

**D**ocument Management System allows users to create, store, find and retrieve shared documents in a controlled and secure environment. DerexTech has introduced **Doc-NET**, which provides a rich, customizable out-of-the-box solution for your enterprise document management. This system supports the document management over the WWW.

## Overview

**Doc-NET** allows you to create a central on-line repository of all shared documents within your organization. Much like a standard intranet site, **Doc-NET** provides a single web entry point to create, access and search all documents. Documents within a **DMS** library can be organized into familiar "Windows like" folders. Access to folders and documents can be controlled based on individual or group membership lists. Folder properties can be defined which apply to all documents in that folder. This allows you to easily define document numbering schemes and associated document attributes, such as author, date, and other keywords. In-built search and filter tools allow users to find documents based on any folder property or document attribute.



The management of folder organization and access control can be delegated to one or more administrators ensuring that your library can grow without limitation. **Doc-NET** is designed to support sharing and team collaboration. Documents can be safely shared as all changes are tracked and old versions and edit history are saved. Intelligent file locking ensures multiple users can view a document at the same time, but that only one user can ever be making changes to a document. Collaboration is enhanced through automatic team notification of new and changed documents. Team members can add notes describing document changes, which are both saved with the version and included in notification emails.

**Doc-NET** shared editing is controlled via standard document management check in and checkout functionality. Users reserve a document for editing by performing a checkout operation. Other users cannot edit the document whilst it is checked out but can continue to view the document. When a user has completed editing a document, a check in operation is performed to update the library with the new version, and to simultaneously remove the edit lock.

Apart from this **Doc-NET** boasts a variety of utilities like mailing systems, search facilities, hierarchical controls etc.

**Doc-NET** provides a high level of security for your documents by providing access control rights to the by the users. This can range from viewing, adding, editing or deleting as permitted by the administrator.

# Doc-NET

In short, DerexTech's **Doc-NET** is the ultimate choice when it comes to **Digital Document Management Systems**.

# Doc-NET

Document Management System



## Worried

about all the paper mess

spending a lot of time locating

## important documents

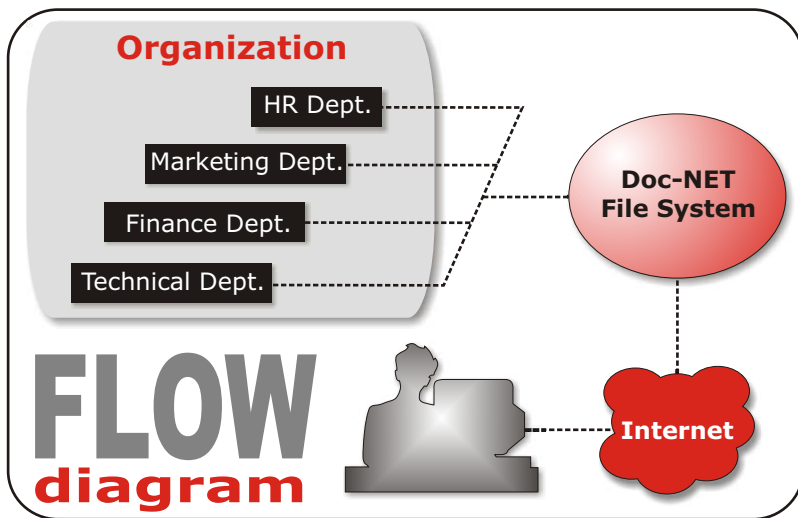
having problems maintaining those

# FILES

DerexTech introduces **Doc-NET**, the all-in-one document management system.

## Features

- Document Repository Audit Control
- Document Management
- Document Security and Access Control
- Remote Access (Doc-NET on WEB)
- User Roles and Permission Levels
- Access Control Lists
- Search IN Doc-NET
- Doc-NET MAILING



# Features in Brief

## Document Repository Audit Control

All objects within **Doc-NET** are subject to full audit control. Any access or change to a document, its meta data, a folder, a document type, or user profile information is recorded.

## Document Security and Access Control

Documents stored in **Doc-NET** are secure. Only those users with appropriate access rights can view, edit and manage documents. **Doc-NET** provides several levels of access control to achieve both ease of management and security granularity.

## Remote Access (Doc-NET on WEB)

Remote access is a necessary requirement when working at home, or away from the office on business. The **Doc-NET** server inherently supports remote access. All **Doc-NET** functions can be performed remotely via the normal browser interface - including administration and admin tasks. **Doc-NET** is fully compatible with all firewalls, remote shells, and standard security schemas.

## User Roles and Permission Levels

**Doc-NET** supports three user roles or permission levels - **Admin**, **Normal**, and **View Only**. **Admin** users are trusted individuals, usually a System Administrator, who has full control over the **Doc-NET** library. Admin users can perform all DMS functions including:

- (i) Adding and deleting users,
- (ii) Adding, and deleting document and folder types,
- (iii) Editing, viewing, and deleting documents, and Editing, viewing and deleting folders.

## Access Control Lists

Access control lists associated with each folder and document object define who can manage, edit and view the particular object. There are three access control lists associated with each object - a Admin List, an Edit List and a View List.

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## Access Control List Hierarchy

Access Control Lists are hierarchical to simplify list administration. For example, it is not necessary to explicitly place a user on a View list if they are already on an Edit list. The Access Control List hierarchy is as follows:

- (i) Edit Lists are implicitly included on View Lists,
- (ii) Admin Lists are implicitly included on Edit Lists, and
- (iii) Parent Admin Lists are implicitly included on child Admin lists.  
The parent include feature prevents an Admin inadvertently removing themselves from a sub-folder list and locking themselves out.

## Search in Doc-NET

In a vast document repository it's always arises a situation where we have to search for a particular document/folder. So, search feature becomes the major functionality of the **Doc-NET**.

## Doc-NET Mailing

**Doc-NET** provides all the users with a facility of sending and receiving documents in a one-to-many fashion. The Inbox shows all the received documents and the user can also view the documents that are sent.



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