



**Document Management System**



# **FSE Document Management System**

**Enterprise Document Management,  
Built for How Business Actually Moves**



*A Flaxem System Enterprises Ltd Product*



Every business runs on documents – contracts, invoices, purchase orders, approvals. Most businesses still run those documents through email threads, shared drives, and manual sign-off chains. FSE DMS replaces that chaos with one secure, searchable, fully auditable system of record.

## What Is FSE DMS?

FSE DMS is an enterprise document management system built by Flaxem System Enterprises Ltd for organizations that need to capture, organize, approve, and retrieve business-critical documents securely, quickly, and with a complete audit trail. It replaces scattered folders, email attachments, and manual approval chains with a single, structured system of record that scales from one department to an entire enterprise.

# Why FSE DMS



**Faster approvals:** multi-step workflows route documents to the right people automatically; holds, returns, and escalations are handled for you, with no more chasing signatures over email.



**Enterprise-grade security:** Role-based access, granular permission groups, and document-level locking ensure the right people see the right information, and nothing more.



**Built-in compliance:** Every action (view, edit, approve, reject) is captured in an immutable audit log, ready for regulatory review at any time.



**Real collaboration:** Multiple users can view, comment on, and edit the same document. Version history is automatic and edit-locking prevents conflicting changes.



**Scales with you:** From a single department to an enterprise-wide rollout, the architecture – Elasticsearch search, Celery-based background processing, flexible template design – is built to grow with you.

# Core Features



## Flexible document capture

Capture documents through manual upload, bulk OCR scanning, or automatic ingestion from shared inboxes and external systems, with email ingestion supporting both Gmail and Microsoft ecosystems.

The screenshot shows a web application interface for reviewing documents. The main area displays a preview of a document titled "STEELWORKS MFG INVOICE". The invoice details include:

- Supplier: Steelworks Manufacturing LLC
- Invoice Date: May 05, 2028
- Invoice Number: ST-2028-014
- Supplier Address: 800 Fourth St, Suite 100, Houston, TX 77001
- Bill To: Apollo Infrastructure Group, 1000 Enterprise Boulevard, Dallas, TX 75201
- Items: Structural Steel Beams (12 inch x 12 inch), High Tensile Structural Bolt Assemblies (Grade 8, Proof of 150), Freight, Fuel, Delivery, and Unloading Service.

On the right side, there is a form for reviewing the document. It includes fields for:

- Title: Steelworks\_Supplier\_Invoice
- Supplier/Vendor: Steelworks Manufacturing LLC
- Amount: \$389.38
- Currency: USD
- Document Date: 05/05/2028
- Due Date: 06/04/2028
- PO number: SM-2028-0814
- Account Code: ST-IND-442
- Invoice Number: SM-2028-0814

At the bottom right, there are buttons for "Cancel review" and "Submit batch (3 documents)".



## Centralized storage & organization

Folders, favourites, personal document spaces, and document types tailored to your business keep everything organized and easy to find.

The screenshot shows a web application interface for document management. The left sidebar contains a navigation menu with the following items:

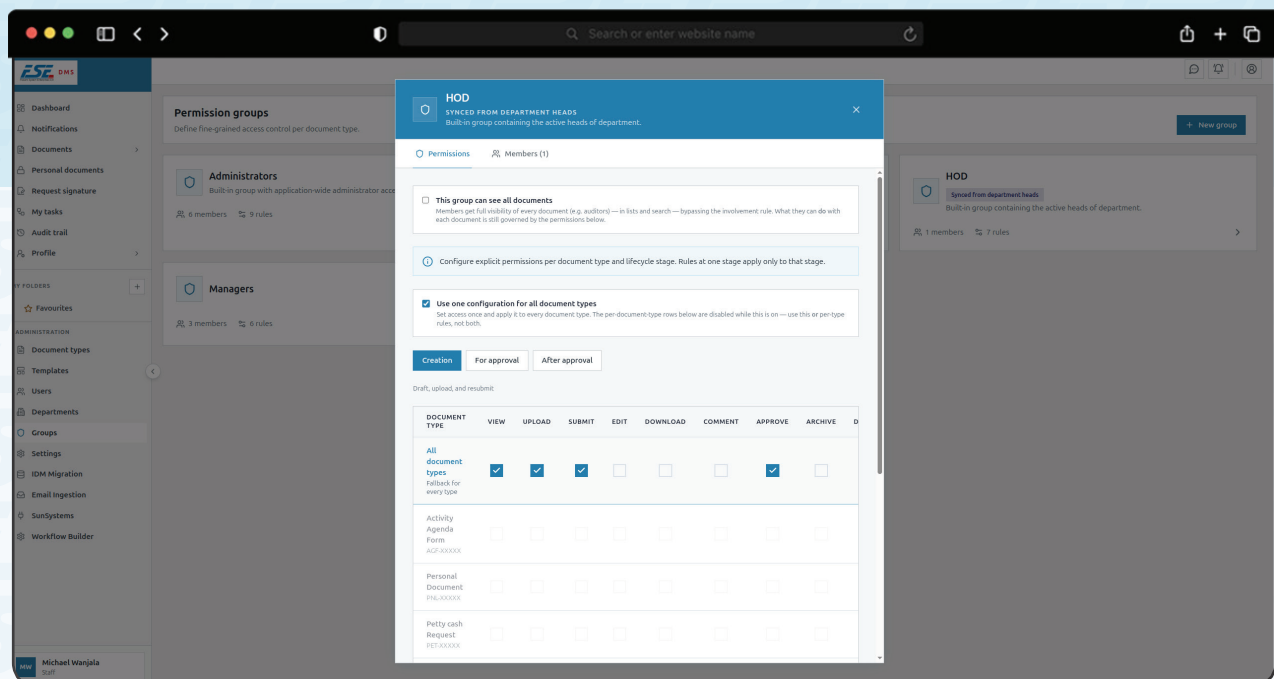
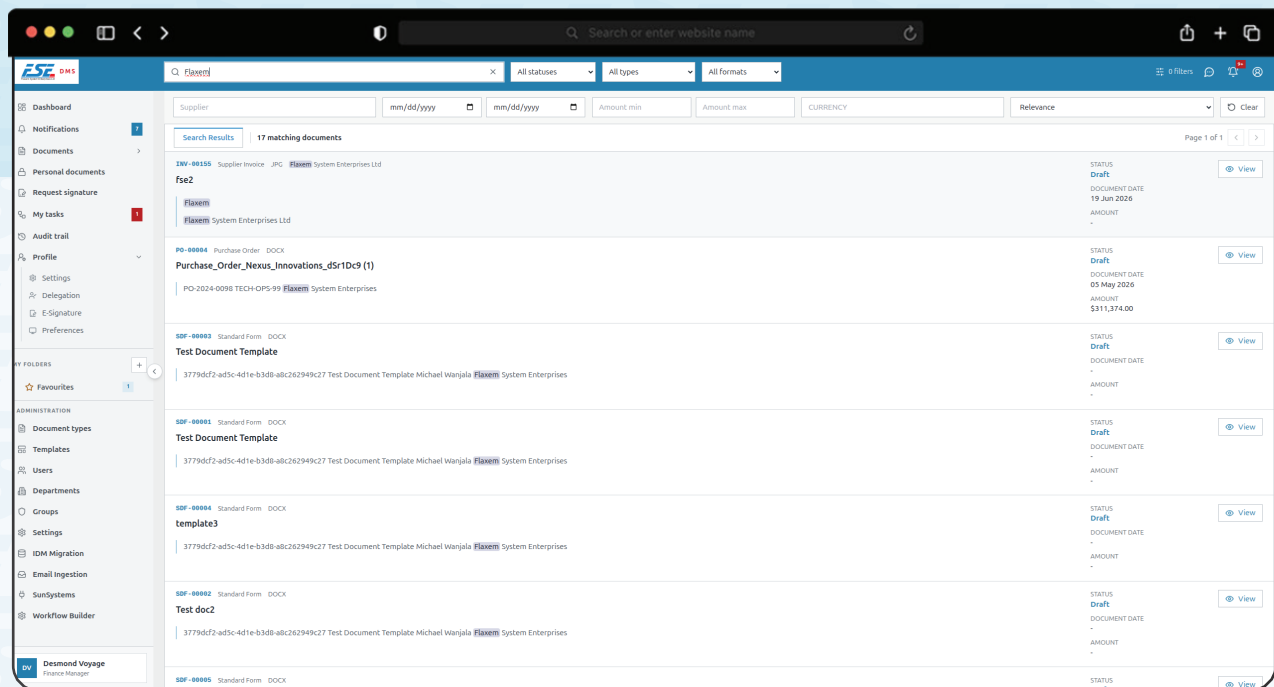
- Dashboard
- Notifications
- Documents
- Personal documents
- Request signature
- My tasks
- Audit trail
- Profile
- MY FOLDERS
- Favourites
- Invoices
- Purchase Orders
- ADMINISTRATION
- Document types
- Templates
- Users
- Departments
- Groups
- Settings
- IDM Migration
- Email Ingestion
- SunSystems
- Workflow Builder

The main area displays a list of documents under the "Invoices" section. The list includes:

- supplier\_invoice\_Aegis (INV-00130 - Supplier Invoice) - Draft - PDF - about 1 month ago
- Invoice\_PO-2028-06-3012 (INV-00131 - Supplier Invoice) - Draft - PDF - about 1 month ago
- Titan\_Logistics\_Supplier\_Invoice (INV-00142 - Supplier Invoice) - Draft - PDF - about 1 month ago
- Velocity\_Logistics\_Invoice\_Final (INV-00143 - Supplier Invoice) - Draft - PDF - 23 days ago
- Safaricom\_Invoice (INV-00130 - Supplier Invoice) - Approved - PDF - about 1 month ago

At the top right of the main area, there is a button for "Add documents".







## Version control & collaboration

Full version history, restore points, in-document commenting, and edit locking mean teams never overwrite each other's work.

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The screenshot displays the ESE Desktop application interface. The main window shows a document titled "Horizon Consulting Invoice" with a version history panel on the right. The document is currently in "Draft" mode, and the user is Desmond Voyage. The version history panel shows 6 saved versions of the document, with the current version (v6) being the most recent. The document content includes a header for "HORIZON CONSULTING V5.1", a table of services, and a total amount of \$8,525.00.

| Service                        | Description | Qty/Hrs | Rate       | Total      |
|--------------------------------|-------------|---------|------------|------------|
| Strategic Market Analysis - Q2 |             | 12      | \$200.00   | \$2,400.00 |
| Business Process Optimization  |             | 25      | \$185.00   | \$4,625.00 |
| IT Infrastructure Audit        |             | 1       | \$1,500.00 | \$1,500.00 |

Subtotal: \$8,525.00  
Tax (0%): \$0.00  
**TOTAL AMOUNT: \$8,525.00**



## Workflow automation

Configurable multi-step approval chains support; approve, reject, return-for-review, and hold/release actions - each step tracked and notified in real time.

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The screenshot displays the ESE Desktop application interface showing a workflow diagram for "Supplier Invoice Workflow 2". The workflow is a multi-step process starting with "Create Submitted", followed by "Manager Approval", "Finance Review", and "Send Notification". The "Send Notification" step is currently active, and the user is Desmond Voyage. The workflow diagram is a flowchart showing the sequence of steps and the roles involved in each step.

```
graph TD
    A[Create Submitted] --> B[Manager Approval]
    B --> C[Finance Review]
    C --> D[Send Notification]
    D --> E[Approved]
```



# Advanced Capabilities

## 01 Intelligent Document Processing (IDP)

Combines PaddleOCR, spaCy NER, and Tesseract - with AI-assisted extraction via Claude – to read scanned documents, identify key fields, and pre-fill metadata automatically, reducing manual data entry to a final review.

## 02 Template & Form Designers

Build standardized forms and document templates once, then generate new documents from them across departments – with built-in budget-check functionality against your financial system, including SunSystems, creating budget awareness before approvals even begin.

## 03 Bulk upload & scanning

Ingest large volumes of documents in a single operation, with OCR applied automatically.

## 04 In-app notifications & email alerts

Approvers and document owners are notified the moment action is needed, in-app and by email.

## 05 Live document preview

PDF and Office documents – Word, Excel, PowerPoint – render directly in the browser, with no downloads required.

## 06 E-signature integration

Request, sign, and approve documents digitally, with signatures embedded directly into the document and a verifiable audit trail.

## 07 Automated document linking

Connect related files – purchase orders, invoices, delivery notes – for contextual, end-to-end visibility.

## 08 Full PDF editor

Annotate, edit, and organize PDF documents easily with the built-in editor, without leaving FSE DMS.



# Built to Last: The Architecture Behind FSE DMS

Robustness isn't an afterthought – it's designed in from the ground up. FSE DMS runs on Elasticsearch for fast, reliable full-text search at scale, Celery-based background processing to handle OCR, notifications, and bulk operations without slowing your team down, and a flexible template engine that lets forms and workflows evolve as your business does. The result is a system that performs the same whether you're rolling it out to one department or your entire organization.



## On the Roadmap

**Mobile Access** - Take action on your tasks directly from your mobile phone, wherever you are.



# Contact Us

FSE DMS gives organizations one place to capture, control, and act on their most important documents – with the speed, security, and audit trail modern compliance demands. Faster approvals. Fewer bottlenecks. Total visibility.

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