

Document Management System

ESKA® DMS is a dynamic document management system that empowers you to store, organize, track, modify and distribute documents quickly and reliably. Functioning as a web-based and multilingual digital transformation software, **ESKA DMS** handles all your organizational content and consolidates both your digital and paper files onto a unified electronic solution. Keeping your documents fluid with **ESKA DMS** transforms them from being an administrative burden into a valuable organizational asset.

ESKA DMS provides features including:

- Comprehensive digital document management
- Organized storage and quick retrieval
- Capturing and digitizing documents
- Version control, audit trail and auto backup
- Integrated collaboration amongst users and external parties
- Optimized search using advanced indexing mechanism
- High-level security and access control
- Seamless integrations with workflow processes and external systems
- Easy to use with a simple setup and no need for technical background

Key Features :-

- Document Archive
- Document Search
- Document Indexing
- Optical Character Recognition (OCR)
- Document Approval
- Correspondence
- Inward Mails
- Outward Mails