

Document Management System Security

No document management software is complete without robust security options. With Docsvault's user and group based **access control** along with various system level rights, you have the power to share and control access levels to documents in your repository while keeping sensitive documents locked and secure. Instant reports can help administrators and managers keep tabs on user activities and take action immediately when necessary. Users can be prevented from **exporting documents** out of the repository, which means your sensitive information won't go out of your organization. **Ownership overrides** allow you to retain ownership of all files and folders no matter who creates those documents in the system. **Advanced audit trail** and activity **email notifications** help administrators and managers review all actions performed on any document in your document management system.

Highlights

- ✓ System level rights for different activities
- ✓ User & group based rights for different access levels
- ✓ Full audit logging and query interface
- ✓ Folder and file activity monitoring via instant or periodic emails
- ✓ Prevent users from exporting documents out of the system
- ✓ User or folder based ownership overrides

What It Means For You?

Security goes well beyond having a say who can access the system and who can't. Security is also needed to make sure that important documents are not tampered with, damaged or misplaced while still allowing proper access to the repository for routine business activities. With Docsvault, portions of your digital repository can be restricted to authorized users so that only a chosen few can access the most sensitive documents. Tight security also goes a long way in helping your organization comply with various regulations. Furthermore, all data is stored on site on your servers and under your full control.

Solutions

- **Business Continuity**
Security is an integral part of business continuity and Docsvault ensures your important documents are secure.
- **Regulatory Compliance**
Prevent users from tampering records and files thus ensuring regulatory compliance.

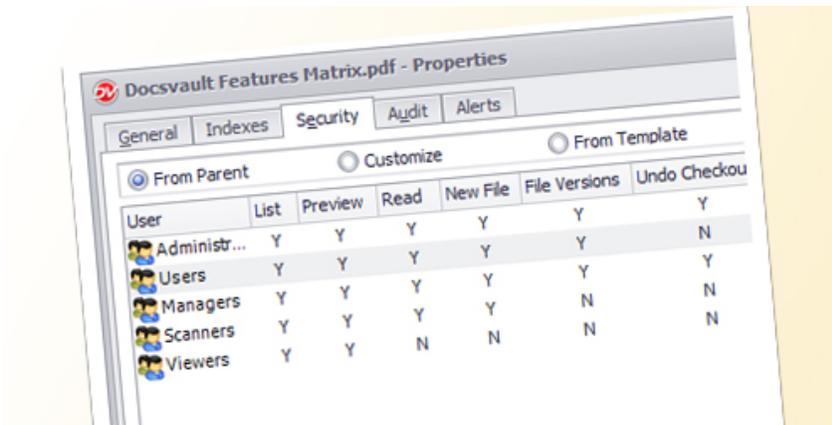
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User or Group Based Security Rights

Assign rights like List, Preview, Read, New File, Edit, Delete, Export, etc. to users / groups for specific files, folders or cabinets.



System Rights

Depending on the individual's or group's role within the organization, a user/group can be assigned rights such as creating cabinets, emptying recycle bin, running audit queries, etc.

Security Templates

Security Templates allow administrators and managers to quickly apply predefined security to different areas of Docsvault making it very easy to lock down your digital repository. Future changes in securities can be carried out throughout the digital repository by simply modifying the security templates.

Fast Facts

1. Control access to documents and folders throughout the repository
2. Keep tabs on all document activities such as creation, modification, copying, moving, deleting and more
3. Configure tight security with ease using Security Templates
4. Retain full control of your data on site on your own server

Other Security Features

- **Audit trail**
Track all activities and tasks related to a document to map the progress of each task and identify versioning of each document.
- **Email notification and alerts**
Stay informed about all big and small changes made in your repository with advanced notification system.

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