



Kaliber

Secure Document Management

Hosted Document Management & Collaboration

KALIBER DMS is a document management service that lets you share files and collaborate with your business partners, vendors, employees, associates and clients over a secured web interface. DMS is an on-demand secure and scalable service to store, backup, email, fax, and manage your business documents, files, emails, music, pictures, or favorite web links from anywhere, anytime.

Security

Users of the service are given roles based security with their company or work group.

Versioning

Documents can be checked-in and checked-out with full version control and automatic archiving of older versions.

History

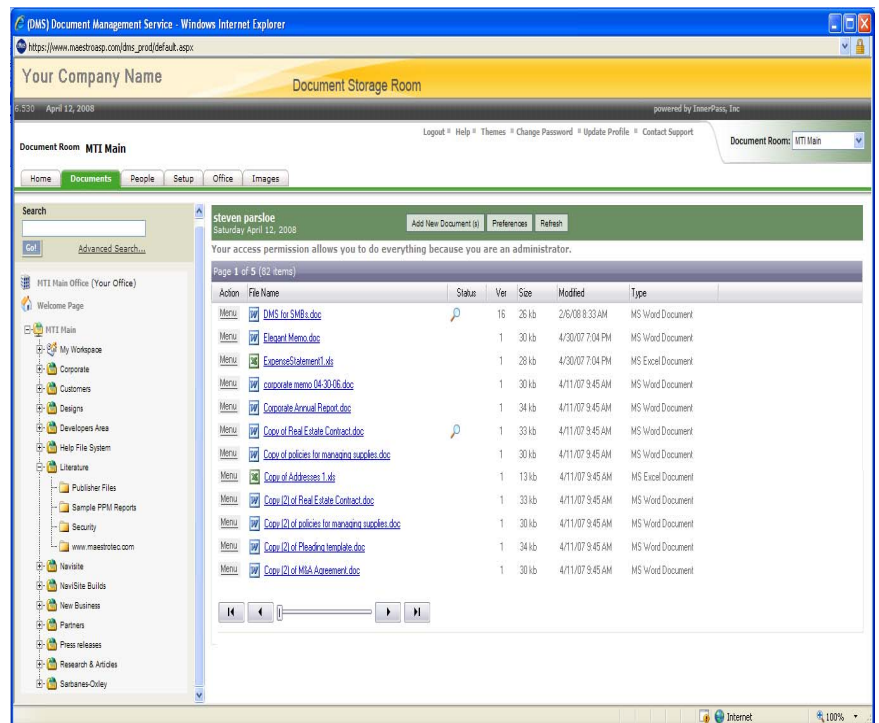
Document History is logged whenever a document is viewed, downloaded, uploaded, copied, moved, deleted, checked-out, or checked-in.

Sharing

Documents can be shared with other members or guests with full alert notification.

Thumbnails for Images

View JPG image files as thumbnails and organize them into project folders or albums.



Special points of interest:

- Automatic Version Control
- Advanced Search Capability
- Check In-Out
- Workflow Management
- Security by roles and groups
- Highly Scalable
- Integrated with Microsoft office applications
- Share Documents real-time

Contact Us

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Easy Maintenance

Administrative screens are designed for easy maintenance of members, guests, user groups, and security roles. Additionally the administrator only needs to right-mouse click on a cabinet or folder to manage the security privileges or to add new cabinets and folders. If a folder needs to be moved then just drag-n-drop the folder and its contents to a new location.

Friendly User Screens

The user interface has a look and feel that is very familiar with your current desktop windows explorer. A tree structure displays your filing cabinets and folders on the left of the screen. The right side shows all documents that are stored along with some additional information about the document, last modified, file size and file type.

Smart Search Folders

After performing a search the criteria can be saved as a new folder. Anytime the folder is opened the search is executed, thus returning the new results without having to retype a new search criteria.

Web Filing Cabinets

A typical filing cabinet contains drawers filled with folders and documents within those folders. DMS is very similar where the filing cabinets are the main storage areas that hold all of the folders and documents within. Security permissions are managed at all levels: the Cabinet, Folder and Document level.

MS Office Integration

Using our optional MS Office Plug-In, you can work directly within your MS Office tools to access documents in your DMS Account. Security rules for your DMS Account are still in effect while using the MS Office Plug-In.

Workflow Management

Create workflow teams to review and update documents. Workflows can be setup to act at the same time in a parallel sequence or one after another in a linear sequence or a combination and all stages of the workflow are managed with auto email alerts delivered by DMS. You can also schedule a workflow to occur sometime in the future by entering a date and a deadline.

Document Sharing and Online Collaboration

You can share files with clients, vendors, employees, or anyone with an email address. If you are sharing with another member of DMS they will receive an email with the share information and a link that will open up the document right from the email message.

About Kaliber Data Security and Compliance Consultants, LLC

- Kaliber helps businesses protect and safeguard their digital assets from theft, impairment or loss by providing software and services to institute and enforce information security policies and improve employee education and awareness.
- Kaliber DMS is a secure document management and collaboration application focused on the needs of the small and medium-sized business market.
- Applications are 100% web-based and delivered as a hosted Software-as-a-Service solutions