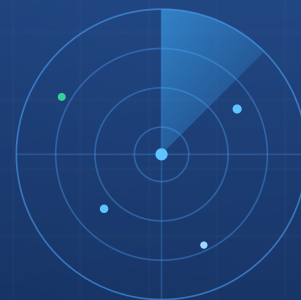


FEATURES & ADVANTAGES BROCHURE

Document management to organise, protect and share your organisation's information.



iSOFT DMS brings documents, content search with OCR, tags, workflows, approvals, retention, team editing, controlled sharing and collaboration together on one platform, deployed and supported by iSoft.

**One archive**

All your documents in one organised place.

**Automation**

Workflows without programming.

**Security**

Controlled access and two-factor authentication.

**Compliance**

Tag-based retention and an audit trail.

PLATFORM PILLARS

**Files**

folders, favourites, search

**Tags**

classification, retention, flows

**Flows**

automation, rules

**Approvals**

digital signature, DocuSign, LibreSign

**Sharing**

users, groups, links

**Activity**

timeline, audit

**Collaboration**

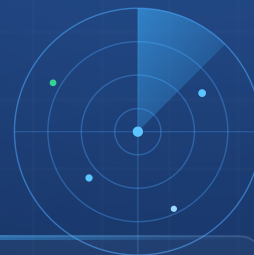
conversations, video meetings

**Administration**

security, delegation, monitoring

DOCUMENTS & COLLABORATION

All your documents in one organised place.



Focus area: files and folders, tags, controlled sharing, activity log and communication.



Files and folders

- Personal and team folders
- Recent files and favourites
- Search across files, tags and messages
- Document previews



Tags and classification

- Collaborative tags shared by the team
- A view of every document with the same tag
- Workflows triggered by tags
- Retention and deletion controlled by tags



Controlled sharing

- Sharing with users and groups
- Password-protected share links
- Preview without allowing downloads
- Sharing limited to each user's groups



Activity log

- Each document's timeline
- Filters for file changes, shares, security and comments
- Your own activity and your colleagues'
- Audit trail



Communication and collaboration

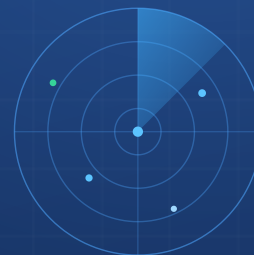
- Team conversations
- Video meetings
- Mentions and message reminders
- Meetings scheduled from the calendar

ADVANTAGE FOR THE ORGANISATION

- Teams find the right version without searching emails and local folders
- Every document has access rules and a history
- Documents and collaboration in the same system

AUTOMATION & ADMINISTRATION

Automate the work and keep control of the system.



Focus area: workflows, approval and signature, security, delegation, monitoring and the organisation's look.



Automated workflows

- Rule-based blocking of file access
- Automatic tag-based blocking of new versions
- For example, convert to PDF when a tag is added
- A message in the team chat when a partner uploads files



Approval and digital signature

- Simple approval workflows
- Document signing by management
- DocuSign integration
- LibreSign integration



Security and access

- Brute-force protection
- Allow list of IP addresses
- Two-factor authentication required by group
- Limits on repeated sign-in attempts



Delegated administration

- Administration sections delegated to groups
- Each team reaches only what it needs
- Sharing, email and background job settings
- Main administrators keep full control



Monitoring and logs

- Server load and memory charts
- Server uptime
- Warnings and errors by severity
- Sorting and filters on the logs



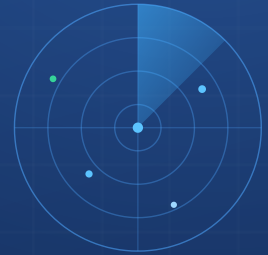
Your organisation's look

- The organisation's name and slogan
- Primary and background colours
- Links to the legal notice and privacy policy
- Visible to every user

SEARCH, SECURITY & COMPLIANCE

Find any document and protect every file.

Focus area: content search and OCR, file protection, access and identity, and compliance.



Search & indexing

- Full-text search
- OCR for scanned PDFs and images
- Automatic OCR in workflows
- AI auto-tagging



File protection

- File antivirus
- Server-side encryption
- End-to-end encryption
- Watermarking and secure view



Access & identity

- Two-factor authentication
- Single sign-on (SSO)
- LDAP and Active Directory
- Suspicious login detection



Compliance

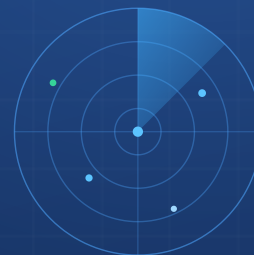
- Audit logging
- Retention policies
- File access control rules
- Password policy and brute-force protection

ADVANTAGE FOR THE ORGANISATION

- Scanned documents become searchable
- Every file is scanned and protected
- Rules and records ready for audit

EDITING, COLLABORATION & SHARING

Work on documents as a team, inside and outside the organisation.



Focus area: editing together, chat and meetings, organising the work and controlled sharing.



Editing & co-authoring

- Office documents in the browser
- Alternative document editor
- Collaborative text editing
- Whiteboard



Chat & meetings

- Chat and video calls
- Calendar, contacts and email
- Comments on files
- Activity and notifications



Organising the work

- Kanban boards
- Team wiki
- Tables
- Forms

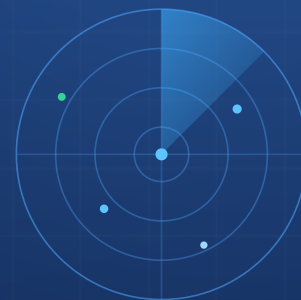


Sharing

- Public links
- File drop
- Federated sharing
- Guest accounts

ADVANTAGE FOR THE ORGANISATION

- Several people edit the same document at the same time
- Chat, tasks and documents in the same system
- Sharing with partners without losing control



ADVANTAGES SUMMARY

From scattered documents to an organised digital archive.

Four outcomes that make ISOFT DMS the single place for your organisation's documents.

**Organisation**

One archive, easy to search.

**Efficiency**

Less paper and fewer repetitive tasks.

**Security**

Controlled access and an audit trail.

**Sovereignty**

Documents stay where you choose.

ISOFT DMS turns scattered documents into an **organised digital archive**, to **find, protect and share** your organisation's information.

