Dealertrack DMS
Document Management

Integrated document management for your dealership.

Effective document management is a challenge for dealers that often involves time consuming manual processes and version control problems. Documents are often stored in multiple locations and in a non-secure and non-compliant manner, making it difficult to search for or locate them in a timely fashion.

Dealertrack DMS Document Management provides automotive retailers with a flexible document management solution that improves dealership efficiency by simplifying search, storage and retrieval.

Document Management helps dealers manage their digital content more effectively. The solution offers automated document capture from Dealertrack DMS and Xtime, along with simplified digital workflows, department-level retention controls, and compliance management.

Features and benefits:

- **Document Capture**—Flexible capabilities to automatically capture DMS- and Xtime-generated documents, plus the ability to scan DMS-barcoded documents.

- **User Access to Records**—Comment and share content based on dealership defined user permissions for controlled content access.

- **Document Organization**—Arrange documents based on document type and view them easily without downloading individual records.

- **Customized Retention Policies**—Defined retention requirements determine how long to keep each document type for improved compliance and control.

- **Document Security**—Lock and protect documents with user-based access and editing rights along with built-in Multifactor Authentication (MFA) for compliant customer information protection.

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