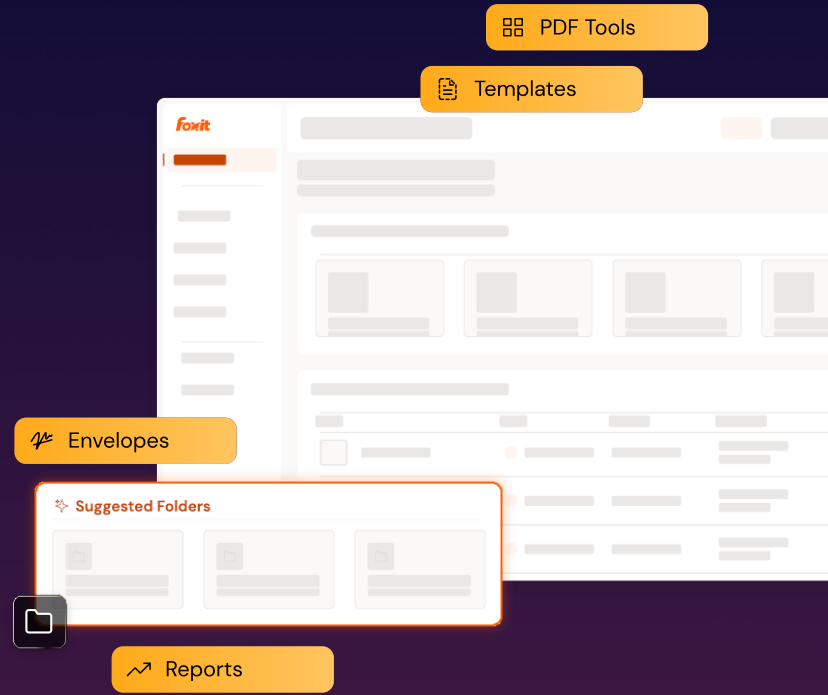




Document Management System (DMS)

Access, manage, and secure every file in one intelligent hub.



Overview

Foxit Document Management System (DMS) is more than just cloud storage. It's the centralized, cloud-based repository that powers all Foxit solutions — Foxit PDF Editor and Foxit eSign with unlimited storage included. DMS ensures every file is organized, searchable, and secure. Metadata tagging, version control, retention policies, and audit trails make it simple for teams to work faster, support governance requirements, and eliminate the chaos of scattered files.

Instead of juggling multiple tools, DMS delivers one source of truth across the entire Foxit ecosystem — built-in, always accessible, and enterprise-ready.

Why Document Management Matters

Documents are the lifeblood of business, but most organizations are drowning in file sprawl, duplicate versions, and fragmented systems. The result? Wasted time, higher costs, and increased compliance risk.

- ✂ 83% of workers waste time daily due to version confusion.
- ✂ Businesses lose over \$14M annually due to compliance violations.
- ✂ 53% of companies have 1,000+ sensitive files open to all employees.

Foxit DMS changes this by bringing structure, security, and intelligence to every document workflow. It helps reduce errors, support governance, and protect valuable information — without adding complexity.



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Key Capabilities Across the Document Lifecycle

Organize & Store

- ✂ Centralized cloud repository with unlimited storage to eliminate scattered files across drives and inboxes.
- ✂ Folder structures and shared templates keep teams aligned on where and how files are stored.
- ✂ Tool consolidation reduces administrative overhead by up to 30%.

Track & Control

- ✂ Built-in version history ensures a single record of truth for every file.
- ✂ Check-in/out controls prevent overwrites and duplicate versions during collaboration.
- ✂ 83% of workers lose time daily due to version confusion — Foxit helps reduce that chaos.

Cross-Product Access

- ✂ One repository connects Foxit PDF Editor and eSign seamlessly.
- ✂ Edit, sign, and manage files without re-uploading or creating duplicates.
- ✂ A single source of truth reduces redundancy and improves team productivity.

Who It's For

Organizations

Foxit DMS is designed for organizations where documents drive daily operations, collaboration, and information governance.

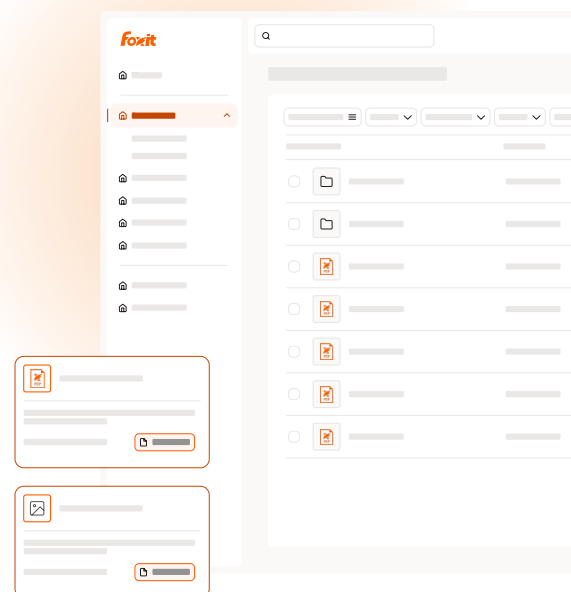
- ✂ Mid-market and enterprise organizations managing high volumes of business-critical files
- ✂ Distributed teams that need secure, centralized access from anywhere
- ✂ Businesses in regulated industries where information governance and retention are essential
- ✂ Organizations consolidating multiple storage tools and seeking one source of truth

Find & Retrieve

- ✂ Metadata tagging and custom fields make documents instantly searchable.
- ✂ Full-text OCR search surfaces the right content even in scanned PDFs.
- ✂ Smarter search cuts document retrieval times by up to 40%.

Secure & Govern

- ✂ Role-based access helps keep sensitive content visible only to authorized users.
- ✂ Encryption and retention rules safeguard files throughout their lifecycle.
- ✂ 53% of companies expose 1,000+ sensitive files to all employees; DMS helps restrict access through role-based controls.



Industries

Foxit DMS is built for industries where document control, governance, and accessibility define productivity.

- ✂ **Finance** – Manage financial records and loan files with version history, retention, and audit trails
- ✂ **Healthcare & Life Sciences** – Securely store patient records, trial data, and research with governance features that can support healthcare document controls.
- ✂ **Legal** – Manage contracts, filings, and sensitive documents with audit-ready controls, metadata, search, and version control
- ✂ **Manufacturing & Supply Chain** – Organize technical manuals, quality records, and supplier documentation in one repository
- ✂ **Technology & SaaS** – Centralize specs, release notes, and customer documentation with metadata tagging and easy retrieval

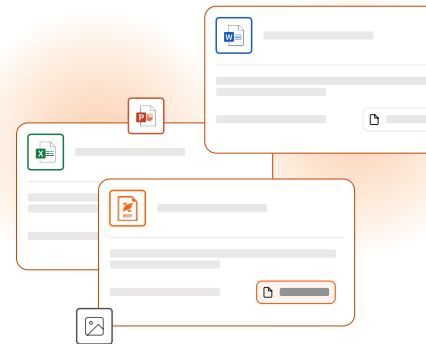
Roles

Foxit DMS empowers the teams responsible for securing, organizing, and managing business-critical files across the enterprise.

- ✂ **CIO / IT Leaders** – Support secure, well-governed storage with role-based access and governance controls.
- ✂ **Compliance & Risk Teams** – Simplify audits, apply retention rules, and reduce exposure from sensitive files
- ✂ **Legal Operations** – Protect case files and contracts with version control and audit trails
- ✂ **Business Operations** – Eliminate file scatter, enable faster collaboration, and reduce time spent searching for documents

Integrations

- ✂ **Foxit PDF Editor** – Open and edit PDF files stored in DMS directly from Editor.
- ✂ **Foxit eSign** – Prepare, send, sign, and archive directly in DMS.
- ✂ **Microsoft Office Online** – Edit Word, Excel, and PowerPoint files in-browser — no Microsoft license required.



Security & Governance

- ✂ **Authentication & Access** – SSO and role-based permissions.
- ✂ **Auditability** – Version logs, audit trails, and audit-ready reports.
- ✂ **Security & Regulatory Support** – Infrastructure and features that can help organizations support regulatory requirements.

Common Use Cases

File Organization & Access

Centralize documents in one repository with folder structures, metadata tagging, and full-text search.

Outcome: *Faster access, less time searching.*

Version Control & Collaboration

Track edits with built-in version history and check-in/out controls for safe collaboration.

Outcome: *Clear accountability, no accidental overwrites.*

Information Security & Permissions

Apply role-based access control to restrict sensitive files by team, role, or department.

Outcome: *Lower risk, reduced exposure.*

Retention & Lifecycle Management

Automate archiving, expiration, or deletion policies by file type or metadata tags.

Outcome: *Simplified audits, reduced liability.*

Audit Readiness & Reporting

Generate audit trails and activity reports with logs of every access, change, and version event.

Outcome: *Simplified audits, clearer visibility.*

Cross-Product Workflows

Access, edit, and sign documents across Foxit PDF Editor and eSign without re-uploading.

Outcome: *Centralized storage, fewer mistakes.*

Packaging & Pricing

DMS is included with Foxit PDF Editor and Foxit eSign. Every plan comes with **unlimited cloud storage** — no add-on fees or extra subscriptions.

