

### Full Text Search

One of the primary objectives of implementing a **document management software** is to be able to get access to required **information instantly**. Being able to search for documents using various criteria to get accurate results is essential to that goal. Docsvault recognizes the importance of getting to your information without affecting your productivity and allows you to find your document using their location, names, descriptions, document notes, type, custom index fields, flags, associated dates, and even their text contents with smart and comprehensive search tools.

### Highlights

- ✓ Helps users save time spent on searching for the right document
- ✓ The powerful search engine indexes every text detail for a comprehensive full text search
- ✓ Searches all formats including popular formats such as PDF documents and MS Office files.
- ✓ Searches for text even within scanned files using the OCR feature
- ✓ Search keywords are highlighted in PDF viewer
- ✓ Saves time using Search Filters and Refine Search Criteria

### What It Means For You?

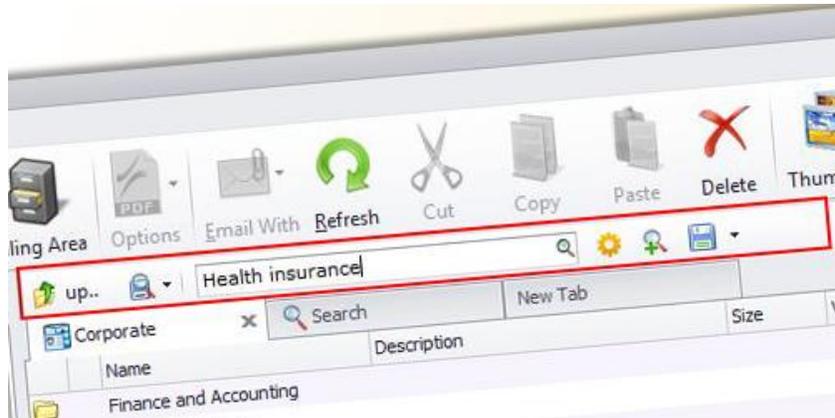
According to a research conducted by Feldman & Sherman, workers spend 15% of their time looking for information. It is not possible to remember all details of documents especially if your work involves dealing with too many documents. The powerful search engine in Docsvault allows users to get to their information right away saving time and boosting their productivity. This means that you can quickly locate that important document you were working on last month or answer your customers queries while on the phone rather than having to call them back. With a powerful export feature reports and e-discovery request times can now be reduced to minutes rather than days.

### Solutions

- *Employee Productivity*  
Comprehensive search means employees spend less time looking for information.
- *Customer Service*  
Reduce customer response turnaround time and answer their queries effectively.
- *E-Discovery*  
Produce required electronic documents, emails, and files without having to spend days and weeks.

### Quick Search

Quick search allows you to search by name, description, version notes, document notes, profile/index, and the actual content of documents in Docsvault.



### Advanced Search

Advanced Search allows you to specify multiple search criteria such as owner, flags, dates etc.



### Smart Search\*

Smart Search allows users to access documents and information stored in Docsvault from any external application using a simple 'hotkey'.

\* This feature is available in Enterprise Edition only

## *Fast Facts*

1. Profile search allows you to search for documents such as scanned invoices, purchase orders, images and other less text-rich documents
2. Full text search allows you to search through text-rich documents saved as PDF, MS Word file and other formats
3. Save search criteria for one-click execution in future. Keep saved searches public or private
4. OCR makes it possible to search for names, numbers and amounts even in scanned files
5. Users only find documents that they have access rights to
6. Search export tools makes it easy to extract valuable information stored in your document management software

## *Quick and Easy Search Tools*

- *Document Profiling*  
Set custom index fields and enter corresponding values for different types of documents for easy categorization, search and retrieval.
- *Document Relations*  
Setting relations between documents makes associated data easily accessible saving time on search and retrieval..