



Document Management System

Core Features



Secure and Organized Document Repository

Maintains all documents in a centralized, secure digital vault with logical folder structures — reduces risk of data loss and enables efficient file management.



Document Upload & Categorization

Users can easily upload documents and assign categories (e.g., department, type, year), enhancing document traceability and reducing retrieval time.



Meta Data Entry with Tagging and Indexing

Allows tagging documents with metadata (e.g., document type, date, owner), enabling powerful search and classification.



Version Control of Documents

Maintains history of changes, ensures only the latest version is used while preserving previous versions for audit/reference.



PDF/JPG/TIFF Document Storage

Allows tagging documents with metadata (e.g., document type, date, owner), enabling powerful search and classification.

Security & Access Management



Access Rights Management (Folder-level and Feature-level Permissions)

Allows granular control over what users can view, edit, or delete — enhances security and accountability.



Audit Trail and Security Audit (Cert-In Empanelled Auditor)

Maintains history of changes, ensures only the latest version is used while preserving previous versions for audit/reference.

Workflow & Automation



Workoshere

We used our Workoshere software to create the inward, outward, and metadata screens, and to digitize the entire flow from inward, scanning, QC, verification to outward processing.



Dashboard

Offers a real-time, visual snapshot of key metrics, user activities, and system performance using Power BI. Enables quick access to documents, forms, and approvals — helping decision-makers stay informed and act faster.



Scanning Facilities



Support for B/W and Color Scanning with Specified File Sizes and Resolutions

Ensures high-quality document digitization based on document type, preserving clarity and reducing file bloat.



OCR (Optical Character Recognition)

Converts scanned text into searchable/editable format, enabling full-text search and automation.

Folder Organization & Search



Storage Folder Structure Based on Division, Desk, Authority, and Year

Mirrors real-world organization for intuitive navigation and logical document grouping.



Search and Retrieval System with Robust Query System

Enables advanced searching using metadata, OCR content, tags, dates, etc., minimizing time spent locating documents.



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