

# Chapter - 5: File Management

- Details of File Management:

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- System will provide easily accessible of the electronic file to the Judges which will contain different kind of case matters with thousands of pages.
- Files will be viewed in seconds and easy to navigate.
- System will have provision to create hierarchical label with private/public access control
- File will be categorized in various label considering its content case matters.
- File will be accessible using the prespecified label.
- File will be searchable using different keywords and labels
- System will provide configurable file type creation
- System will provide the provision to create virtual/electronic Folder and store the file in the Folder
- System will provide bookmark feature for the files
- System will provide a flexible pdf reader to read the uploaded documents
- System will provide the printing functions for any documents
- System will provide download feature of one of multiple files