



Integrated Telecommunications Management System (iTMS)

"Document Management Summary"

All Your Critical Source Documents are Easily Stored and Quickly Available



Flexible and Automated Document Upload & Download

The document management feature of the iTMS allows users to upload and download a wide variety of source documents that are used to support a variety of operational procedures. Simply use the **"Upload or Download Document"** feature and select any source document you require for upload or download, it's that simple. Source documents include any electronic format such as scanned versions of your original "Application for License" or important faxed documents. All standard office formats, images and PDF are supported. These documents can be stored in a variety of ways including by customer, by date range or by any **user defined** "Ad Hoc" listings that support your business practice. The upload and storage is **fast**; you can select four (4) documents at a time to upload or download. Document Management eases the administrative burden of filing and searching for critical documents. It also **eliminates the costs** with paper such as the space for storing, the ink for printing and hardware.

Unrestricted Document Storage and Retrieval

The iTMS system is capable of storing an unlimited number of source documents. The volume is defined by your **servers or the cloud storage** space you have available. Selected documents are **always available**. For example; during the application process the **original scanned documents** are uploaded and then available for review. When the application procedure has been completed and a customer/provider is granted a license, all previously uploaded source documents used to complete or support the application process are automatically saved in the License section of the iTMS. This feature facilitates any license review that may be undertaken after a license has been granted and offers **quick retrieval** of all source documents related to all license types. The **"Attached Document"** alerts and multiple database copies ensure access to your documents. You can even use the iTMS **Zip File** function for offsite back up.

Technical Documents and Certificates

With "Document Management" all **original manufacturing specifications**, drawings, transmission site details and technical documentation on equipment requiring **Certification** or **Type Approval** can be referenced. The iTMS generates a wide variety of certificates and maintains a customer specific **database on all certificates issued**.

HOW IT'S DONE

Flexible Document Upload & Download
Unrestricted Document Storage and Retrieval
Technical Documents & Certificates
Document Email & Dispute Resolution
Compliance Memo

DOCUMENT EMAIL AND DISPUTE RESOLUTION

The iTMS can be used to email any of your stored documents for **quick confirmation** during any disputes. With all documentation available you can complete an **"audit"** on Licenses, Services or Type Approvals granted and provide copies of relevant documents instantly.

COMPLIANCE MEMOS

The iTMS offers numerous Compliance Memo capabilities. You can use this Ad Hoc memo function to maintain a list of any **outstanding action or documents** required. This compliance capability is available in all iTMS modules.



PW Consulting Inc.

To request our Management Report on what the iTMS Enterprise Software can do or to arrange a no obligation Software Demonstration.

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