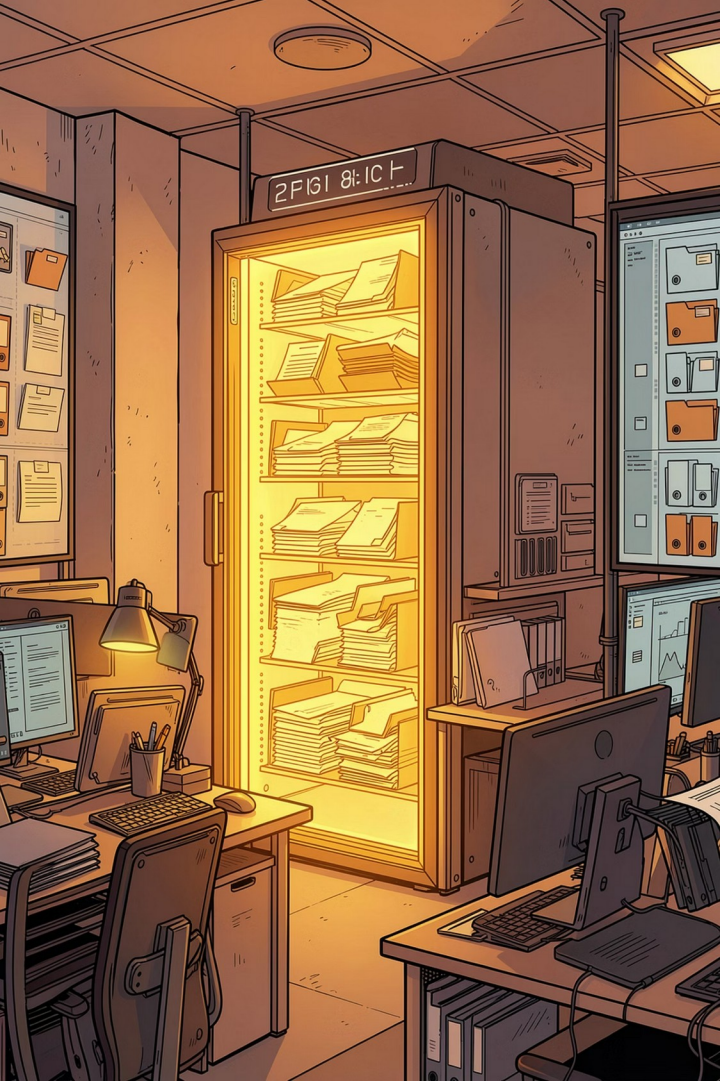




File Management System

Secure, Organized, and Accessible Document Control

BANDAM | FMS

The Document Problem Every Enterprise Faces



Files Scattered

Emails, desktops, WhatsApp, USB drives — no single source of truth.



No Version Control

Wrong versions circulating across teams with no clear history.



Security Risk

Sensitive documents reaching the wrong people without controls.



Hours Lost Searching

Employees waste time hunting for a single file.



Zero Audit Trail

No record of who accessed or changed what.



Compliance at Risk

Regulatory exposure without proper document governance.

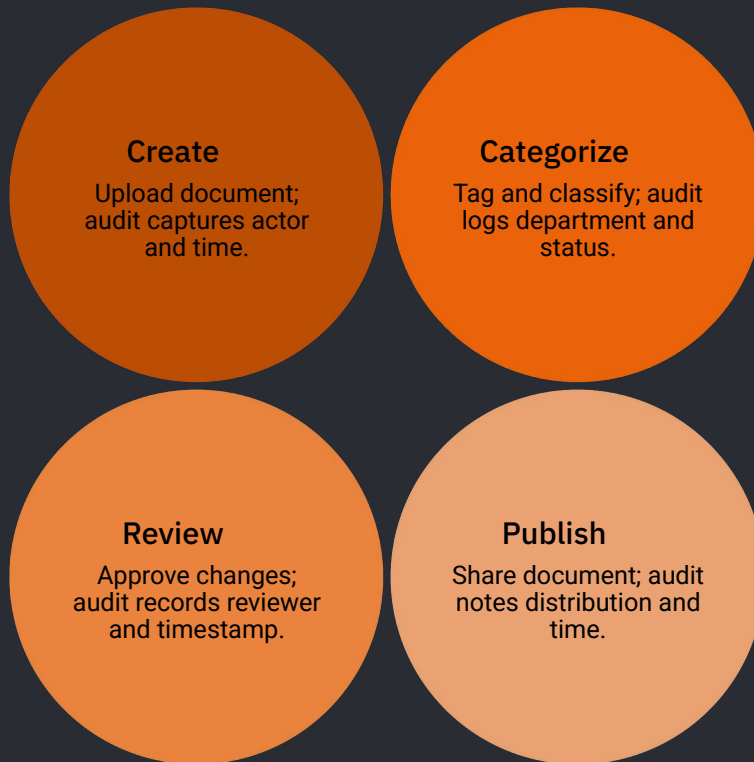
One Platform — All Documents, Always Under Control



What the System Delivers

- **Central repository** for all organizational files
- **Strict access control** — right people, right files only
- **Full version history** — nothing ever truly deleted
- **Instant search** across all documents
- **Complete audit trail** for compliance
- **Automated retention**, archiving, and expiry

Every Document Managed from Creation to Deletion



At every stage, the system captures: **Who acted** · **Timestamp** · **Department** · **Status** — creating an unbroken chain of accountability from first upload to final disposition.

Everything Needed for Enterprise Document Control



Folder Structure

Organized by department and team for intuitive navigation.



Role-Based Permissions

Granular view, edit, approve, and admin access levels.



Document Preview

View files instantly — no download required.



Expiry Reminders

Automated alerts for contracts, licenses, and policies.



Version Control

Full edit history with one-click restore to any prior version.



Full-Text Search

Find content inside documents — not just file names.



Check-In / Check-Out

Prevent editing conflicts with document-level locking.



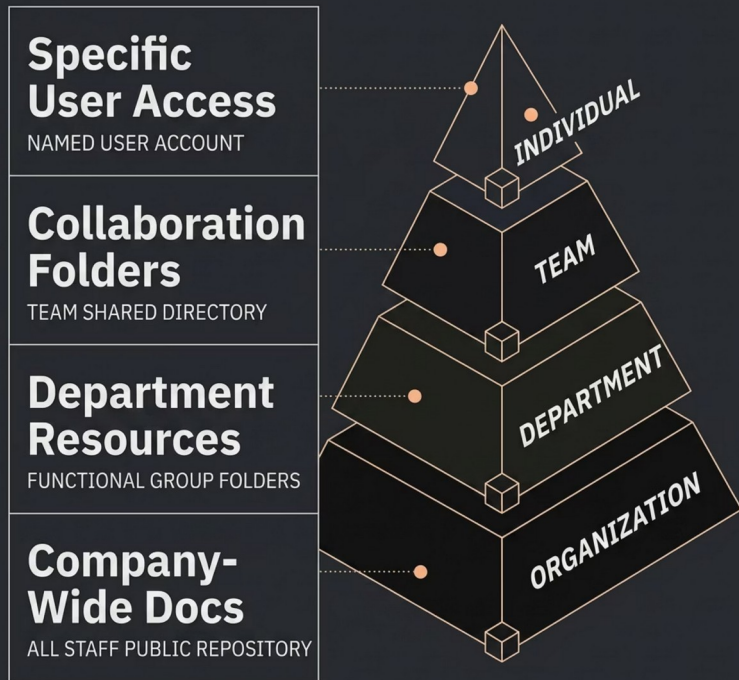
Bulk Upload & Tagging

Batch operations for rapid onboarding of large document sets.

The Right People See the Right Files — Nothing More

Level	Who	Access
Organization	All staff	Public/shared docs only
Department	Dept members	Full dept folder
Team	Team members	Team folder only
Individual	Named user	Specific documents
External	Contractors/vendors	Time-limited links only

❗ Permissions inherited from folder or set per document. External share links expire automatically. Access requests routed to manager for approval.



Never Lose a File. Find Any File in Seconds.

VERSION CONTROL

Every Save = New Version

Compare any two versions side-by-side

Restore any version — one click

Full attribution: who changed what and when

Check-out lock prevents editing conflicts

SEARCH & RETRIEVAL

Full-Text Search Inside Documents

Filter by date, type, author, or tag

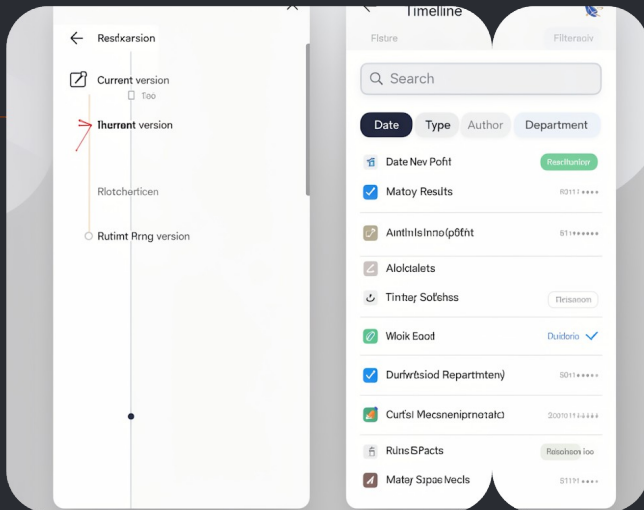
Saved searches and smart folders

QR code link to any document

Recent and pinned files for quick access

Version Timeline

v1 uploaded • v2 edited • v3 current



Search & Filters

Search bar, Date, Type, Author, Department

Enterprise Security — Built In, Not Bolted On



Encryption

All files encrypted at rest and in transit (AES-256). Watermarking on sensitive document downloads.



Access Control

Two-factor authentication for all users. Time-limited external share links that expire automatically.



Audit Trail

Complete log of every view, download, edit, and delete. Tamper-proof logs for regulatory compliance.



Compliance

Automated retention policies — archive or delete on schedule. Instant compliance report export in one click.

Measurable Impact Across the Business

Challenge	Before	After
File Retrieval Time	30–60 minutes	Under 10 seconds
Version Conflicts	Frequent	Eliminated
Unauthorized Access	Undetectable	Blocked + logged
Compliance Audit Prep	Weeks	Instant export
Storage Waste	High (duplicates)	Reduced by archiving
Cross-Team Collaboration	Email chains	Shared, versioned docs

10s

File Retrieval

Down from 30–60 minutes of manual searching

100%

Audit Coverage

Every action logged, timestamped, and reportable

0

Version Conflicts

Eliminated with automatic versioning and check-out locks

Bring Order to Every Document

One platform. All your files.

Always secure. Always findable.

Next Steps

01

Live demo of the File Management System

02

Review current document pain points with IT team

03

Migration and folder structure assessment

04

Commercial proposal within 48 hours

