Easy Document Capture & Management

Document Capture and Management is the process of capturing data from various sources and organizing it in a centralized location for safe storage and quick retrieval. This system makes document preservation, review, process and approval easier, allowing official documents to be better managed within a multi user environment.

Highlights

- ✓ Capture and organize all paper documents and electronic files including emails
- ✓ Built-in simple and batch scanning with rich post scanning features for complete paperless office
- ✓ Drop, Paste, Save or Print documents to Docsvault.
- ✓ Fast Integrated Viewer for common file formats including word, excel, PDF, emails, dwg, DICOM, etc.
- ✓ Enforce consistent filing structure with predefined folder structures & document profiling
- ✓ Easily create new contacts, agreements or any other frequent text intensive document using file templates
- ✓ Assign metadata and tags to documents with custom index fields for easy identification, retrieval and reporting
- ✓ Eliminate simultaneous editing by multiple users and prevent versioning chaos with neat version control
- ✓ Monitor activity in your repository with audit trails and instant email notifications
- ✓ Retrieve, review, email and share documents. Create custom document workflows
- ✓ Manage revision of documents with custom document status and associated security levels
- ✓ Convert documents to PDF or edit existing PDFs with built-in PDF editor
- ✓ Full text search for documents based on various criteria
- ✓ Search for documents in Docsvault from external applications
- ✓ Assign flags, notes, tasks and reminders to documents

Solutions

- *Paperless Office*
  A paperless office is not only an economically sustainable but also a smart office. Our document management software helps make your office truly paperless.

- *Centralized Repository*
  It is critical for all companies today to have a centralized repository and share internal knowledge with all users

For More Details, visit:
www.DocsVault.com
Sales(at)DocsVault.com | (888) 819 3035

What It Means For You?

Docsvault makes document capturing and management easy by centralizing your documents and allowing your users to quickly retrieve and collaborate on critical business information. Whether your documents are paper based, digital files or email messages, Docsvault can capture them in a neatly organized structure that is accessible to everyone in your organization. Working with Docsvault is as easy as working with traditional windows folders so your users feel right at home using methods they already know. User and Group based security rights ensure sensitive information is accessible to authorized users only and your data is secure from tempering. Watched Folders feature in Docsvault allows automatic import of documents from important folders in your windows system. Advanced users can make use of standard REST based API to exchange data with Docsvault and integrate it with other applications. The full range of capture methods in Docsvault ensure that every bit of information can be captured in your central repository no matter where the data originates from.

Docsvault also offers all advanced document management features such as document profiling, version control, detailed audit trails, file & folder templates, revision control, document relations, document tasks, reminders & notifications and more. You can open multiple tabs in Docsvault at the same time to work with multiple folders and features of Docsvault. Users can customize their own views to make the Docsvault as detailed or as simple as desired. Docsvault is mature and robust DMS that can take care of all your big and small document management needs.

Integrated Scanning for a Paperless Office

Scan, process and store documents within centralized Docsvault repository. Define different types of Scan Profiles for different types of scanning jobs. Scan documents as single PDF file or multi file batch scanning process. Full post scanning image manipulation and correction tools are built right in. Scan remotely from satellite offices or home in Internet Explorer using Docsvault's IE plugin. Take pictures using your mobile camera and upload them to Docsvault using our mobile applications.

For More Details, visit:
www.DocsVault.com
Sales(at)DocsVault.com | (888) 819 3035

MS Office Integration

A separate toolbar for Docsvault is available in MS Office applications like Word, Excel, PowerPoint and Outlook, so you can easily save all your documents and emails to Docsvault.

Automated Email Capture

Docsvault offers a smart way to capture emails directly from your email server. It allows you to capture only desired emails and attachments, so that your faxes, orders and other important emails can be captured directly to your Docsvault repository without having to search through them manually in your mailbox. You can even archive all your company emails in Docsvault for safe keeping, auditing and searching.

Fast Facts

1. Capture documents into a single repository and manage and share them throughout your company
2. Manage any kind of electronic file irrespective of its file format
3. Well rounded methods to capture every business information necessary
4. Every essential DMS features for collaboration and sharing of documents is included

For More Details, visit:
www.DocsVault.com
Sales(at)DocsVault.com | (888) 819 3035