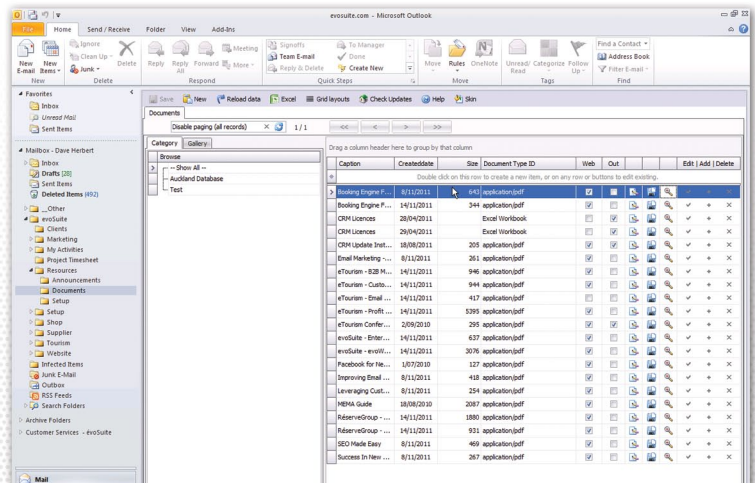


Document Management | DMS

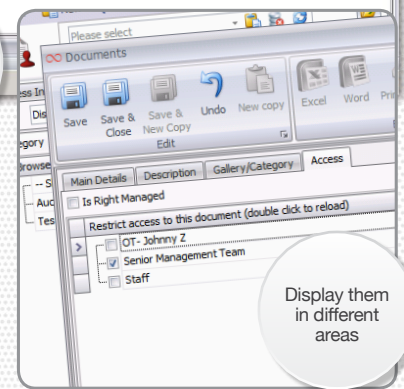
Eliminate the need for paper filing with the ultimate online document storage system. Enjoy quick access to almost any type of document or file, from anywhere in the world, right from within your évoSuite software.



Store over 70 different types of files



Control security access via the internet



Display them in different areas

General Features

Store over 70 different types of files including video, design artwork, Word, PDF, Excel, PowerPoint and more
Reduce your own storage requirements

Protect your documents by storing them on our cloud-based servers or in your own SQL database
Ensure your documents are safe from theft, fire or natural disaster

Categorise or tag your documents and display them in different areas
Make it easy for intended users to search for documents

Publish and control security access via the internet
Ensure only authorised people (suppliers, clients, etc) can view and access certain documents online

évoWeb
évoOutlook
évoWin

✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓

Advanced Functionality

Check-in and check-out documents, ensuring you have uninterrupted access when making amendments

Interface with other modules like Announcements or Newsletters to easily send these documents with your communications

Load and relate a document to a client, supplier, project or opportunity for intelligent online filing

Quickly access the right document by running a search in multiple places including a general document search or refine your search further in the client or tasks sections

X	✓	✓
X	✓	✓
X	✓	✓
X	✓	✓