

DMS

An intuitive solution for tracking, organizing, storing, and managing **documents, tasks, and processes**

DMS

Document, Task, & Process
Management System

CONTENT MANAGEMENT

Track changes to content properties

each content has its own properties (e.g. title, subject, author, recipient, etc.) with customizable options that users can keep track of

determine who changed which property and when it was changed

find specific content depending on given parameters

Track content file revisions

keeps copies of previous versions of content files for easy backtracking

GROUP MANAGEMENT

Group users for a specific purpose (e.g. a group that can only view content, etc.)

limit what users can or cannot do with content (e.g. view only, edit only, create and edit, etc.)

change which user belongs to what group

set which contents are accessible to certain groups

USER MANAGEMENT

provide access to users that will use the system

block users from using the system

Give us a call:

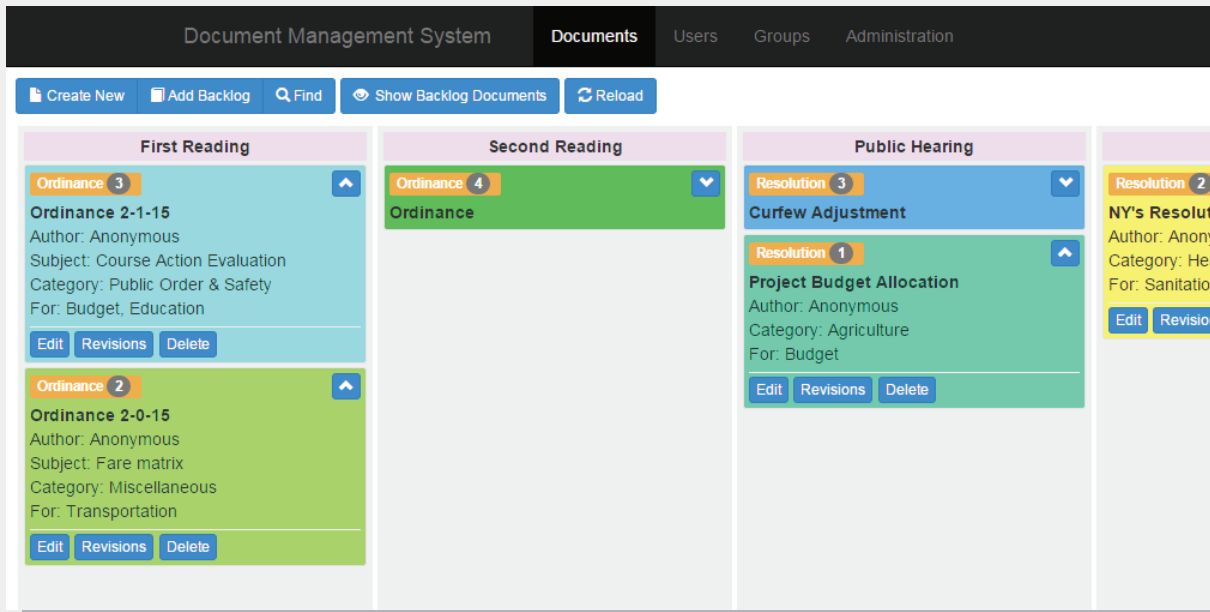
(+632) 352-73-29

Unit 208 XanLand Place and Condominium
#323 Katipunan Avenue, Loyola Heights,
Quezon City 1108

Sparksoft Solutions, Inc.

www.sparksoft.com.ph

Add and organize content with ease!



Search for content with parameters

Q Search results for "Ordinance"

Type	Year & No.	Title	Subject	Author	Category	Status	Date
Ordinance	2015: 4	Ordinance		Anonymous	Utilities	Second Reading	2015-03-02 15:33:41
Ordinance	2015: 3	Ordinance 2-1-15	Course Action Evaluation	Anonymous	Public Order & Safety	First Reading	2015-03-02 14:27:10
Ordinance	2015: 2	Ordinance 2-0-15	Fare matrix	Anonymous	Miscellaneous	First Reading	2015-03-02 14:25:27

Close

Q Search document

Search String

Title Subject Author Tags

Select document status:

Select document category:

Within specified dates

From:


To:












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Manage groups, content creation, viewing and editing rights


Document Management System Documents Users **Groups** Administration





 User groups list [Create](#) [Find](#)

ID	Name ↑↓	Members	Status ↑↓	Actions
1	admin	List members	Active	 
4	Content Management	List members	Active	  
2	Doc Editors	List members	Active	  
3	Group Facilitators	List members	Active	  

User accounts administration

Document Management System Documents **Users** Groups Administration

 User list [Create](#) [Find](#)

ID	Username ↑↓	Name ↑↓	Activation Date ↑↓	Status ↑↓	Actions
1	██████████	██████████	2014-12-01 14:11:19	Active	
2	██████████	██████████	2014-12-01 15:11:23	Active	 
3	██████████	██████████	2014-12-22 14:25:26	Active	 

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