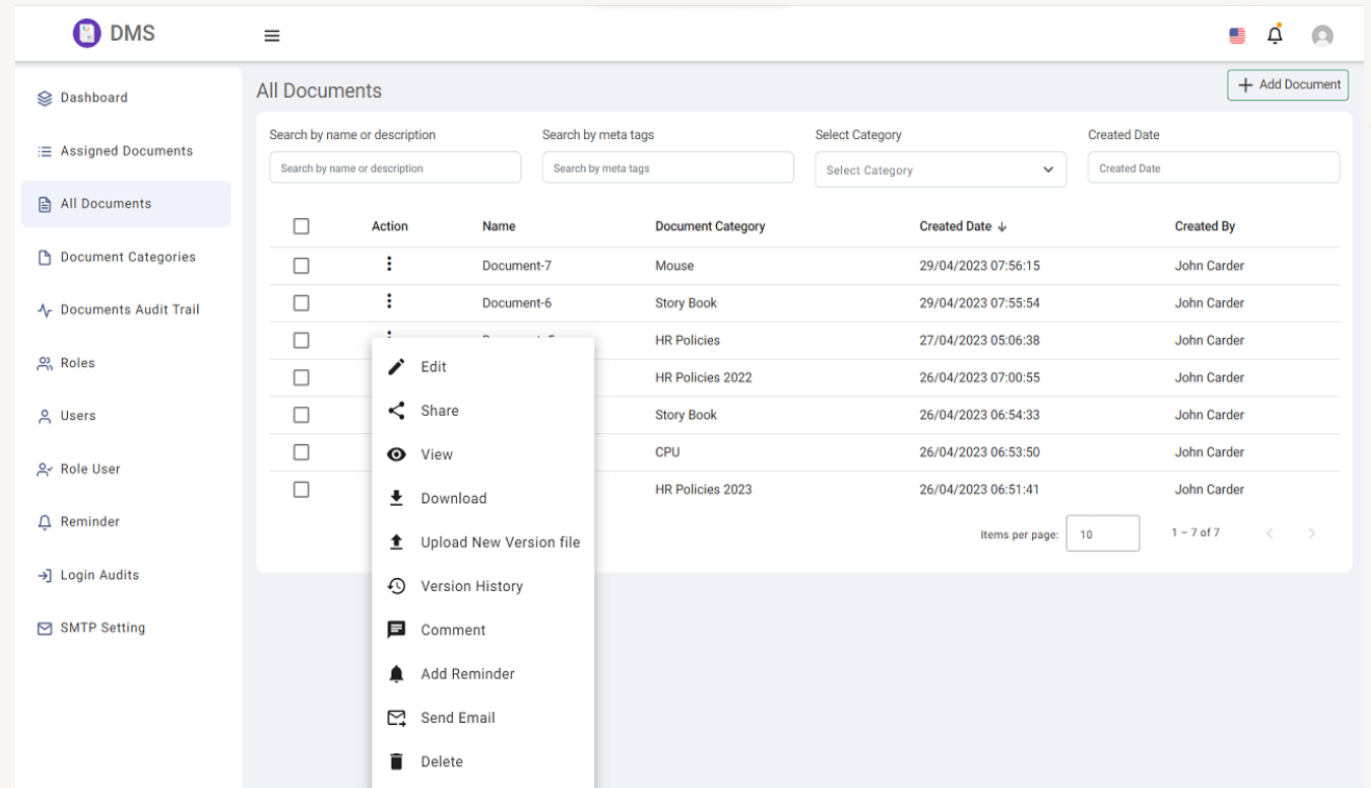


PEARL SOLUTION

DOCUMENT MANAGEMENT SYSTEM

PEARL DMS – MANAGE DOCUMENT

Document management system allows you to conveniently store an unlimited number of documents, organized by category or subcategory. This feature provides you with a flexible and efficient way to manage and access your documents, ensuring that important information is easily searchable and readily available whenever you need it. With the ability to categorize and subcategorize your documents, you can maintain a well-structured and organized digital repository, promoting better document management practices within your organization.



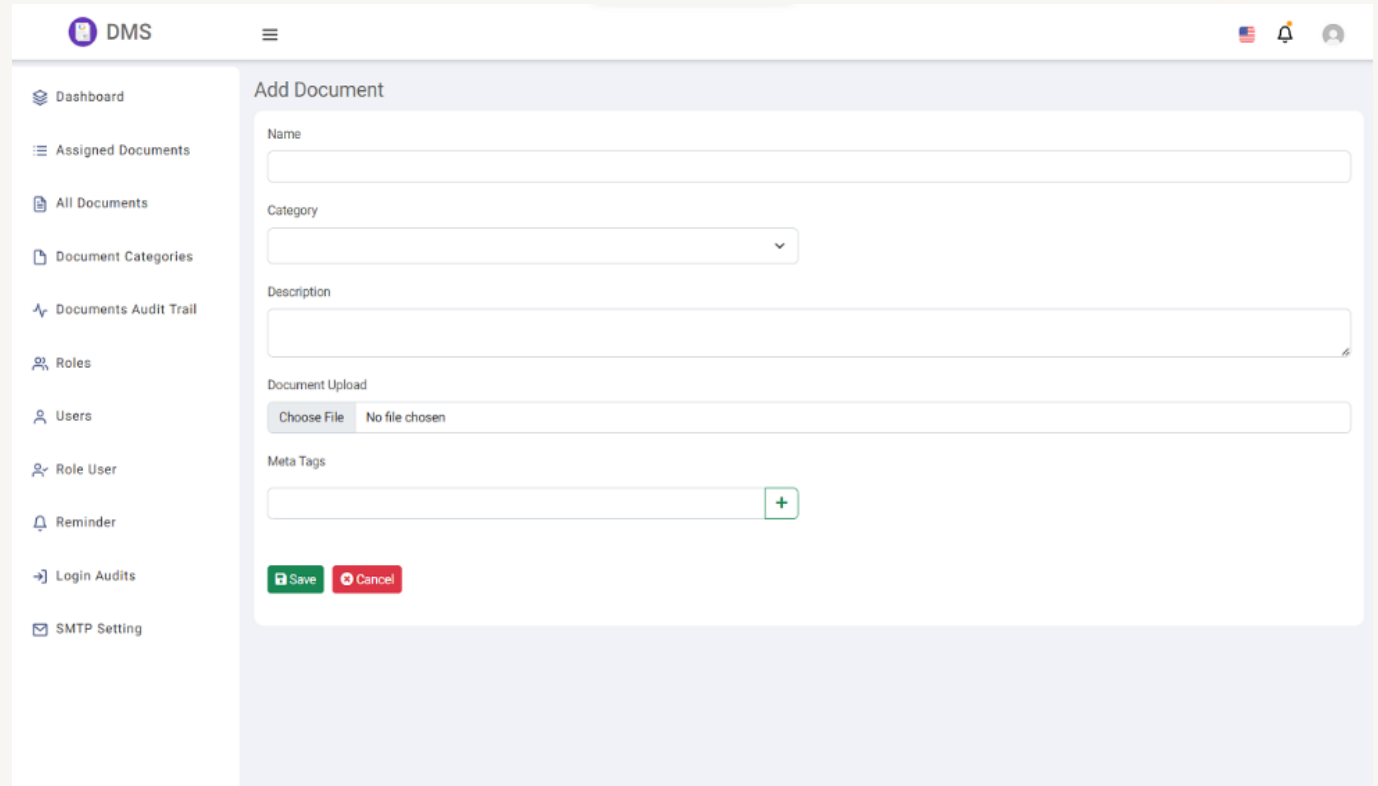
PEARL DMS – CATEGORIES

Document Management Categories are using for separating documents and easy find the documents from which categories/departments are upload. In this section you add/delete/update the categories by user privileges.

Document Categories			+ Add Document Category
	Action	Name	
>>	Edit Delete	Mini Slava	
>>	Edit Delete	Ruby Tower	
>>	Edit Delete	Ruya Tower	
>>	Edit Delete	Agreements	
>>	Edit Delete	Finance	
>>	Edit Delete	Accounting Department	
>>	Edit Delete	Video	
>>	Edit Delete	QA automation	
>>	Edit Delete	Medical Department	
>>	Edit Delete	General policy	

PEARL DMS – UPLOAD DOCUMENTS

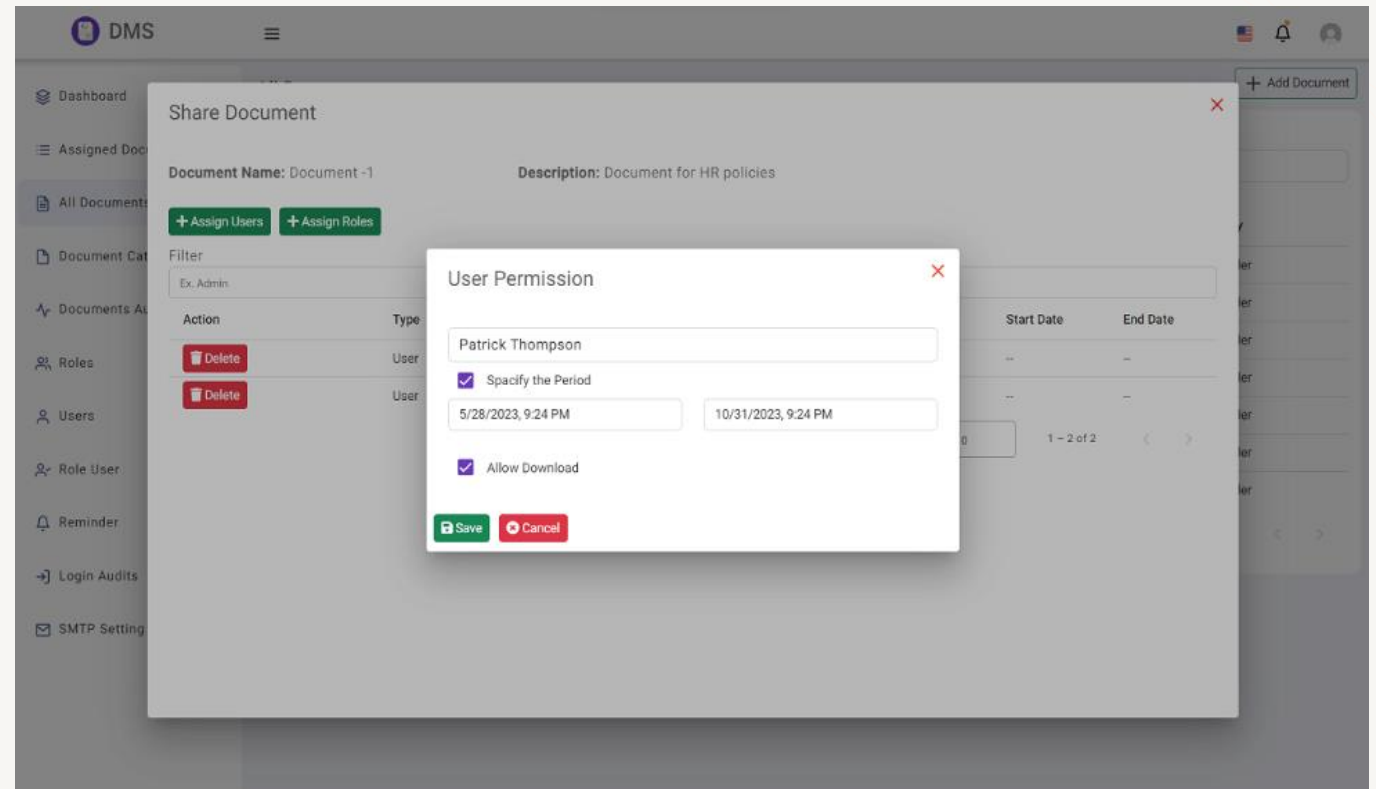
Document management system supports a wide range of file formats, allowing you to upload various types of documents. You can easily upload PDF files, Word documents (Docs), Excel spreadsheets, PowerPoint presentations (PPT), audio files, video files, images in different formats, plain text files, and CSV (Comma-Separated Values) documents. This diverse compatibility ensures that you can store and manage different types of content within a single platform, providing you with a comprehensive solution for your document storage needs. Whether you need to manage textual information, multimedia content, or tabular data, our system accommodates a broad range of file formats for seamless document handling.



The screenshot displays the 'Add Document' interface of the PEARL DMS. On the left is a sidebar menu with the following items: Dashboard, Assigned Documents, All Documents, Document Categories, Documents Audit Trail, Roles, Users, Role User, Reminder, Login Audits, and SMTP Setting. The main content area is titled 'Add Document' and contains the following fields: 'Name' (a text input), 'Category' (a dropdown menu), 'Description' (a text area), 'Document Upload' (a button labeled 'Choose File' and a status 'No file chosen'), and 'Meta Tags' (a text input with a green '+' button). At the bottom of the form are two buttons: a green 'Save' button and a red 'Cancel' button. The top of the interface shows the 'DMS' logo, a hamburger menu icon, and user profile icons for language, notifications, and the current user.

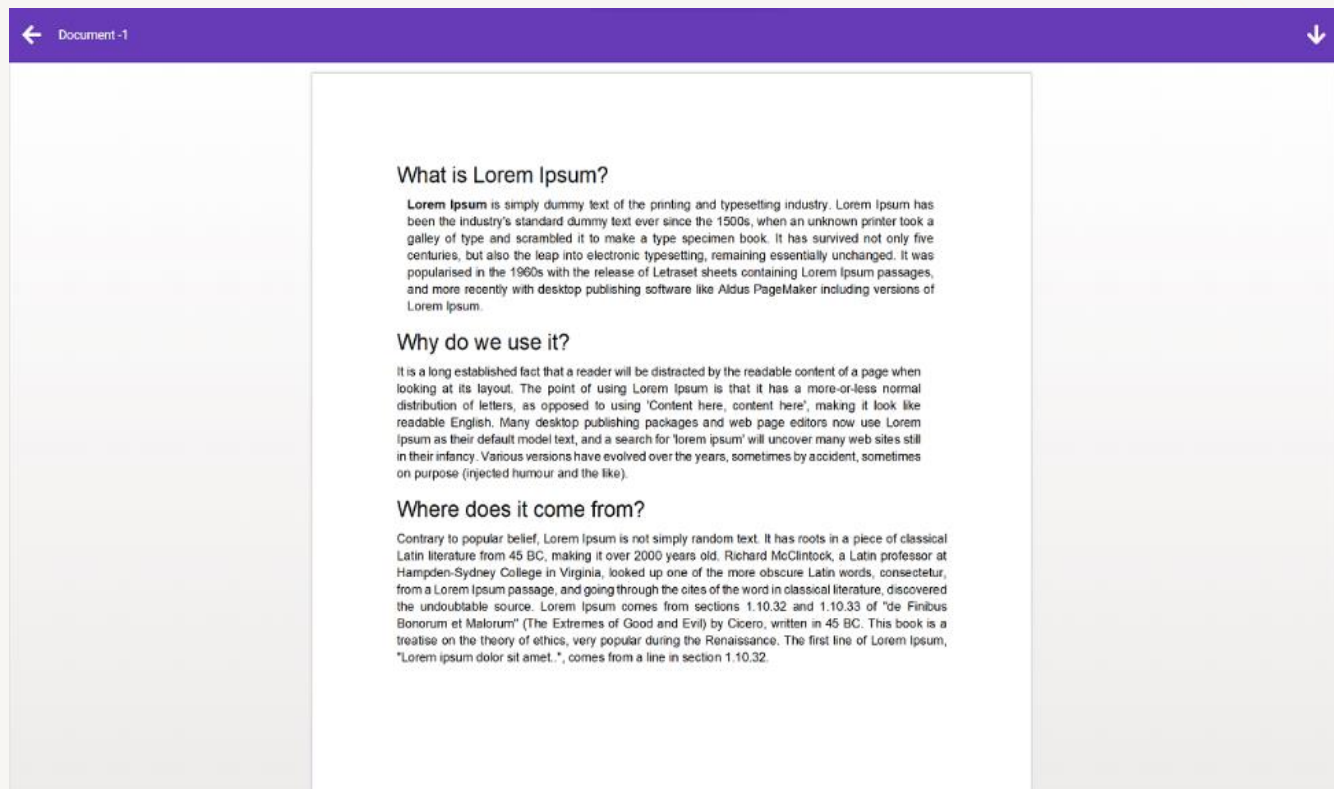
PEARL DMS – DOCUMENT ACCESS CONTROL

Document management system offers a flexible and powerful feature that allows you to assign documents to specific users or roles, for either a designated period of time or an unlimited duration. This functionality enables you to control access and permissions for different individuals or groups within your organization. You can assign documents to users or roles based on their responsibilities, projects, or departments, ensuring that the right individuals have access to the relevant information. you have the ability to configure the download options for assigned documents.



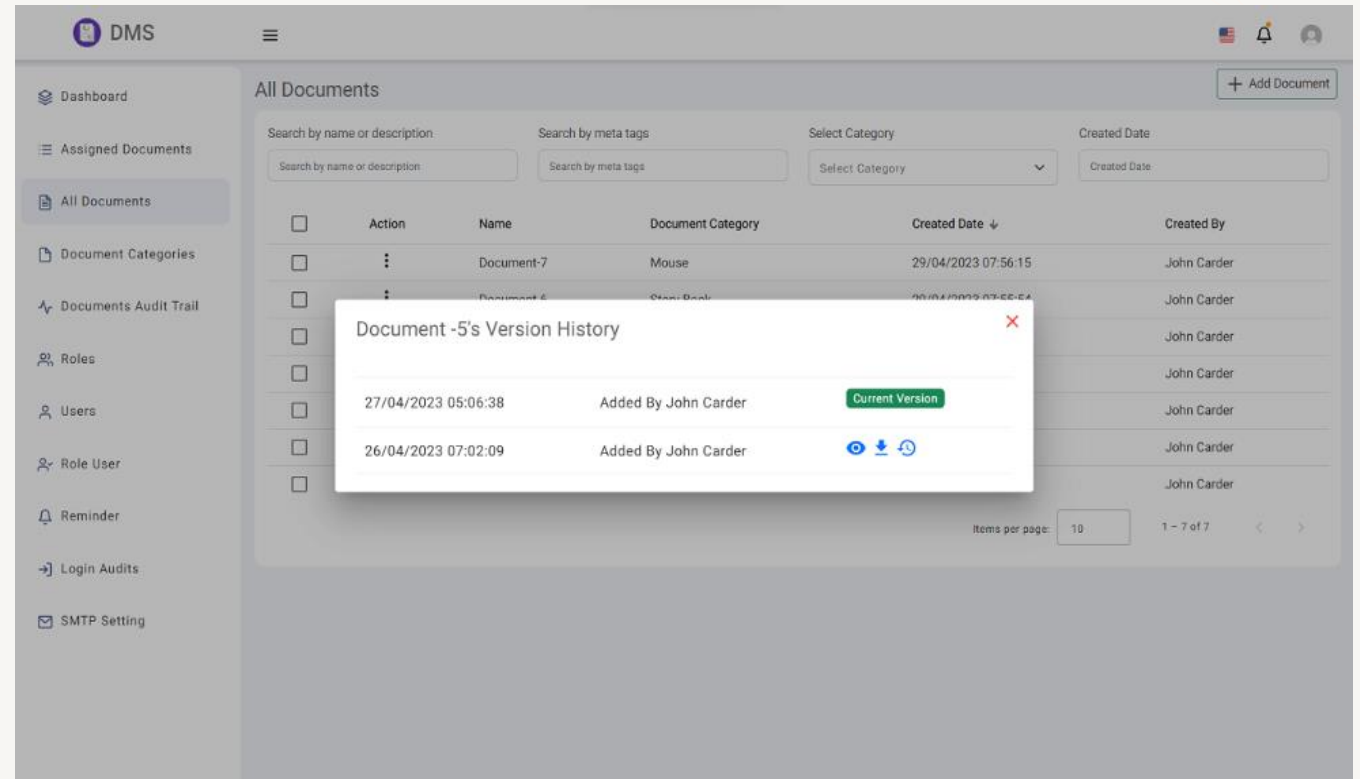
PEARL DMS – DOCUMENT PREVIEW

Document management system offers a powerful preview feature that allows you to effortlessly preview a wide range of uploaded file types. Whether it's audio files, video files, images, text documents, PDFs, or Microsoft Office documents, our system supports comprehensive file preview capabilities.



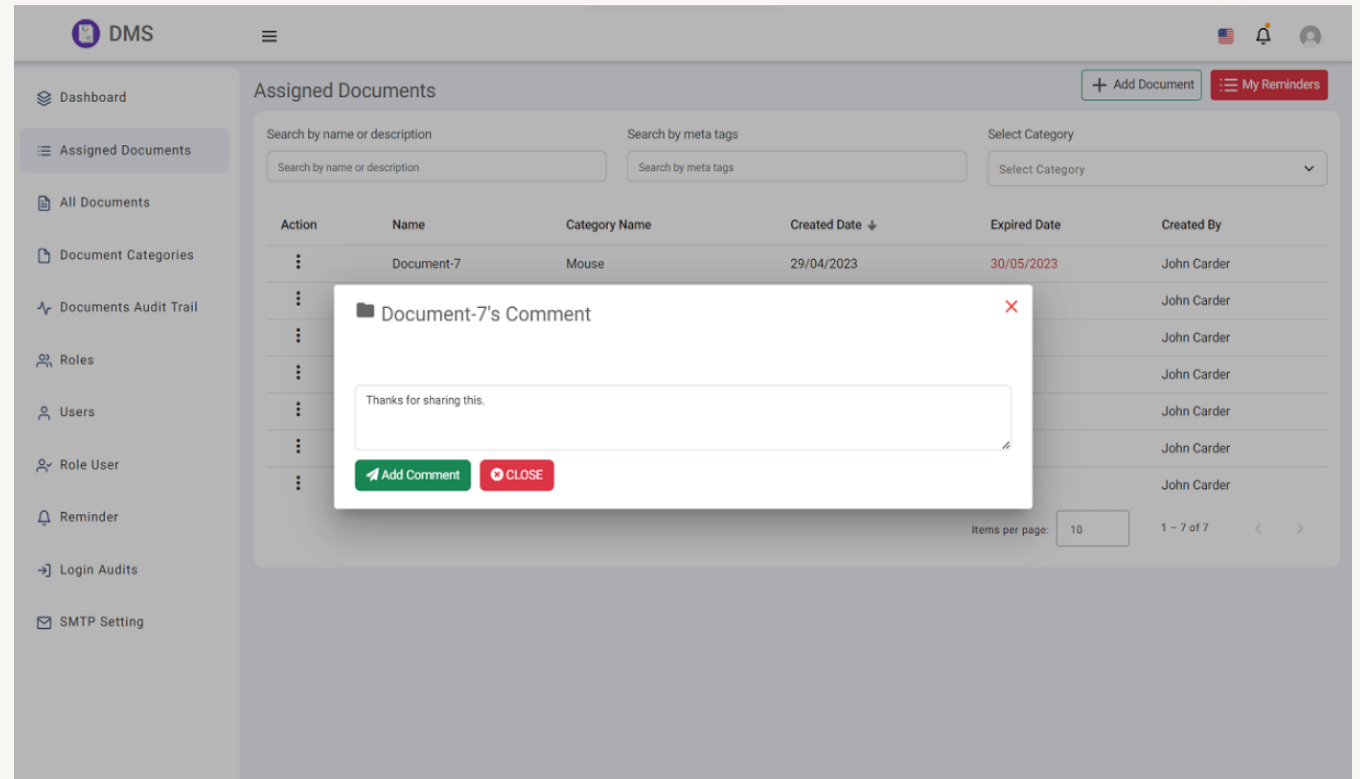
PEARL DMS – DOCUMENT VERSIONING

Document Versioning allows you to upload multiple versions of a document. This functionality ensures that you can maintain a clear history of document revisions and easily access older versions whenever needed. By offering the ability to see and restore older versions of documents, our system promotes efficient document management and safeguards against accidental data loss or unwanted changes. It empowers you to maintain accurate records, track document evolution, and collaborate with confidence, knowing that you can easily access and restore previous versions as needed.



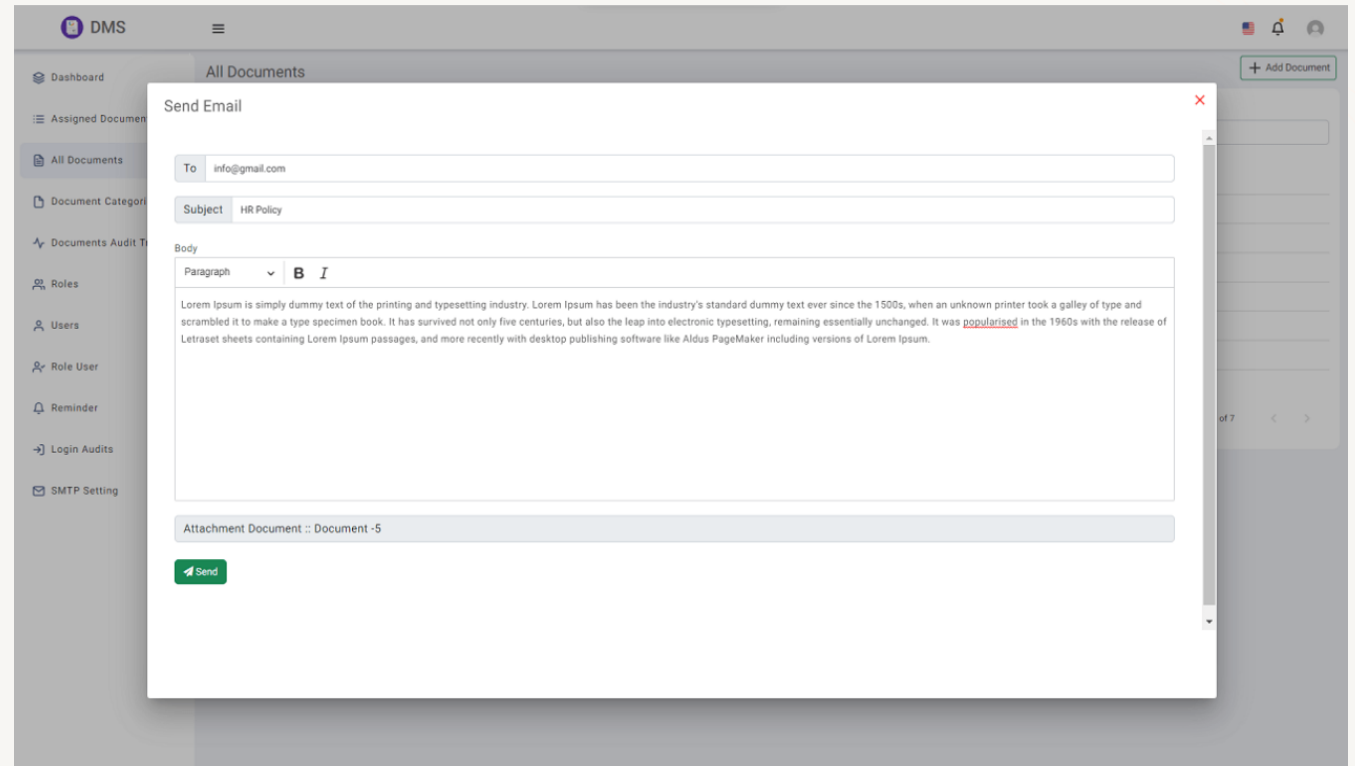
PEARL DMS – COMMENTS

With the Comments, users can easily provide feedback, share insights, and engage in discussions directly within the document. Whether it's suggesting edits, seeking clarification, or sharing thoughts, the comment functionality facilitates efficient and interactive collaboration among team members.



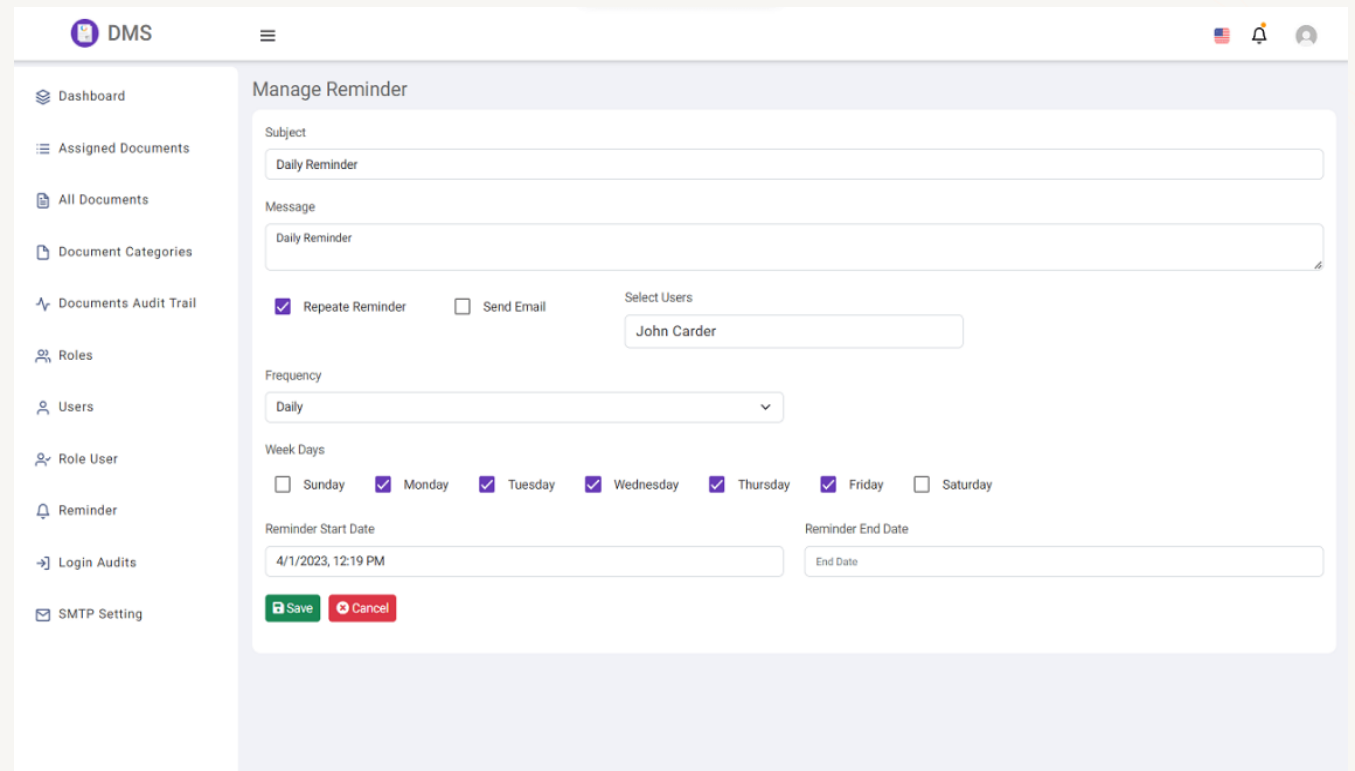
PEARL DMS – SEND EMAIL

Document management system simplifies the process of sharing documents by allowing you to seamlessly send emails with system documents attached directly from within the system



PEARL DMS – AUTOMATE REMINDER

Reminder feature allows you to set recurring reminders at various intervals to help you stay organized and on top of important tasks and deadlines. Whether it's a daily, weekly, monthly, quarterly, half-yearly, yearly, or specific date reminder, our system provides flexible options to suit your needs. With this functionality, you can easily configure reminders both at the system level and on individual documents. By setting reminders, you ensure that you receive timely notifications or email alerts, keeping you informed about upcoming deadlines, reviews, renewals, or any other important milestones related to your documents.

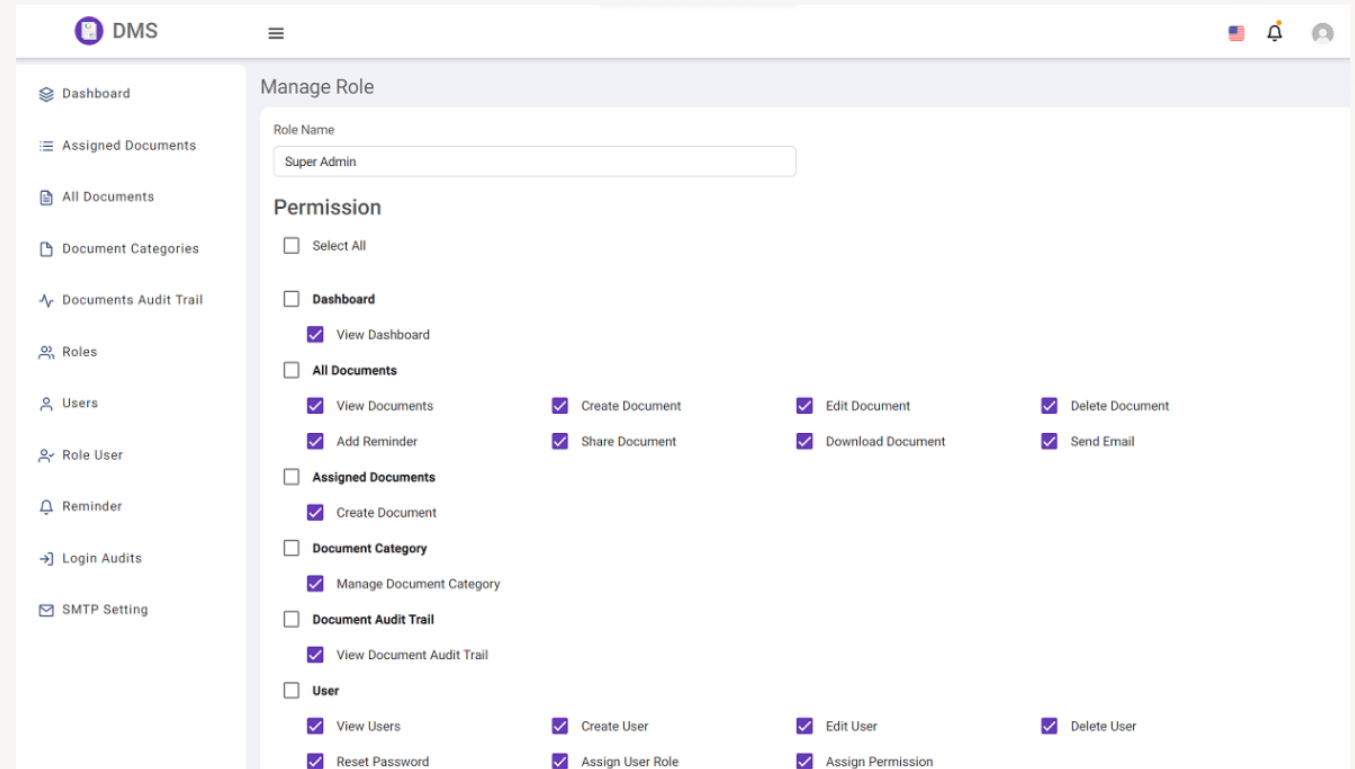


The screenshot displays the 'Manage Reminder' interface within the Pearl DMS application. On the left is a sidebar menu with options: Dashboard, Assigned Documents, All Documents, Document Categories, Documents Audit Trail, Roles, Users, Role User, Reminder, Login Audits, and SMTP Setting. The main content area is titled 'Manage Reminder' and contains the following fields and controls:

- Subject:** A text input field containing 'Daily Reminder'.
- Message:** A text input field containing 'Daily Reminder'.
- Repeating Options:** A checked checkbox for 'Repeate Reminder' and an unchecked checkbox for 'Send Email'.
- Select Users:** A dropdown menu showing 'John Carder'.
- Frequency:** A dropdown menu set to 'Daily'.
- Week Days:** A row of checkboxes for days of the week: Sunday (unchecked), Monday (checked), Tuesday (checked), Wednesday (checked), Thursday (checked), Friday (checked), and Saturday (unchecked).
- Reminder Start Date:** A date and time input field showing '4/1/2023, 12:19 PM'.
- Reminder End Date:** A date input field with the placeholder text 'End Date'.
- Buttons:** At the bottom are two buttons: a green 'Save' button and a red 'Cancel' button.

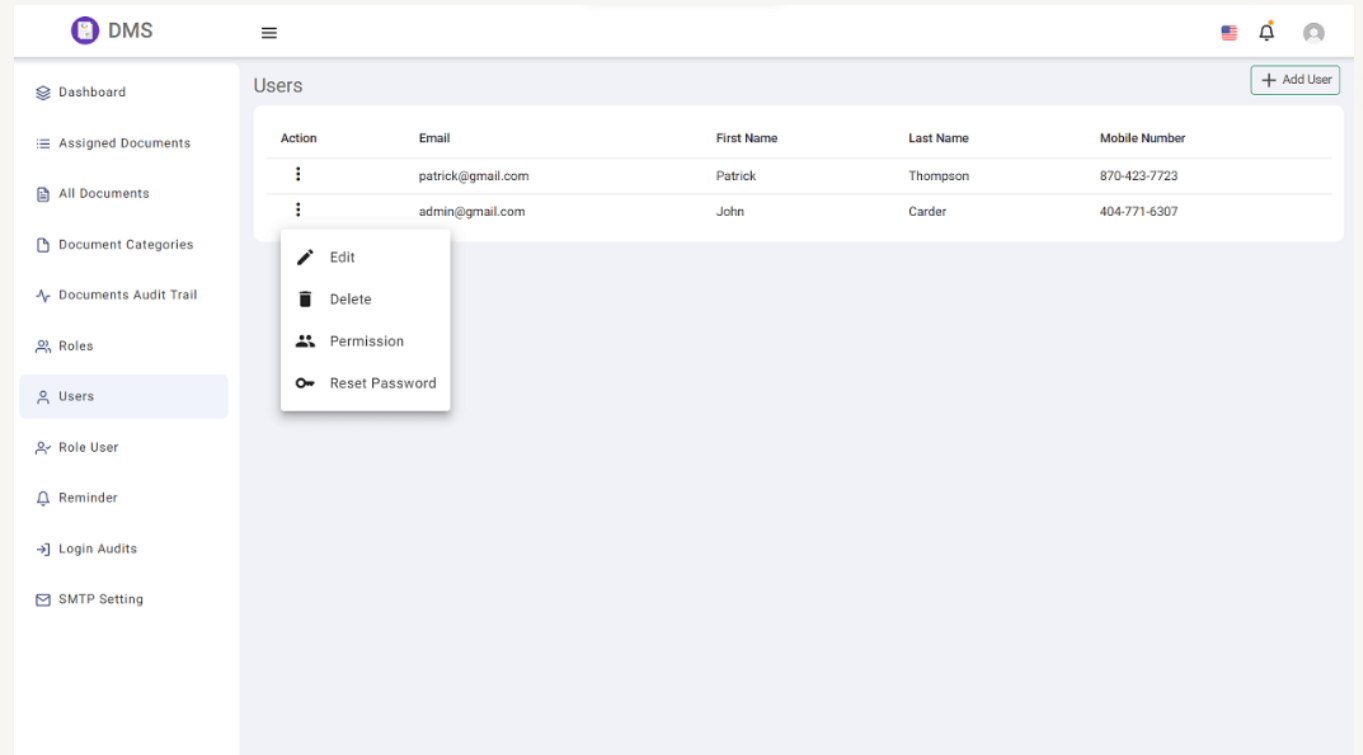
PEARL DMS – ACCESS MANAGEMENT

Document management system offers a robust privilege control authorization feature that allows you to define and manage access privileges based on roles and individual user permissions. This ensures that the right people have the appropriate level of access to documents within the system.









PEARL DMS – USER & ROLE MANAGEMENT

Admin can create and manage users and roles effortlessly. With this powerful functionality, administrators have complete control over user management within the system.



PEARL DMS – LANGUAGES

You have complete control over language management through our intuitive user interface. Effortlessly add, update, or delete languages to align with your needs. Furthermore, you can tailor the labels within the user interface itself, ensuring a fully customizable and adaptable experience that reflects your unique requirements.

Languages					+ Add Language
Action	Image	Name	Code	Order	
Edit Delete		English	en	1	
Edit Delete		Chinese	cn	2	
Edit Delete		Spanish	es	3	
Edit Delete		Arabic	ar	4	
Edit Delete		Russian	ru	5	
Edit Delete		Japanese	ja	6	



PEARL – DOCUMENT MANAGEMENT

Document Management is a hosted by Pearl Solution, web-based document management system designed to help organizations store, track, modify, and manage documents on a centralized platform. Its features include document sharing, reminders, user management, bulk permissions, document download, document preview, sending documents via email, document audit tracking, document versioning, document comments, and multilingual support

It allows you to upload multiple documents and share them with an unlimited number of system users. Additionally, it provides the option to share documents for a specific period and allows for the download option.

A series of thin, light-brown lines forming an abstract geometric pattern in the top-left corner of the slide.

ONLINE DEMO

WE GIVE ONLINE DEMO UPON REQUEST

THANK_{you}