

InfoSoft Document Management System (DMS) User Documentation

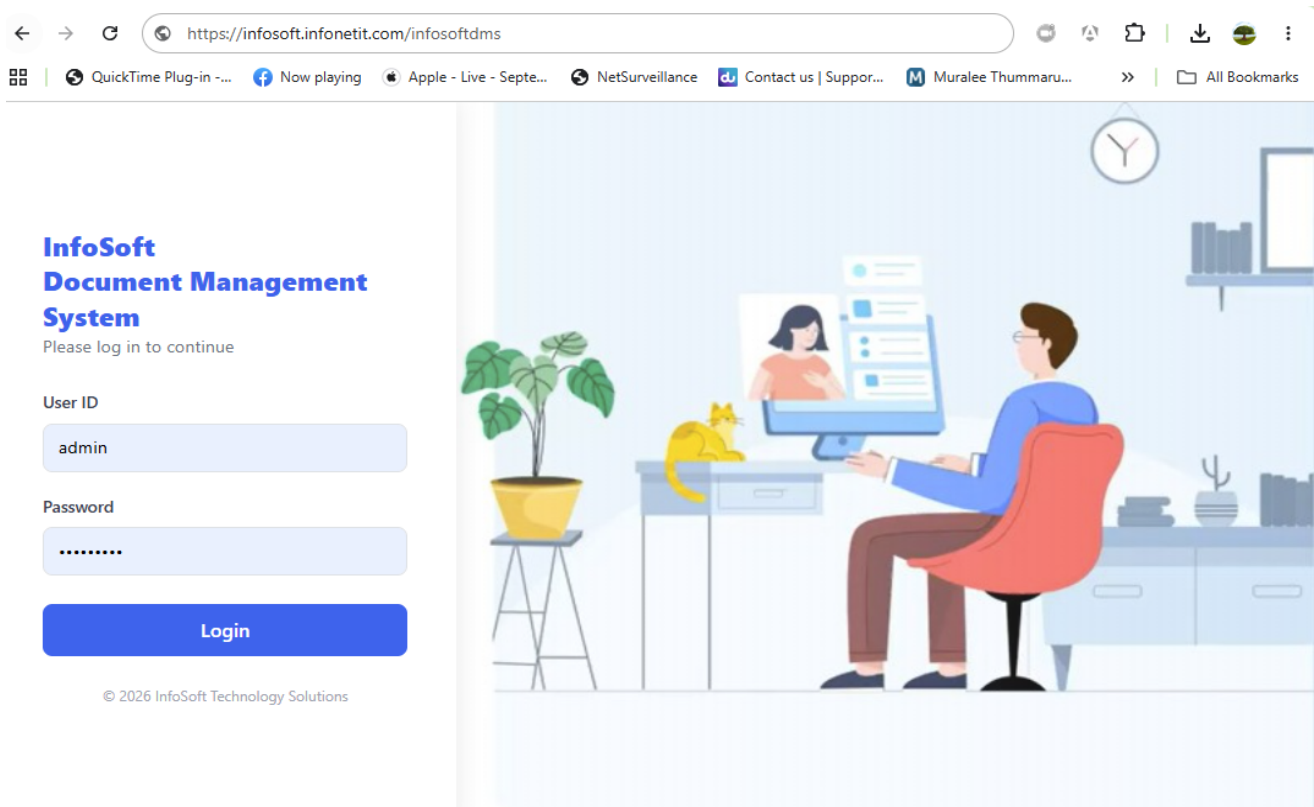
Overview

InfoSoft Document Management System (DMS) is a web-based solution designed to centrally manage organizational documents, monitor document validity, maintain document history, and provide timely notifications for expiring documents.

Key Features

1. Manage Documents with all relevant details and attachments.
2. Document Status Management.
3. Expiry Monitoring and Notifications.
4. Web-based Interface accessible from standard browsers.

Login Screen



Document Listing Screen

Document Listing User: admin

Doc No: Category: Belongs To: Status: Expires Within:

Company:

Id	Document No	Category	Company	Belongs To	Expiry	Status
82	784196398731826-6	Emirates ID	MANAF RESTAURENT AJMAN	Koolikkattayil Kunippa Ashraf	27-08-2027	Active
78	DomInfo	DOMAIN INFO	Infonet Computers	OFFICIAL	09-02-2027	Active
76	3161851	RENT AGREEMENT	Infonet Computers	OFFICIAL	01-02-2027	Active
60	121	MULKIYA	INFONET COMPUTERS	OFFICIAL	31-07-2026	Active
32	784-2003-5791550-1	Emirates ID	MANAF RESTAURENT AJMAN	RIMSHAD KALLUVALAPPIL	10-02-2027	Active
31	784-1979-3607846-4	Emirates ID	MANAF RESTAURENT AJMAN	MUHAMMED SAJJED	27-11-2026	Active
30	784-1966-8858282-2	Emirates ID	MANAF RESTAURENT AJMAN	HAMZAKUTTY MUHAMMED	28-02-2027	Active

Document Details Screen

InfoSoft Document Management User: admin

Document No: Doc ID: Version:

Description:

Category: Document Group:

Issued By: Issued Date:

Expiry Date:

Company: Belongs To:

Discontinued

Attachment: No attachment.

Business Benefits

- Centralized document repository
- Improved compliance management
- Expiry tracking and alerts
- Quick search and retrieval
- Secure web access
- Better visibility of employee and company documents