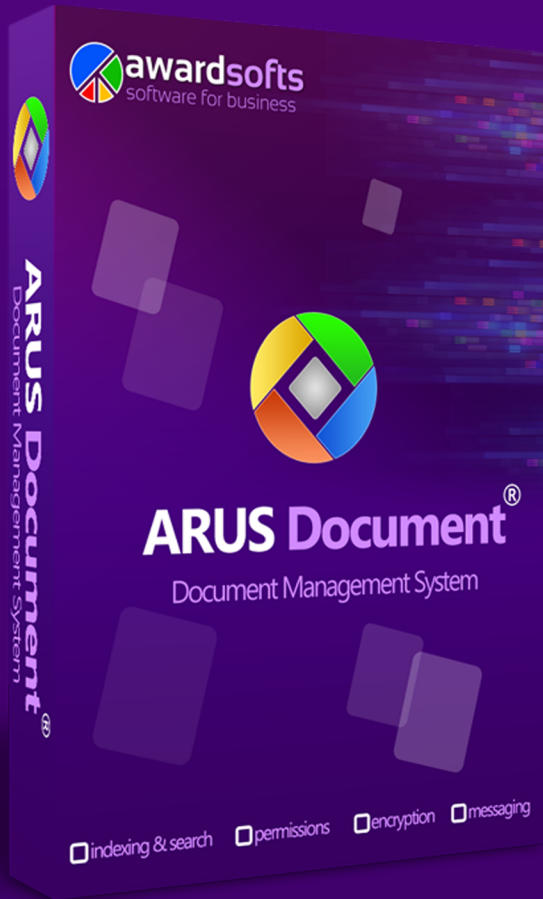




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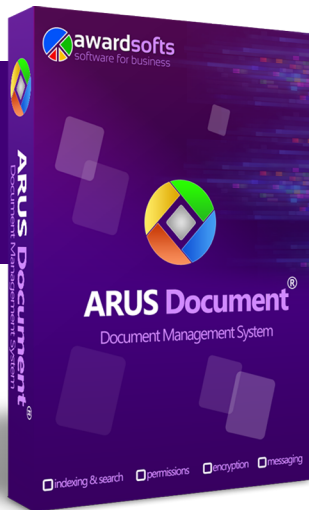
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ARUS Document

Document Management System

ARUS Document makes easy for businesses to combine paper and digital files into a single hub, as physical documents, including cheques, invoices, vouchers, which are scanned and digital formats are imported. File formats supported can range from Word documents, Excel spreadsheets, PowerPoint presentations, PDF files, and so on.



Document Upload, Scan and OCR Recognition

When the physical files are scanned to be uploaded into the document management system, built-in OCR Module converts automatically every non-searchable scanned files, into a searchable format so that the text inside the file can be read by the DMS.



Document Indexing and Smart Search

Indexing providing classification through the documents' metadata or even through word indexes extracted from the documents' contents. Smart Search finds documents using template attributes.



Encrypted File Store with latest Security Standards

Cryptography Module protects files in transit between our apps and our servers, and at rest. Each file is split into discrete blocks, which are encrypted using a strong cipher.



User Roles & Permissions

This gives infinite flexibility to give different users and groups the power (or not) to control access, view, share to and modification of documents.



Internal Messaging / Chatting Module

Allows users to chat with each other in real time. Find other users easily and chat in real time. Send notifications / discussions about common shared documents.



Task Management Module

The Task Management module contains the Activities and Tasks application, which you use to plan, review, and manage activities and tasks.



Categorizing and Grouping Documents

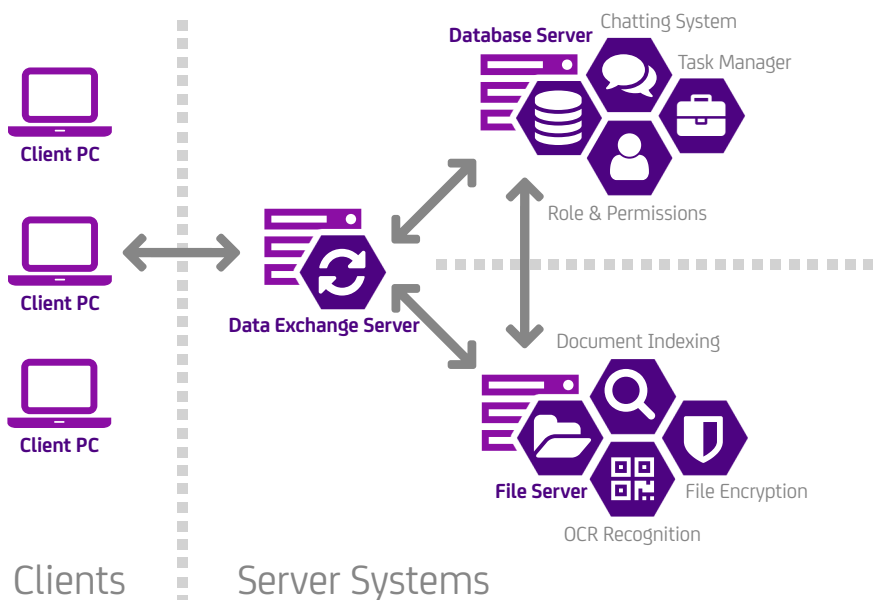
A category groups documents by content, independent of location or type of document store. Categories help to filter search results. view lists of documents for each category. By setting up a well-organized category strategy, you can manage information by grouping documents of similar



ARUS Document

Document Management System

Document Management System Diagram



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