Document Management System (DMS)

Integrated system providing easy and quick access to your electronic documentation and scanned hard-copy documentation.

The system allows electronic keeping of documents of various types and formats (scanned documents, electronic files, electronic mail, sound records, photos, work processes etc.). The application is web based which means that the authorized users can access the required information anytime and anywhere.

The Electronic Archiving application comprises the following underlying modules:

- E-Record book
- Electronic distribution of incoming documents
- Preparing and archiving outgoing documents from the company
- Archiving and keeping documents and finished cases
- Reports
- Administration (System module)

E-Record book

- Maintaining records of partners – clients
- Maintaining records of employees
- Maintaining records of types of documents (document number, date of receipt, label, sender, date and number of sending, type, OE-TM, making electronic copy of the document)

Electronic distribution of incoming documents

- Invoices input (number, date of document, title of partner, place, invoice amount, date of receipt, invoice payment, invoice paid)
- Mail input (classification of received mail, date of recording, act number, confirmation of receipt, OE-TM, attachments, value, number of sheets)
- Book for mail
- Book for place
- Reviews

Preparing and archiving outgoing documents from the company

- Data about the outgoing document (date of sending, label, recipient's address, recipient, postage, subject number from the record book, scanning of the document and connecting it with the electronic document)

Archiving and keeping documents and finished cases

- Defining a plan of archiving symbols
- Defining a list of documentary material
- Defining a list of archived materials
- List of archived materials submitted to the State Archives of the Republic of Macedonia
- Minutes of the submitted archived materials to the State Archives of the Republic of Macedonia
- Decisions for destroying the documentary materials
- Description and inventory of the archived materials

DMS provides for:

- Quick availability and long-term and reliable documents archiving
- Simple administration of documents, controlled application access to the documents (authorization and several levels of security – encryption, PKI) and data transfer (server-client) via http protocol
- Tracking the business correspondence with the partners based on the connections between the documents and relevant business processes
- Support for archiving documents on off-line media
- Simple storing of all archived documents and multiple usage of the electronically archived documents in various applications
- Control over and keeping all documents versions, team work (versioning, "check in - check out")
- Control over the execution of tasks and tracking all operations related to the documents ("document life cycle")

Finally, we would like to note that Elikosoft with its team is available to all clients interested in any kind of information.