



# Rationalk DMS - Document Mngt. System For your files & your databases

**Any types of documents :** files from any applications like Word, Excel, PDF or videos files but also your databases.

**Document ID :** add to your documents as many metadatas as you want like : document number, revision, keywords, author, application field, thematics. The more info you add the easier it will be use your data.

**Powerful search :** search through document IDs (metadatas), document contents (within the file content) and database entries.

**Rights management :** you can define who and which group of user can access the different information.

**Import - Export :** import your existing document lists from excel and export them in one click.

**Logs :** all document modifications are stored for maximum traceability and rollback functionality.

**Communication :** colleagues are automatically notified of document changes that may interest them.

**Workflows :** document submission process with electronic signature. Custom workflows can be implemented.

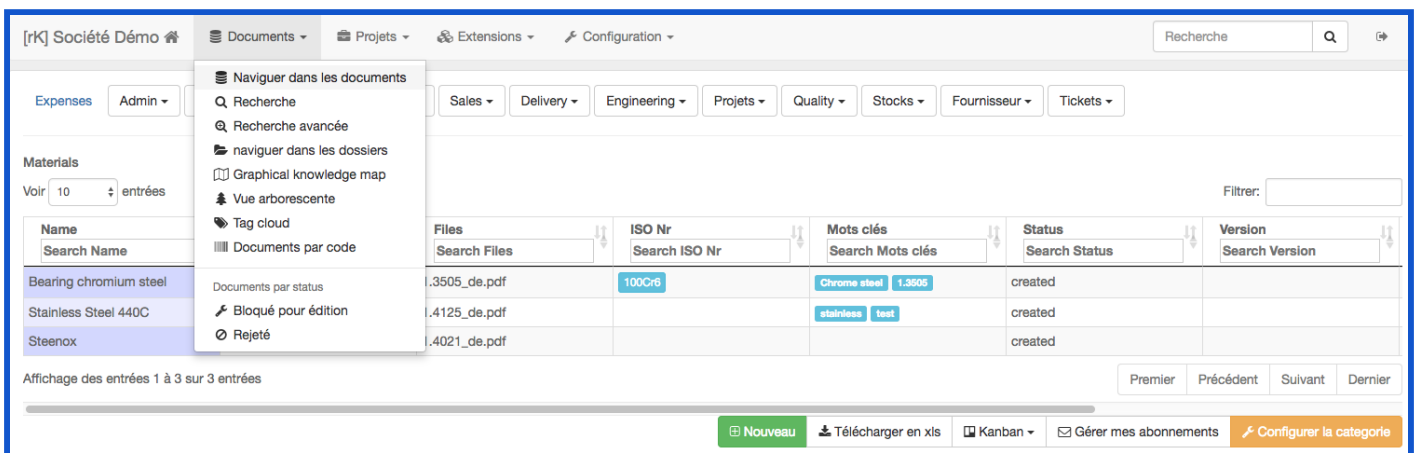
**Security :** your data are hosted in Switzerland on high security servers.

**Connect documents :** create links between document to browse them easily and enrich their context.

**Kapture app :** send and and easily classify your data from your smartphone or tablet.

**Certification :** Rationalk contribute to your ISO 9001 certification regarding knowledge management approach and information management.

**Customized functionalities :** we develop custom software modules to match your specific business needs.



Ask us for a free version.  
More information available at : <https://rationalk.ch/dms>