRAGE Document Manager has comprehensive features for object storage and management, robust security measures with user permissions, and efficient collaboration, workflow and versioning capabilities. It offers a web-based representation of familiar look and feel similar to the Windows Explorer.



### KEY FUNCTIONALITY

#### Object storage and management

Document Manager is used to store, manage, and track electronic objects throughout an organization or business unit. It allows users to create, search, edit, delete, restore, and track all changes made to objects.

#### High security and user permissions

High security standards prohibit unauthorized access to the system and provide extremely strict document control. The security of the system is vital for the overall functioning of any organization. User permissions can be set based on specific team members' needs and responsibilities.

#### Collaboration and versioning

Workplace collaboration is enabled by a fully configurable system that allows the creation of review and approval workflows. Automated workflows provide total control over processes that make the entire business more efficient. Versioning allows download and recovery of important objects, minimizing potential damage. Intuitive search options allow users to find any object in the system.

#### Workspace Synchronization

Link the system's folder to the local cache folder, updates are done to the documents in local folder and saved. Then use the sync function to pull the updates and new files into the document management system.

### DOCUMENT MANAGER KEY FEATURES

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| <ul style="list-style-type: none"> <li>▪ Role-based security model</li> <li>▪ High security standards with strict document control</li> <li>▪ User permissions based on team member needs and responsibilities</li> <li>▪ Workflow-driven collaboration environment</li> <li>▪ Configurable document review and approval workflows</li> <li>▪ Email notifications based on specific actions</li> <li>▪ Integration with ERP systems</li> <li>▪ Version control</li> <li>▪ Check-in/Check-out and locking documents</li> <li>▪ Object creation from templates</li> </ul> | <ul style="list-style-type: none"> <li>▪ Versioning for downloading and recovering important objects</li> <li>▪ Detailed object history for transparency and analytical purposes</li> <li>▪ Look and feel similar of the Windows Explorer</li> <li>▪ Advanced search options and filters</li> <li>▪ Multiple format compatibility</li> <li>▪ Multi-select functionality</li> <li>▪ Windows-like context menu commands (Copy Link, Move, Delete, Download, and Rename)</li> <li>▪ Periodic review functionality</li> <li>▪ Detailed logs of activity (Object and Global History)</li> <li>▪ Paper-free operation in business</li> <li>▪ Workspace Synchronization.</li> </ul> |
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