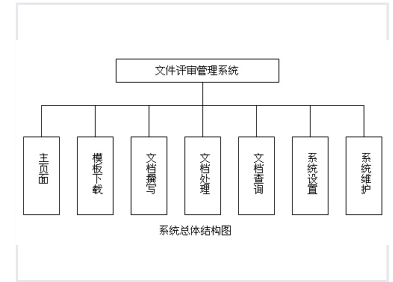


Enterprise File Management System

This system meets the file management needs of enterprises. It features unified rights management and information-sharing mechanisms.



System Overview

Enterprise File Management Solution

This Enterprise File Management System provides a comprehensive, networked solution for internal office document management. It enables paperless operations by streamlining document creation, transfer, review, approval, tracking, and storage. The system features robust workflow management capabilities, allowing for full customization of roles, staff, departments, and organizational processes.

Core Functionality

Workflow Capabilities

- Document creation and processing
- Digital review and approval workflows
- Document tracking and secure storage
- Role-based access control
- Departmental process customization

Template Definition Module

The system includes a dedicated module for defining form templates, ensuring internal work is produced according to uniform standards. This facilitates centralized management through an interface that supports the production of document templates, information collection, and processing of template-related data.

System Architecture

Key System Modules

Document Processing, Document Querying, Document Writing, System Maintenance, System Settings, Template Management