

# DOCVIA – Full Functional Specification

Document Management & Archiving System (DMS)

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## 1 General Overview

DOCVIA is a professional desktop document management system designed for companies and institutions to digitize, organize, secure, and control documents locally on Windows machines, with optional network usage. The software is distributed as an EXE application, protected by a license key based on the machine MAC address, and supports SQLite or MySQL databases depending on deployment needs.

## 2 Target Users

- Small & Medium Enterprises (SMEs)
- Accounting firms
- Law firms
- Engineering offices
- Medical clinics
- Schools & Training centers
- Public and private administrations

## 3 Deployment Modes

### 3.1 Standalone Mode

- Local EXE installation
- SQLite database
- No internet required
- One license per machine

### 3.2 Company / Network Mode

- Central MySQL database
- Multiple client machines
- Centralized administration
- Unlimited keys per company (Enterprise License)

## 4 Authentication & Security

### 4.1 User Authentication

- Username & password login
- Password encryption (hashed)
- Session timeout
- Login attempt limitation

## 4.2 License Protection

- License key generated from MAC address
- Online or offline activation
- License validation at startup
- Anti-copy / anti-piracy checks

# 5 User Roles & Permissions

## 5.1 Roles

- Super Admin
- Administrator
- Manager
- Standard User
- Read-only User

## 5.2 Permission System

- Create / read / update / delete documents
- Access specific folders or categories
- Manage users (admin only)
- Approve workflows
- Export or print documents

# 6 Admin Dashboard

## 6.1 Administration Panel

- User management (add / edit / deactivate)
- Role and permission assignment
- System settings
- Database configuration
- License status monitoring

## 6.2 System Settings

- Company information
- Logo & branding
- File size limits
- Allowed file formats
- Backup configuration

## 7 Document Management

### 7.1 Document Upload

- Manual upload (PDF, Word, Excel, images, etc.)
- Drag & drop support
- Bulk upload
- File versioning

### 7.2 Metadata Management

- Document title
- Category / type
- Department
- Tags & keywords
- Creation date
- Owner / responsible user

### 7.3 Document Preview

- PDF viewer
- Image preview
- Read-only mode for protected files

## 8 Folder & Classification System

- Hierarchical folder structure
- Unlimited levels
- Custom categories
- Company-specific classification rules
- Drag & move documents

## 9 Search & Retrieval

### 9.1 Search Engine

- Keyword search
- Advanced filters: Date, Category, User, Status, Tags

## 9.2 Performance

- Instant search results
- Indexed metadata
- Optimized for large archives

# 10 Workflow Management

## 10.1 Workflow Definition

- Custom approval chains
- Multiple approval levels
- Role-based validation

## 10.2 Workflow States

- Draft, Submitted, Under Review, Approved, Rejected, Archived

## 10.3 Notifications

- Internal system notifications
- Status change alerts
- Approval reminders

# 11 Audit Trail & Logging

- Full activity history
- User actions tracking
- Document access logs
- Modification history
- Legal compliance support

# 12 Version Control

- Automatic versioning
- Version comparison
- Rollback to previous versions
- Version comments

## 13 Backup & Recovery

- Manual backup
- Scheduled automatic backups
- Local or network backup
- Database restore function

## 14 Export & Reporting

### 14.1 Export

- Export documents (PDF / ZIP)
- Metadata export (Excel / CSV)
- Folder export

### 14.2 Reports

- User activity reports
- Document statistics
- Storage usage
- Workflow performance

## 15 Performance & Scalability

- Optimized for thousands of documents
- Lightweight desktop performance
- Works on standard Windows PCs
- Scalable for enterprise environments

## 16 Technology Stack

- **Frontend:** Electron.js
- **Backend:** Node.js
- **Database:** SQLite (Standalone) / MySQL (Network)
- **Packaging:** Windows EXE
- **Security:** AES encryption + hashed credentials

## 17 Licensing & Pricing

- **Standard License:** 3 million DZD per key (per machine)
- **Enterprise License:** 50 million DZD – unlimited keys per company

## 18 Future Extensions

- OCR document scanning
- Digital signatures

## 19 Branding

- **Software Name:** DOCVIA
- **Developer:** Studio Divin
- **Positioning:** Professional, secure, offline-first document management system