ZETA
Business Software Defined

DMS
DOCUMENT MANAGEMENT SYSTEM

ZETA DMS

Document Management Software

Across the globe, billions of paper documents are produced by individuals, small offices and large organizations every day. Many of these documents are read once, filed away and forgotten about. As the months and years go by, a huge amount of costly office space gets blocked so that these paper documents can be stored in filing cabinets on-site or on off-site rented locations.

Given the constraints that today's businesses – especially small businesses – face in terms of time and other resources, a more efficient way of managing documents is the need of the hour. The answer is in having an Electronic Document Management Software for small business.
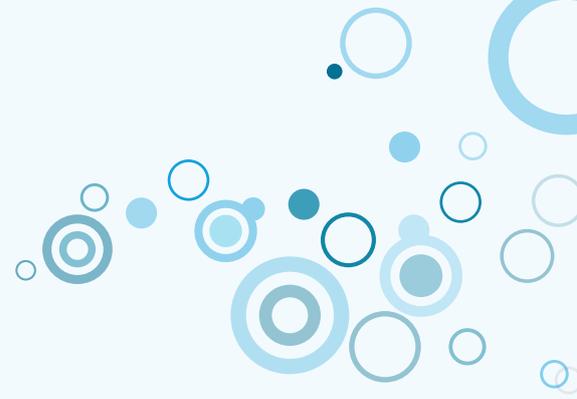
Zeta Doc Stores

Zeta DocStores is an industry leading state-of-the art Windows-based Document Management Application that helps you store and track electronic documents and /or images of paper document. It helps to quickly create a centralized, searchable database of all your documents. Keep documents private or share them with other users on your network. It is designed to secure and manage the lifecycle of documents, records, images, email, faxes or any other paper or electronic files you may have.

Why Zeta Doc Stores?

Zeta DocStores offers customers a comprehensive, customizable, secure, easy-to-use and affordable document management system that will make you and your team more productive, and your business more profitable. With Zeta DocStores, there will be no more trips to the file room… no more phone calls to the document storage warehouse… no more fruitless searches of your hard drive for that missing invoice… and no more time spent looking through old emails, faxes and filing drawers.

Here is how you can benefit using DocStores:

- **Saves time:** No time lost scanning, filing and retrieving documents.
- **Simplification:** Single mechanism to manage both electronic and paper documents.
- **Collaboration:** Share your documents with others in your organization.
- **Easy access:** Access documents from any machine on your LAN.
- **Security:** Share documents with others or keep them private.
- **Space-saving:** Reclaim the space used to store documents.

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Zeta ERP Doc Stores

Zeta ERP DocStore is an efficient, easily accessible document archiving system. Instant retrieval of any document is possible in just a few clicks. Reduced paper-chasing and a clear audit trail increases clarity and save time. Zeta ERP DocStores can scan documents and store in Zeta database for future retrieval. This is another step towards a paperless office and cuts down on physical storage space as well as allowing the document to be quickly and easily retrieved at any stage. Documents are backed up with the Zeta data. There are also powerful document search facilities.

Highlights:

- Fully integrated with Zeta ERP.
- Attach document images with almost all transactions screens.
- Quick to implement & easy to use.
- Upload document images from any client workstation.
- Supports multiple file formats.
- Scan multi-page documents.
- All files are safe & secure within the database.
- No need to keep track of disparate document folders on your PCs & servers.
- Multiple files and file types stored against each transaction.
- Easy navigation.
- Backup source documents.
- Save documents storage costs.
- Paperless office!.
- Reprint Source documents.
- Comprehensive document search.
- Content Management

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Zeta Common Doc Stores

Zeta document management solution streamlines your document management processes and let you store, organize, view, and modify files.

Zeta Doc Stores Features:

- Multi-user client/server system.
- Document Searching.
- Full-Text Indexing.
- Check-in and Check-out.
- Version Control.
- Unlimited number of Cabinets that can be created in a Library.
- Security - user/group security on every function associated with a Zeta DocStores object.
- Security for Index Set and Field Management.
- Notifications.
- Profile & Metadata.
- Document Importing.
- Scanning and Imaging.
- Automated Workflow.
- Event Subscriptions.
- Import users from Active Directory Sources.
- Network Login access.
- Multiple Batch Scanning Methods.
- Image Batch Processing.
- Task Manager.
- Records Policies.
- PDF Creation.
- Document Delivery.
- Outlook Email Management.
- Document Check in/Check out.

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- Versioning.
- Library Event Log.
- Document Event Log.
- Email Archive.
- Scalability.
- Performance.
- Reliability.
- Auto-Indexing using variables to populate fields.
- Saved Search Documents.
- Create Workflows using Saved Search Documents.
- Scan as PDF or TIFF image.
- Convert any printable document to PDF for storage or for export or as an email attachment.
- Option to open Zeta DocStores to last folder viewed.
- Auto-Update.
- Security.
- Folder Consistency.
- Differencing Tools.
- Windows Integration.
- Unlimited number of Drawers can be created in a Cabinet.
- Unlimited number of Folders can be created in a Drawer.
- Multiple user-defined Index Sets to profiles by document type.
- User-defined fields in an Index Set.
- Documents can be printed.
- Add, print or delete pages.
- Import any type of computer-generated file.
- View and edit computer-generated documents using their original source program.
- Full Text Search on the content of electronic documents.
- Proximity Searches through the full text of any electronic document or document OCR text.
- Index search by field.
- Group documents by field in a Document List View.
- Create summary fields by group in Document List View.
- Export the index data in a Document List View to create formatted reports in Excel or HTML.
- Document Log.
- Reporting.
- Email document directly from Zeta DocStores.
- Fax documents directly from Zeta DocStores.
- Print document directly from Zeta DocStores.

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