ACTIO DMS
SAFEGUARD YOUR BUSINESS CONTENT

No more lost, destroyed, misplaced documents!

Actio Document Management System (DMS) systematically and securely store important business documents in a centralize repository, making them easy to find and retrieve when needed.

Actio DMS keeps copy of the traditional paper documents in digital format that can be backup regularly and store off-site, reducing the risk of losing paper documents. Business documents such as contracts, licenses, permits, credit application forms, guarantee letters, project files, etc. are essential to the operations of a business. Missing important documents could cause your company a loss.

Actio DMS is built-in with unique tracking features to help you track document submission and document review. You define a set of required documents for a business process e.g. customer credit application and Actio DMS will help you track the status of those documents submission by each customer and track the review carried out by your team. You can store and view multiple revisions of the same document in the system.

Actio DMS put you in control of the access to your business content. All documents are stored securely in the system and are only accessible by users (your staff or your business partners) to whom you have given permissions. Each user is given a unique access id and all changes made by user are tracked and logged by the system for auditing purpose.

Actio DMS can be hosted on the Cloud or installed locally at your own premises. You can access to the system securely anywhere anytime.

Central Document Storage

Search & Retrieval

Document Submission Tracking

Document Review Tracking

Security & Access Control

Version Control

Audit Log

Key benefits:
- ✓ **Centralized document control**
- ✓ **Maximized content security**
- ✓ **Secured document backups**
- ✓ **Fast document retrieval**
- ✓ **Access document anywhere, anytime**

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