



**Easy Share**  
Document Management System

Achieve your vision  
of a paperless office  
with **Perfect's**  
innovative solutions!



## Sharing Beyond Boundaries

Easy Share Document Management System is an advanced office automation platform that offers end to end solutions to small and large scale business owners. It replaces paper-based processes with electronic procedures, eliminating the printing, posting and manual filing of paper. It allows to centralize the management, storage, retrieval and distribution of documents. The benefits include easy management, smart monitoring, significant energy savings, reduced operational costs, improved productivity, and optimum usage of resources.

And it comes to you from Perfect Software Solutions having almost 2 decades of expertise and experience in banking and other software solutions helping a large number of establishments with customised automation systems.

  
**perfect**  
Partner in Progress





## Document Sharing

- \* Role-based security for restricted access to documents.
- \* Track details of which document is shared, to whom, by whom, how and at when.
- \* User can share any type of documents.
- \* Bookmark shared document.
- \* Give comments to the shared document.
- \* Forward document to other users.
- \* Archive old documents for future use.



## Document Search

- \* Find documents instantly using a variety of search criteria & Keywords.



## Events

- \* Easily create an event with details and invite participants.
- \* Participants will get alert if assigned event is modified.
- \* Provision to mark status and comments.
- \* View the participation status and comments of other users.



## Messages

- \* Messaging between members in the organization for
- \* Prompt communication.
- \* Forward Messages to group and individual users.
- \* Attach documents to Messages
- \* Send alert when any user gets messages.

To Know more  
about the technology and  
for a free demonstration  
Call:

**+91 9387 222 043**  
**+91 9048 222 065**



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## Perfect Software Solutions (Clt) Pvt. Ltd

### REGISTERED OFFICE

19/1194, Dialysis Center Building  
Chalappuram, Calicut, 673002

### CORPORATE OFFICE

1201 B, 2nd Floor, Hilite Business Park  
Thondayad By-Pass, Calicut, 673014



**0495 2700220, 2702220**  
**+91 9645 222 027, +91 9048 222 065**



[contact@perfectlimited.com](mailto:contact@perfectlimited.com)  
[sales@perfectlimited.com](mailto:sales@perfectlimited.com)