

GLOBAL Bake

Document Management Module

Centralised secure managed storage of documents, images, spreadsheets in the Jade database.

Features

- Storage by Customer, Supplier, and Employee.
- User defined document categories.
- Existing User Group security defines access.
- All documents are backed up as part of GlobalBake backup.
- Log of changes to documents kept.
- Search functions by keyword.
- Bulk import function for existing documents.

Benefits

- Secure storage and access of documents.
- Centralised access, eg customer documents on the customer form etc
- Remote access to documents via thin client without need for WAN.

Requirements

- Applies to single and multi user systems.