

Built-in Reports

Quickly generate reports on all file and user activities within the repository. Keep track of every action taken on a document, with event date, time and user that performed the action. Docsvault's Built-in Reports allow administrators and managers to get an insight into the usage of their document repository with the help of many predefined and dynamic reports.

Highlights

- ✓ Find out number of files by cabinet, by file type, ownership, etc.
- ✓ Get file lists by user, profile, etc.
- ✓ Get detailed report of OCR processes; generate report by OCR status too
- ✓ Reports are generated in easy to analyze bar and pie chart formats
- ✓ Feature specific reports for workflow activities, document audit events, user login activity, etc.
- ✓ All reports can be printed or exported as PDF, html, rtf, xls, xlsx, csv, text for further manipulations.

What it means for you?

Report generation is important from many standpoints, including security, e-discovery, legal suits, information gathering, etc. IT and various department heads need to generate reports from time to time to ensure progress of tasks and to monitor work activities. This also helps in meeting several regulatory compliance needs.

Docsvault provides you with many different types of reports that help you monitor and maintain a tight control over your DMS system and processes.

Fast Facts

- ✓ Supports popular report format standard such as PDF, xls, csv, etc.
- ✓ Only users with proper security rights can access reports

Related Features

- *Fine grained security*
Super flexible users and groups based security with multi-level document access
- *Audit trail*
Track all activities and tasks related to a document to map the progress of each task and identify versioning of each document.

Solutions

- Greater security*
Generate reports quickly to find out all document activities in your organization
- e-Discovery*
Produce required reports on document activity without having to spend days or weeks