SUMMARY

The documentary management in an organization is a fundamental piece for its correct operation and its adapted development. As one organization grows, its volume of documents also does and this it is possible to be returned enormous conforms spends the time and the documents are accumulated, besides being a tedious process looking for an old document or to file one new one.

With the development of the new technologies also new solutions in agreement with the requirements arrive from the present world. ORFEO sets out as an efficient solution for the handling of the documentary management in the organization. This tool to the being Free Software is an alternative with low costs to comparison of a privative Software and is adaptable to the own requirements of each organization.