

Docsvault Version Control

Easily retrieve and edit information in the latest or an older version of a document for enhanced research, decision-making, and auditing with built-in **Document Version Control**. This feature records a history of all new versions concerning a document for easy evaluation of information.

Typical life cycle of a document includes everything from collaboration, improvement, review, revision and approval.

Docsvault makes this process simpler by preserving all versions, so that a complete history of document life cycle is retained. Docsvault literally gives on-hand information in no time with version history feature.

Highlights

- ✓ Automated version control brings order in an unorganized workplace
- ✓ Includes features such as versioning and rolling back to older version
- ✓ Supports versions of different file formats
- ✓ Version notes give quick information and are searchable
- ✓ Easy collaboration on documents using standard check-in and check-out feature
- ✓ Convert supported files to PDF formats , initiate new workflow and do more when checking in a new version
- ✓ Notify file owner and other user about the changes made while creating a new version

What It Means For You?

Any medium or small-sized business will have many people sharing and working on documents on a, daily basis. Ad-hoc versioning leads to confusion and chaos in business; version Control, on the other hand, makes document versioning simpler and systematic. All versions are preserved so that there are no chances of differences over older versions and approvals. Loss of information and time resulting from more than one person working on the same document can be

Solutions

- *Revision Tracking*

Docsvault allows maintaining all versions of documents in one controlled area to simplify revision tracking. This reduces confusion and duplication of efforts caused by ad-hoc versioning.

- *Project Management*

Excellent tool for project management to ensure everyone is working on the latest versions and the clients get the right documents.

avoided. Alerts and audit trail keeps relevant users updated about all version changes.

Version History

Managers and administrators can monitor document history, access any version they want and make an older version current.

Multi Format Versioning

Save versions of documents in different file formats. Example: A word document can now have a PDF version available to all users and reverted to word format for changes and updates when necessary. "Create PDF Version" using a simple menu for common file formats like Word, Excel, CSV, txt, tiff, images, etc. or import your own format.

Fast Facts

- 1) Version control replaces the dependency on individuals for retaining older versions and saving a new version with a systematic, automated approach to store document versions
- 2) Original, reviewed and approved versions are easily identifiable; all versions are accessible at any given time
- 3) Only authorized users with 'New Version/Check out' rights can check in / check out documents and create new versions
- 4) Notification of new versions to documents important to you
- 5) Document life cycle is recorded for review and regulatory compliance

Related Features

- *Simple Workflow*
Simple task management functions to ensure smooth processes and improved productivity.
- *Check In and Check Out*
Make changes in documents with the confidence that the original version won't be overwritten or deleted accidentally.