Document Manager pro is a ready-built solution for sharing and accessing documents and files between internal employees, external workers, business partners, and document collaborators within a centralized, secure environment. Authorized users have secure access to important files, anytime, anywhere!

Manage your documents and store them all within a central repository with Document Manager pro. Create a category tree structure to build a logical content management system within the module that allows for easy document retrieval and files in all formats.

There are many advantages to using an online document management tool over a folder system:

It ensures that a standard is met and maintained, and therefore help ensure the quality and consistency of the team's work.

A limited amount of information can be conveyed in a file name, and a lot of time can be lost, as the folder system grows, opening and closing "the wrong file". The Document Manager pro uses links within descriptive explanations, so that new users can quickly scan the page and identify just the right document to open.

The Document Manager pro can be configured to send an automated notification E-mail to the Site Administrator once a file is uploaded, functionality that is unavailable within a folder system.

Document Manager pro v5.2 Main Features

No VPN Required: Document Manager pro allows you to share documents and files quickly without the need to purchase, configure or maintain a firewall or a Virtual Private Network (VPN). Site visitors and authorized users can easily view, edit, upload, and download documents from anywhere, whether it be in the office, offsite or on the road.

CAPTCHA Challenge: Users uploading a document will have to enter a CAPTCHA type text to demonstrate they're human and not a spam script.

Limit File Types: Automatically reject files that might be too large (e.g., video files) or files that might contain trojans/viruses (e.g., EXE/COM files).

Unlimited Categories: Create an unlimited number of nested categories. Categories support the use of thumbnail images, allowing for more attractive front-end category pages.

Moderation: Allow unrestricted upload or require moderator approval before documents are posted to the system.

Permissions-Based User Groups: Assign users to different groups, giving them specific permissions and access to areas of the document tree.

User Permissions: Users can inherit group permissions or be given unique permissions at the user level.

Permission

User: Verne

Below is a list of all the categories and documents that this user has been assigned access to.

Category	Document	Permission	
	Product Risks	Deny Read	
Private		Deny_Write	
			1

➕ **Add New Permission**

Advanced Search: Search documents via an enhanced search dialog, allowing you to filter the list of documents based on a number of criteria.

SEO: Document and category pages allow you to directly configure Search Engine Optimization information like keyword/description meta tags, title bar text, and create a customized descriptive URL.