

Document  
Archiving  
Solution

EDA 2021



EDA is a latest web based document archiving solution. Enterprises can store their digital documents in EDA and free themselves from the clutter. EDA archives documents and also manages revisions of documents. EDA is built with security in mind, so each document can be accessed only with proper authentication. It utilizes a hybrid drawing database approach, effectively working with documents and associated data.

**EDA is taking the Initiative to go Green; helps you make your business go paperless.**

## Why to choose EDA?

- ✓ Be more productive with a paperless digital office;
- ✓ A solution that merges with your company's structure;
- ✓ A Secure document archive for peace of mind;
- ✓ Find every changes made to a document;
- ✓ Compatible with all file formats;
- ✓ Assign tasks to users and associate files with the tasks;
- ✓ Access your files from anywhere;

## Key Features:

### Search Files

EDA includes many intuitive searching features so that you can find all your documents within seconds.

### Check-In and Check-Out Files

You can now ensure that you are working with the latest version of the files. The file is automatically checked-out when you or your colleague are working on it.

### Revision Management

EDA automatically tracks every change made in the archive. EDA stores history of every check in made by you and your colleague and also all previous files. You have access to all earlier version of the file.

## → Audit Trail

EDA records every action in the archive that takes place by its users. That means you get an instant report. Every history of all files are stored in EDA.

## → File Viewer

EDA comes integrated with our own HTML Viewer CSPanorama; which means you can view raster, pdf or even CAD files on any device.

## → Assign Tasks

Create tasks in EDA and assign them to employees in your organization. Track progress of the task and get notification on every update.

## → Custom Role & Access

Give users access according to your company guidelines and achieve peace of mind.

## → Generate Custom Reports

Create reports in EDA based on the custom field values.

## → Desktop Client

EDA also comes with a desktop client, where you can have all the features of EDA but on a desktop application.