

DOCUMENT MANAGEMENT

Secure, Intelligent and Efficient Information Management

SDM Consulting's Document Management Solutions (DMS) are designed to help organisations digitise, secure and manage information efficiently. Our solutions improve document accessibility, strengthen compliance and automate business processes—enabling teams to work smarter, faster and with greater confidence.

OUR DOCUMENT MANAGEMENT CAPABILITIES:

Capture & Digitization

We enable the secure capture and digitisation of physical and electronic documents through scanning, importing and data extraction. This ensures critical information is accurately converted into searchable digital records and centrally stored for easy access.

Automated Workflows

Our configurable workflow automation streamlines document-driven processes by routing tasks, approvals and notifications automatically. This reduces manual effort, shortens turnaround times and ensures consistent, controlled execution of business processes.

Document Security

We implement robust security controls, including role-based access, encryption and retention policies, to protect sensitive information. These measures ensure that documents are accessed only by authorised users and managed in line with regulatory and organisational requirements.

System Integrations

Our DMS integrates seamlessly with key enterprise systems through purpose-built and data-level integrations. This enables information to flow across platforms, eliminates duplication and supports a unified digital environment.



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Case-Driven Work

We support case-driven work by managing documents, tasks, data, and collaboration within a single, structured environment. This approach is ideal for service requests, investigations, audits, and incident management, ensuring all related information is easily accessible and traceable.



Full Audit Trails

Every action within the system is recorded, providing a complete and transparent audit trail. This supports accountability, compliance and audit readiness by clearly showing document history, access and changes.

Real-Time Content Management

Our solution provides real-time access to content and information across the organisation. Users can search, retrieve and manage documents instantly, supporting faster decision-making and improved operational efficiency.

Our Approach

SDM Consulting delivers document management solutions that combine advanced technology with practical implementation expertise. We work closely with clients to configure systems that align with business processes, compliance needs and operational objectives.

VALUE WE DELIVER

- Improved information accessibility and control
- Enhanced data security and regulatory compliance
- Faster, automated business processes
- Transparent audit trails and accountability
- Reduced reliance on paper-based systems