

ABSTRACT

A document management apparatus 100 includes: a document information storage unit 114 which stores document information including at least one keyword associated with a document so as to search for the document; a sectional keyword list storage unit 122 which stores a plurality of sectional keyword option lists each containing a specialistic keyword relating to each of a plurality of sections; a common keyword list storage unit 120 which stores a common keyword option list containing a general keyword common to the plurality of sections; an authentication unit 108 which conducts login authentication of a user to a section; a presenting unit 128 which displays on a single screen the sectional keyword option list and the common keyword option list corresponding to the section; a keyword accepting unit 130 which accepts a keyword selected from the sectional keyword option list or the common keyword option list; a searching unit 132 which searches the document information storage unit 114 based on the accepted keyword; and a presenting unit 128 which presents a result of the search to the user.