

# Empower Your Business with Seamless

Document & Workflow Management Solution



# Why is Document Storage a Challenge?

Managing and storing documents efficiently has long been a struggle for businesses. Traditional paper-based methods demand extensive physical space, making organization and retrieval time-consuming. Lost files, security concerns, and manual handling slow down operations and impact productivity. As remote and hybrid work models grow, relying on physical storage creates accessibility barriers, limiting seamless collaboration and workflow efficiency. To stay ahead, businesses need a smarter, more secure, and efficient way to store, manage, and retrieve their documents effortlessly.

## Introducing DMS

Minosha introduces an advanced Document Management System (DMS) designed to simplify and modernize document handling. By digitizing records, businesses can store, access, and manage files securely from any location. With intuitive search capabilities, automated workflows, and strong security protocols, DMS enhances efficiency, boosts collaboration, and ensures seamless information flow. Whether it's reducing paperwork, improving operational agility, or enabling remote accessibility, Minosha's DMS is the key to a smarter, more connected workplace.



## Secure, Scalable On-Demand Solutions

Drive success by streamlining workflow and consolidating data through one portal. Meet the need for synchronization, cross-platform compatibility, collaboration, and mobile solutions while providing a seamless user experience.

### Business Continuity



- Ability to set up completely functional, off-site location with data access.
- Cost-effective colocation solution.

### Cross-Platform



- Works in all popular web browsers, including Edge, Safari, Chrome, and Firefox.
- Monitored, controlled, single-portal gateway for employees. Authorize guests, such as contractors and vendors, without the worry of system compatibility.

### Mobile Access



- Access your account from any web-enabled device.
- Transfer files between computers on your network.
- Collaborate with teams.
- Use inbound email attachments to upload files to ability to work with your files locally.
- Fax documents anywhere in the world.

## File Sharing and Team Collaboration

Data growth is projected to double year over year. Manage content sprawl and give your team the ability to collaborate, both in the office and in the field, through a single gateway and robust application.



## Upload and Consolidate Content

- Centralize your data and eliminate content sprawl. Quickly and easily upload large files, or entire folders.
- Supports literally any file type. Create a complete online library of content, from mission critical data to marketing materials and spreadsheets.
- Inbound email attachments allow you to email a document directly to the folder of your choice. An intuitive interface and the drag-and-drop feature makes uploading simple.



## Version Control

- Checkin/Checkout stops multiple parties from editing the same document at the same time. Retain multiple file versions and restore previous versions at any time.
- A series of optional reports provides a complete accounting of user actions and the files or folders affected.
- Disable Delete eliminates the accidental deletion of critical files.
- Email notifications alert the file owner to activity as it occurs.



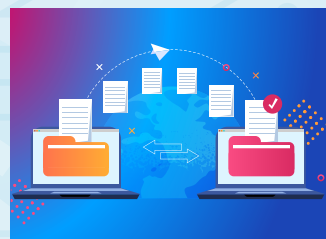
## Group Share

- Streamline joint challenges between teams.
- Create virtual deal rooms and share the critical information needed to complete mergers, compliance, licensing, joint ventures, and audits.
- Add users individually, and assign user level permissions to control the way data is shared.
- Modify user access as roles change while notifications keep everyone on the same page.
- Generate GroupShare reports to keep track of who has access to folders and at what permission level.



## FileShare and FileReceive Links

- Send and receive large files, or multiple files, with a simple link.
- Set permissions, expiration, and deletion rules that keep data secure.
- Share links through Outlook or another email server of your choice, directly through the application, or by embedding. Share with guests, such as external vendors and contractors.
- Notifications alert the recipient when they have files to view, and allow the sender to choose to be notified of link access.



- **No File Size Limit:** No limit to the size of the files uploaded/downloaded or sent from your account.
- **Group Sharing:** Allows a user to share a folder (and its contents) to another user. Once a folder is shared, users can access the folder in their account just like it was one of their own.
- **Send/Receive Large Files to Non-Users:** Send/Receive large files or even folders through fully customizable FileShare/FileReceive links to non-members. Secure your links by enabling password or OTP protection and auto expiration. Keep an audit trail by tracking each activity, receiving automatic notification, accepting signature, and checkbox approval.
- **Online Real Time File Collaboration:** Office Online editor, online Zoho document editor, and Google editor allows user to edit documents without downloading them and re-uploading them. Save time and edit online using any of these editors. Shared files can be simultaneously edited by multiple users in real time.
- **Mobile Access & Apps:** Download mobile apps for your smart phones or tablets, or use your mobile browser. Never be without your files anywhere you go.

## Basic Features

- **Customizable eForms & Online Surveys:** Fully customizable eForms for data capture, surveys, collection forms and anything else imaginable. Utilizing these forms can streamline any process that requires collecting information, uploading files or even downloading them. Masking field data also included to increase security.
- **Electronic Faxing:** Faxing service is available to all paid users enabling them to send faxes from their account.
- **File Lifecycle Management:** Users can define global purge/archive rules that will delete/move files after a specified period of time. The lifecycle rule is useful for removing data that becomes sensitive after a certain period of time.
- **API Access:** Write your own programs to access your account and use the service.
- **Upload and Download Files/Folders:** Users can upload and download files and folders to and from their account with ease.
- **Adobe Sign & DocuSign Integration:** Users can send documents to Adobe Sign or DocuSign for signing, using their respective account credentials. They can also manage and view their agreement details which provides a complete audit trail without leaving your account.

## Advanced Features

- **FTPS, SFTP, SSH, SSL/TSL:** Connect to your account using different connection types. These methods offer reliability, security and the freedom to use your favorite SFTP client.
- **SSL and At Rest Encryption:** Files are safe and secure at rest using an AES 256-bit encryption.
- **Role-Based Access Control:** Role-based security is implemented in the administration console for Professional and Enterprise accounts, in the form of Group-to-Folder permission assignments. Role-based-access-control (RBAC) is a widely accepted security control standard, reducing the time to apply and accurately maintain user permissions on specific folders, by assigning predefined lists of users with authorized access (also known as an ACL or Access Control List).
- **Outlook Add-In:** Send files directly from your Outlook client. There's no need to juggle between the web interface and Outlook when you can just use one.
- **Full Text Search:** Our system will automatically process the text in files which makes them searchable. Save time searching for files when you can run a quick search and grab what you need.



- **CloudSync Desktop App:** With this application, easily synchronize files and folders from your account to your computer.
- **Workflow:** Automate your business processes like Incident Management, Travel reimbursement, Purchase Request etc. with just a few clicks. Define steps and rules and you are done. Now just share it within your organization and see how it flows smoothly from initiation to completion.
- **Adjustable Session Timeout:** By default, session timeout is set to fifteen minutes. This can be adjusted to as low as five minutes and as high as twenty-four hours per the administrator's discretion.
- **eForm OTP Authentication:** Professional & Enterprise users can enable One-Time Password SMS/Email or CAPTCHA authentications prior to accessing and within an eform.
- **Payment Field with eForms:** Collect payments through your form with the Payment field. The secure payments will be processed through third-party merchants.

## Enterprise Features

- **Active Directory Integration:** We seamlessly integrates with Active Directory/LDAP to leverage your existing user management systems.
- **Single Sign-On:** Forget worrying about multiple logins and passwords. Using ADFS integration users may sign in once to their local system and also their account. We seamlessly integrate with leading single sign-on providers like OneLogin, etc.
- **Dedicated Virtual Server:** Don't lose any speed or efficiency with the Dedicated Virtual Server. These private environments don't share server resources which are dedicated to the client. Never worry about traffic or usage with your own server.



- **Azure Solution:** We provide you with the ability to be GDPR-ready by choosing where you want your data to be stored. By incorporating Azure, you'll be able to choose the region that suits your business and clients best. Available worldwide in 54 regions & 140 countries.
- **On-Premise Cloud Solution:** Customer hosts the entire solution at their data center on their own network. This includes file storage, interfaces, identity authentication and administration.



**MINOSHA**  
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