

PRE-CONFIGURED DMS

Compliance Solution

Starting your organization's digital transformation with a proper document management system need not be a painful and tedious process - not anymore. Through Infobuilder's 15 years of experience in business processes and document management, we have embedded best practices, issue resolutions, and process improvements in the blueprints of the Pre-configured DMS solution. You can deploy an archiving solution for your accounting, human resources, and sales groups right out of the box.

Key Features

□ Pre-Configured DIT

The solution comes with a pre-configured document indexing tool for uploading and indexing accounting, HR, and sales documents.

□ Pre-Configured Search

Each installation includes simple, advanced, and faceted search features so your team can easily retrieve archived files.

□ Blueprint Template

Based on hundreds of document management system installations across various industries, we have templates for document types, document classes, folder structures, permissions, and search ready to go.

□ Accounting

Maintain BIR compliance requirements and other accounting records.

□ Physical Locations

Locate the physical storage of your document even after digitization.

□ Sales

Never get lost again in the sea of drafts and revisions of proposals and contracts. Easily refer back to old documents as needed in your sales accounts.

□ Human Resource

Store, search, and retrieve employee records, performance reviews, and government forms.