



Remote Document Management

A Collaborative Document Management System

FESA Document Management offers a comprehensive yet user-friendly document management system, helps to effectively manage documents from hardcopy to digital and seamlessly shares information in and out of organization through a single common platform. Starting from today, ditch the piles of paper and master documents from start to end at your fingertip!

Filing



Filing

Files in the specified folders and emails with attachments can be imported



Scheduler

File import scheduler allows you to specify that certain import operations should occur automatically at some regular interval



Electronic Document

Electronic documents can be flexibly imported under the import menu or being dragged and dropped into the document cabinets to ease the filling process

Collaboration



Collaboration and Consolidation

Users can create a topic and add the related persons to discuss the documents. System will create a chat room for real-time collaboration and notification will be sent to the corresponding users whenever new messages are received



Tags and Comments

Documents can be flexibly tagged and commented. Users can search through document name and paths, as well as tags and comments

Storage



Versioning Control

Modifications and identical documents are saved version by version for later retrieval and review. Documents can be reverted back to previous versions or a specific time as needed



Document Encryption

All documents are encrypted to protect sensitive information and avoid unauthorized access

Searching



Quick Search

Perform a quick word search across all documents with easy access search box



Advanced Search

Limit your search to specific document type, date range and document size to retrieve documents precisely



Document Viewer

A wide range of document and image formats are supported in our document viewer, allowing users to access, view, manipulate and print documents without switching between applications

Sharing



Shared Link

By creating a shared link, you can give your coworkers and friends view-only access to files in your repository



Integration with other systems

Process control on documents can be enhanced with other systems for document management and collaboration

Security



Access Right Control

Based on various levels of authorization, permission rights can be set at a security group level with certain permission scope. Access right can be defined as Read, Download, Modify and Delete etc.



Access Log

All document history and user activities are automatically logged in the access log for reporting or compliance purposes

About FlexSystem Limited

FlexSystem is a leading IT company that provides a new generation of enterprise management software platform to maximize client's operational efficiency. In the past decade, we understood the unique needs of every customer and became the trusted partner of thousands of organizations from mid-sized companies to enterprises. There are over 2,000 companies using our solutions including 1 in 10 Forbes Global 2000. With our history of proven accomplishments and enthusiasm for technology excellence, FlexSystem guides users to both maximize return on investment and to build competitive advantage.



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