

**DocumentCenter™***Secure, Easy to Use Document Repository***FEATURES:**

- SAS 70 Type II certified
- Standard web browser access from anywhere on the globe.
- User-managed, self service environment.
- Embedded Capture software for scanning of paper based documents.
- Powerful search capability.
- Intuitive, easy-to-use interface.
- Document level security.
- Detailed audit trails for Sarbanes-Oxley & HIPAA compliance reporting.



DocumentCenter is a SaaS-based document repository for storing and archiving personnel records from date of hire to termination. DocumentCenter provides an immediately deployable solution with no hardware or software to buy or maintain.

DocumentCenter's robust functionality includes document level security, broad search capabilities, audit trails and flexible records management capabilities.

**Security Overview**

The DocumentCenter network infrastructure provides secure online archival of sensitive personnel documents. In addition to many embedded security features, DocumentCenter is SAS 70 Type II certified, demonstrating compliance with the highest nationally and internationally accepted standard in information security management.

**Audit Logs**

Audit logs are generated by each and every access event. The audit trail includes identification of the authenticated party, the date and time the document was accessed and whether it was viewed, emailed, or printed.

**Secure Upload**

Uploads are secured over 128-bit SSL technology to encrypt all upload processes and guarantee data security during transmission.

*KMS Software Company is exclusively devoted to providing world class human capital management software that helps strengthen the relationship between employers and employees around the world.*

