

VISUAL DMS

FILE STORAGE AND TRACKING



CLOUD-BASED DOCUMENT TRACKING

Paper filing systems and unsecured digital storage can lead to lost forms, privacy breaches, and compliance issues.

Maintain an organized documentation system with secure file storage that tracks document acknowledgment and sign-off and can gate information by seniority, security clearance, or department.



DOCUMENT MANAGEMENT SOLUTIONS

- ✓ Central Repository
- ✓ Tracking Document Sharing and Acknowledgments
- ✓ Secure Personal Document Storage
- ✓ Category Assignments and Mapping
- ✓ Search by Name, Type, Category, and Contents
- ✓ Security Scanning During Upload and Storage
- ✓ Identify Documents with Multiple Tags and Descriptions
- ✓ User- and Team-Based Permissions
- ✓ Simple Drag and Drop Document Uploads
- ✓ Notifications of Documents Requiring acknowledgment



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