

# DWS DOCUMENT WORKFLOW MANAGEMENT SOLUTION

Our DWS–Document Workflow Management solution is an answer if you are tired of the endless paperwork and manual approvals to carry out your day-to-day operations within the organization.



## Why waste resources and time when every step of your internal workflow process can be digitized?

In addition to the complete elimination of paperwork, manual approvals, and human resource optimization, **OCR** enables automated text extraction from scanned documents, while **MCR** ensures secure, high-speed reading of magnetic data, together enhancing efficiency and accuracy in document handling.

**Our DWS–Document Workflow Management solution also has the following key features:**

-  **Generate and Design Workflow:** Design custom workflows with stages like submission, review, and approval
-  **User access control:** Our solution offers complete control over the user access permissions
-  **Role-Based Access:** Control who can view, edit, approve, or comment on documents.
-  **Digital Signatures:** Digital signatures ensure secure, e-signing, verifying identity, preventing tampering, and enabling fast, paperless approvals.
-  **Version Control:** Track document revisions and access previous versions anytime.
-  **Create the Form Builder:** Create smart forms with logic, secure data, and instant alerts—ready to share or embed in minutes.
-  **Offers Complete tracking :** Our DWS–Document workflow management solution offers complete track history and details
-  **Document AI Categorization :** Document AI Categorization automatically classifies documents like invoices, contracts, and forms using AI—organizing data faster, reducing errors, and streamlining workflows.



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