



Supports National Center for Documents & Archives requirements

Enterprise Integration Ready

Compliance & Audit Reports

Document & Records Management System

## Secure archiving, smart search, and documented compliance.

A unified platform for the full document lifecycle: registration, scanning, archiving, indexing, workflows, permissions, audit, and reporting in one central repository.

### 01 Dynamic Registration & Indexing

Metadata fields by classification with support for hierarchical structures.

### 02 Scanning & Bulk Upload

Direct browser scanning and easy large-volume document upload.

### 03 OCR & Advanced Search

Arabic/English OCR and search across metadata and content.

### 04 Workflow & Approvals

Automate procedures, track tasks, delegate, and notify.

### 05 Permissions & Access Levels

Role-based access, confidentiality control, and audit trails.

### 06 Reports & Dashboards

Operational indicators, charts, and exportable review-ready reports.

### 07 Versioning & Check-in/out

Track versions, check-in/out, and document movement history.

### 08 Secure Integration

SSO, MFA, and secure enterprise integration.

## Supporting Governance & Compliance

Fahres DMS helps organizations organize documents, control processes, and generate indicators and reports that support governance and compliance.

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### Cybersecurity & Encryption

Permissions, confidentiality levels, audit trails, SSO/MFA, and attachment encryption at rest.

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### Records & Archives

Classification, indexing, retention, controlled retrieval, and lifecycle tracking.

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### Data Governance & Compliance Reports

Metadata, classification, access logs, indicators, and exportable compliance reports.



# Core Platform Capabilities

Practical functions covering the document lifecycle from receipt to retention, retrieval, and audit.

## Receive

Register the document and core data

## Index

Classification and metadata

## Approve

Workflow & Approvals

## Retain

Secure storage and version management

## Retrieve

Search, reports, and audit trails

### 01 User Work Center

A role-based dashboard showing workflow tasks, permission requests, delegation management, favorites, and checked-out documents, turning the system into a daily work hub.

### 02 Document & Attachment Management

Dynamic registration, attachment upload, direct scanning, barcodes, linked documents, comments, watermarking, and version/check-out/check-in management.

### 03 Intelligent Search & Retrieval

A search engine based on metadata and OCR-indexed content, with sorting, filtering, and results export to reduce access time to information and documents.

### 04 Control & Operations

Comprehensive audit trails, operation logs, ready reports, and statistics that help management monitor usage and improve data quality and compliance.

### 05 Structure & Classification Management

A hierarchical folder tree reflecting the organization structure, inherited folder permissions, and archiving rules by year, subject, or department.

### 06 Enterprise Integration Readiness

Secure integration interfaces, Active Directory connectivity, SSO and MFA support, and export formats suitable for sharing and review.



# Supporting Compliance & Governance Requirements

Mapping system capabilities to encryption, records management, and data governance requirements.

Fahres DMS helps organizations organize evidence, control procedures, and produce review-ready reports and indicators according to internal policies and regulatory requirements.

## 01 Attachment Encryption & Data Protection

Supports attachment encryption at rest, key management and rotation, while maintaining access to existing files.

## 02 Records & Archives Requirements

Supports the document lifecycle from registration, indexing, retention, and retrieval, with classification, confidentiality levels, workflows, tracking, barcodes, and hierarchical structures.

## 03 Data Governance & Compliance Indicators

Supports metadata, usage indicators, dashboards, data quality reports, export, and operation logs to prepare compliance evidence.

Compliance Area	Fahres DMS Capabilities	Reviewable Evidence
<b>National Encryption Standards</b>	Attachment encryption, key management, permissions, SSO, MFA, and audit trails.	Encryption report, environment settings, permission screenshots, and operation logs.
<b>National Center for Documents &amp; Archives</b>	Classification, indexing, retention, retrieval, approval workflows, barcodes, and lifecycle tracking.	Classification maps, registration screen, reports, and audit logs.
<b>Content, Document &amp; Data Management Controls</b>	Metadata, dashboards, data quality, export, and usage indicators.	Dashboards, exportable reports, and a control mapping table.



# From paper archive to a governable knowledge platform

Fahres DMS helps organizations transform documents from scattered files into organized digital assets that are searchable and reviewable.

## Direct Value for Management

- Accelerate access to documents and information. ●
- Reduce dependency on paper archives and storage space. ●
- Improve metadata quality and classification accuracy. ●
- Enable follow-up through operational indicators and periodic reports. ●

## Direct Value for Compliance

- Audit trails showing who performed each action and when. ●
- Permissions by role, confidentiality level, and work scope. ●
- Reviewable and exportable evidence and reports. ●
- Support retention, retrieval, and document lifecycle requirements. ●

### 01 Practical Demo

Register a document, add attachments, scan, and index by classification.

### 02 Enterprise Operation

Workflows, approvals, delegation, notifications, and daily task management.

### 03 Search & Analysis

Advanced search, fast retrieval, dashboards, and report export.

### 04 Secure Integration

Integration with enterprise systems, SSO, and MFA.

## Fahres DMS: organized archiving, controlled operations, and demonstrable compliance.

The platform can be aligned with the organization's classifications, permission policies, workflows, and reporting requirements according to the operating environment and implementation scope.