Brix - EN Wiki

Document Management System (DMS)

Document Management System (DMS) Features

- **Electronic Storage Location:** Storage locations are in direct relation to departments and/or target data: vehicles, partners, employees, goods and services, Brix generated documents (invoices, quotes, job cards…) etc.
- **Annotation:** Naming, tagging and commenting the Document.
- **Search:** Easy and fast search for individual documents and files.
- **Share:** Multiple users can access the same file at the same time.
- **Version Control:** Version control gives you the ability to manage document change and revision done for particular documents.
- **Audit:** History of who uplaoded and made updates to the documents.
- **Physical Storage Location:**
- **Document Capture and Management:** Centralize paper documents & electronic files and access them with one familiar interface from all work stations in your office. at home or froma any device with an internet connection.
- **Publish to WWW:**
- **Security and Access Control:** Flexible user, group andd department based security with separate access and update control enabling Public, Single User, User Groups or Users by Department rights.
- **Document relations:** Many-to-many relations between documents and target data. Document Relations allow grouping and easy access of documents filed in different locations throughout the Repository.

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