



# BANASOFT



## Doc pro

### Document Management Software

#### WHY COMPANIES PREFER Doc Pro?

- Quick access to documents – Saves time locating files/documents.
- Full security – **Prevent unauthorised access** or modifications.
- Auto numbering, auto revision and auto filing of documents.
- Auto distribution. No more physical or manual work.
- Electronic approval by Password.
- Tracks every change made – Change Histroy.
- Keeps employees updated on any outstanding assignments/work.
- Easy Browse or Search functions.
- Accepts all types of documents – words, powerpoint, pdf, photos, scanned documents, electronic faxes, spreadsheets, etc..
- Simple 6 Steps “Create” Or “Import” Documents.
- Meets ISO9001/14001/18001/TS16949 /HACCP documentation requirements.
- Login specific to Super User, Administrator and User Groups.
- Intranet based system – Any location can login or share the software.

#### MAKING AN INTELLIGENT DECISION WITH Doc Pro

- Make Document Security your NO.1 priority.
- Reduce paper and printing costs.
- Save on filing cabinets and all other costs related to documentation.
- Rental is NON TAXABLE. It is an operating expense.
- Stop paying 20% to 25% on yearly maintenance support.
- Stop paying for additional user licenses. Ours is an OPEN license system.
- Improve Work time – All PENDING work is tracked 100% by the system.
- Save Thousands of Ringgit with Doc Pro Intranet version. Access anywhere.

**DOCUMENT VIEW**

1. DOCUMENT APPLIES  
- All Documents That Belong To You
2. DOCUMENT BROWSE  
- Search Or Browse For Documents Easily
3. DOCUMENT INQUIRY SIMPLE  
- More Detailed Document Search
4. DOCUMENT STRUCTURE  
- View Entire Documentation Structure of The Company By Levels /Depts/Divisions/Type  
- Similar To An Organisation Chart

**DOCUMENT CONTROL**

1. CREATE NEW DOCUMENT  
- To Create New Documents Or Import Documents
2. PENDING DOCUMENT  
- Waiting For Your Action
3. DOCUMENT SIGNOFF LIST  
- List of Documents You Have Approved
4. CHANGE REQUEST SIGNOFF LIST  
- Similar To No.3 Except It's About Changes To Documents
5. DOCUMENT READ CHECK  
- Monitoring If A Subordinate has Read Documents Sent To Them
6. DOCUMENT READ  
- Documents You Need To Read Or Act On

## **BANASOFT SDN BHD**

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