



## **ProntoDMS**

# Board Minutes Edition Document Management System

**FULL TEXT SEARCHABLE** Anywhere Anytime Graphical Browser Access to Minutes & Documents electronically stored on a Secure Cloud Server.

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1 Upload	• ± • •	Supervisor Minutes	Document Date: 10/19/2018 Full Title: Panola County Board Minutes Oct 19, 2018 9:00 AM	PDF
	• ± • •	Supervisor Minutes	Document Date: 01/13/2018 Full Title: Panola County Board Minutes Nov 13, 2018 9:00 AM	PDF
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- Upload any type of information pictures, documents, spreadsheets, audio
- Unlimited user browser access from anywhere no longer tied to PC desktop
- FULL TEXT OCR SEARCH across all documents find "needle in haystack" no misfiles
- User defined security & LOG function who accessed what when
- Daily backup of all data never lose information
- Define your own index and retrieval options customize solution to your needs
- Automatically converts all documents to PDF print or download only what is needed

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#### Results of Full Text Search for "crown vic" - Add NOTES to documents - View LOG file

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#### User Defined Folder, Sub-Folder, and Indexes

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### Easily Batch Upload multiple documents

PANAW SYSTEM	Folder: Meeting Minutes 🔹 Sub-Folder: Board Minutes 💌 🔁 Browse	Lupload 🖉 Abort
	Filename	Size Type
	Panola-Board-Minute-Dec21-2018.pdf	1 MB application/pdf
	2 Panola-Board-Minute-Nov13-2018.pdf	4 MB application/pdf
	3 Panola-Board-Minute-Oct13-2018.pdf	2.8 MB application/pdf
	Selected 3 File(s), 7.8 MB	
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Name:	eMail:	
Organization:	Request:	
	FAX to 601-925-2223 or CALL 601-925-6270	