

13. Cloud Documents Management System

This Cloud System is the supporting system for the company & organization to make the collaboration, cloud storage space for all document & content of the storage/distribution/utilization. The browser-based cloud is free to use in-house with no additional cost.

기업에서 부서별/그룹별로 문서를 공유하여 문서협업환경을 제공하고 내 문서를 클라우드에 저장하여 언제 어디에서든 문서작업을 할 수 있으며, PDF문서합치기, 타임스탬프 원본문서 및 보안PDF문서를 생성하여 #메일로 송신할 수 있는 그룹 문서관리시스템 입니다.



- ① Documents Tray – Personal documents are public documents and should distinguished by five tree structure to produce that document, deleting, you can change the name.
- ② Resource Display – One whole group can identify the resource status and to the resources being used by the manager added.
- ③ Major Menu Functions – This area is used to display the main features menu using the cloud.
- ④ Sub_Menu & Search – File upload, download and sort, delete / copy / can move, search by criteria, allowing you to quickly find the data.
- ⑤ List or Thumbnail Area – It displays the first page image, or file icon in the file. Click to download or drive the Web Viewer, you can double the detail view. If you select List view, you can see ④ in the sort of file size / name / registration date, etc. the list.
- ⑥ Working Area – When you select a document will appear in the task pane, the task pane, the document can be transferred to the upper function menu, or running for collaborative meetings. In order to edit or remove tasks window before running the function menu / added.