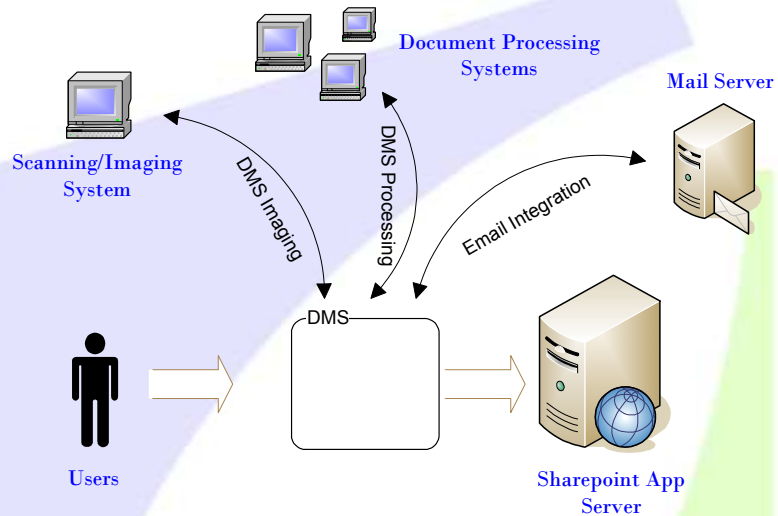


## Document Management System for Sharepoint: Manage Enterprise Documents using Sharepoint.

Documents are very important to a business. With increasing and varying businesses, the requirements for an efficient document management system gains even more importance to businesses. Document Management Process has to be dynamic, customizable, standardized yet unique where necessary.



Document Management System for Sharepoint provides an easy way to create, and manage, documents within Sharepoint. It caters to all the lifecycle steps of a document. Document Management System for Sharepoint is a web based contract management solution.

### Implementation:

By implementing the complete lifecycle of a Document Management solution, Document Management System for Sharepoint, provides a Sharepoint based centrally managed solution to its Enterprise Users for managing documents. Thus, a document manager can effectively group, sort, search and manage documents in Sharepoint. ContentSilo Inc. has DMS solutions specifically geared towards Accounts Payable, Receivables, and generic Document Management.

DMS for Sharepoint has three major components: They are

### Document Loader:

The document loader is a .Net based windows application that allows the users to upload the documents/images over to Sharepoint. The Document loader allows the user to pick from a collection of Property Lists like Invoice, Loan, Customer, Document, etc. for their documents. The User may also choose to create custom property lists. The documents are then batched and the user is given an option to index the documents. The user may or

may not choose to index the documents. After the indexing phase, which can be implemented with various validations, the document is uploaded to Sharepoint.

### **Document Management System:**

The Document Management System allows the users to view, index, and edit the documents that have been loaded on Sharepoint. Users can view the documents by property lists. When in indexing mode the users can view the document/image and index the documents using a custom built split-screen environment. This mode also allows the user to take certain actions on the document such as deleting, editing, re-indexing, etc. Different document types have different meta-data linked to them. Thus a separate template has been provided to manage such documents.

Users are also provided with a custom search tool that they can use by Document Types. The search tool is capable of searching the documents across single document type or across a combination of document types or across the whole Sharepoint repository. This allows for finding and sharing information easily.

Retention policies can also be applied on the documents by applying policies to the document libraries.

### **Document Process Manager:**

Document Process Manager is the workflow component of the DMS solution. It allows the users involved in processing the documents access to documents that need certain action based on tasks assigned on them. This process is completely automated and the users login to access their individual inboxes that contain the documents that are up for processing.

### **Environments:**

Application Servers: IIS with Sharepoint 2007.

Platform: All Microsoft Platforms.

