

24

*Years of
Group
Innovation*

Synergy Electronic Document Management System

SeDMS

COMPLETE DOCUMENT LIFECYCLE.

Intelligent. Secure. Agentic.

Organizations generate thousands of documents daily - contracts, approvals, policies, HR files, compliance records - scattered across drives, emails, and systems. SeDMS brings every document under one intelligent roof. Built on 23 years of enterprise technology expertise, SeDMS is a full-lifecycle document management platform enhanced with AI agents, secure exchange capabilities, and configurable workflows - enabling organizations to go truly paperless while staying audit-ready, compliant, and in control.



Complete Document Lifecycle Management



1. Document Creation & Acquisition

Draft documents from scratch or using pre-configured templates. Bulk upload files of any format. Scan physical documents directly via integrated scanners. OCR extraction converts scanned and image-based files into searchable, indexed digital records automatically.

2. Classification & Metadata Management

Every document carries configurable metadata fields defined per template and per client requirement. Documents are auto-tagged, categorized, and indexed on upload – making retrieval instantaneous regardless of volume.

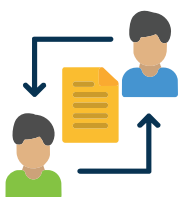


3. File Operations

Full range of file operations within the system – move, copy, cut, paste across folders, workspaces, and departments. Append or remove pages, annotate documents, attach child/reference documents, and maintain complete version history. Every action is logged with a timestamped audit trail.

4. Workflow Management

Design and deploy any document-centric workflow – serial, parallel, conditional, or hybrid. Workflows can be triggered manually by users or automatically based on template configuration. Each participant sees their pending tasks in a dedicated activity dashboard and can review, annotate, approve, reject, or escalate – with full visibility into where the document stands in the approval chain at any moment.



5. Distribution & Communication

Send documents to individual users, user groups, departments, or external parties – within the system, via email, or through other configured channels. Built-in notifications via in-app alerts, email, and SMS keep all stakeholders informed at every step.

6. Archival, Retention & Destruction

Configure auto-archiving rules, retention periods, and destruction policies at user, department, or document-type level. Documents are moved through lifecycle stages automatically, with alerts triggered for upcoming expirations or required actions. Complete history is maintained for the configured retention period.



7. Administration & Access Control

Create and manage users, roles, and permission sets. Assign granular access rights at folder, workspace, or document-type level. All configurations – workflows, templates, retention rules, notifications – are self-configurable by administrators without requiring vendor intervention.

AI Agent Layer – DMS Agent & Agent Studio



SeDMS includes a built-in DMS Agent that allows users to converse directly with documents – ask questions, extract information, and get summaries without opening files. Through Agent Studio, organizations can build and deploy specialized agents – information agents, policy agents, compliance agents, contract review agents – that process existing documents in the repository automatically. Agents can be deployed locally, and operate in both online and offline modes, ensuring continuity even in restricted network environments.

Secure Document Exchange

For scenarios requiring verified, tamper-proof document delivery – inter-bank transfers, legal contracts, NOC issuance, regulatory submissions – SeDMS offers a built-in secure exchange layer. Documents are encrypted at issuance, a unique QR token is generated per recipient, and access is gated through multi-factor authentication with OTP verification. Tokens are single-use, time-bound, and revocable. Every access attempt is logged in a full audit trail. Photocopies and screenshots are rendered useless. The receiving party is cryptographically verified before any document is displayed. This makes SeDMS the only DMS in its class that natively prevents document fraud at the exchange layer.



Security

Data encrypted at rest and in transit using AES-256 / SHA-256.

Industry Use Cases



Banking & Financial Services

Liability letters, NOC issuance, loan documentation, audit files, secure inter-bank exchange



Government & Smart Cities

Citizen records, departmental workflows, GIS-linked document retrieval, birth/death registries



Engineering & Construction

Drawing management, project documentation, inspection workflows, subcontractor files



Healthcare

Patient records, compliance documentation, policy management



Legal & Contracts

Contract lifecycle management, clause tracking, version control, secure counterparty exchange



Manufacturing

Quality documents, SOPs, ISO compliance files, ERP-integrated document flows



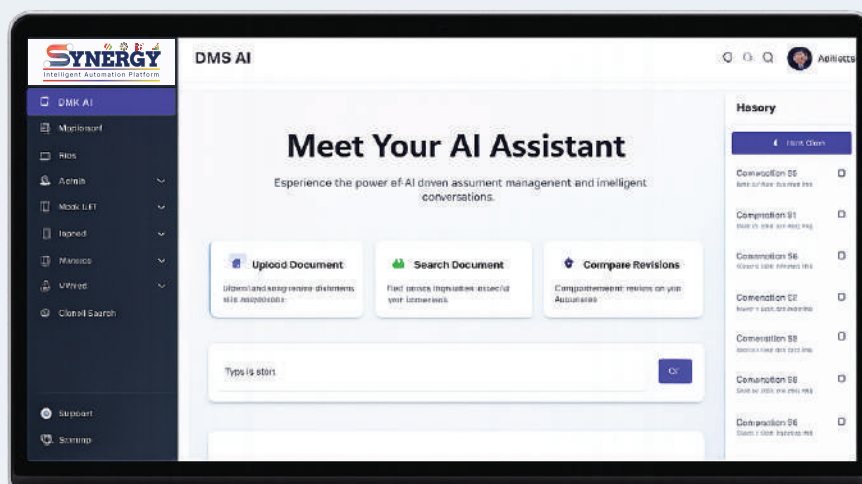
HR & Corporate

Employee files, onboarding documents, policy distribution, approval workflows



Key Benefits

- Eliminate paper dependency and reduce operational cost
- Instant document retrieval through full-text and metadata search
- Zero document loss with version control and audit trails
- Faster decision-making with workflow visibility and AI-driven summaries
- Regulatory compliance with configurable retention and archival policies
- Fraud prevention through cryptographic secure exchange
- Scalable from single-site deployment to multi-location distributed architecture
- Flexible deployment on-premise, private cloud, public cloud, or SaaS





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