Integrated Scanning and Capture

In a Document Management Software Scanning and Capture refers to the process of scanning in paper documents to convert them to digital documents, capturing important information in them and saving them in a central repository for easy retrieval later.

Docsvault provides tools to simplify the scanning process for large amounts of documents and index them during the process. You can split, merge, rescan and drag and drop pages or set auto document separators using barcode sheets or blank sheets for easy document separation, filing and recognition. Scanned files can be saved in Tiff or PDF formats for permanent storage. OCR add-on allows identifying text content in scanned files for search and retrieval using Docsvault's search interface. Rubber band OCR helps you fill values in index fields easily during manual indexing process.

Highlights

- ✓ Create thoroughly indexed and searchable PDFs
- ✓ Make multiple and batch scanning a breeze
- ✓ Auto naming and file separators makes saving, managing and organizing documents easy
- ✓ Replace your office vault containing paper documents in an unorganized method with secure, fully searchable electronic repository
- ✓ Save time, money and floor space, making your office truly paperless in all senses
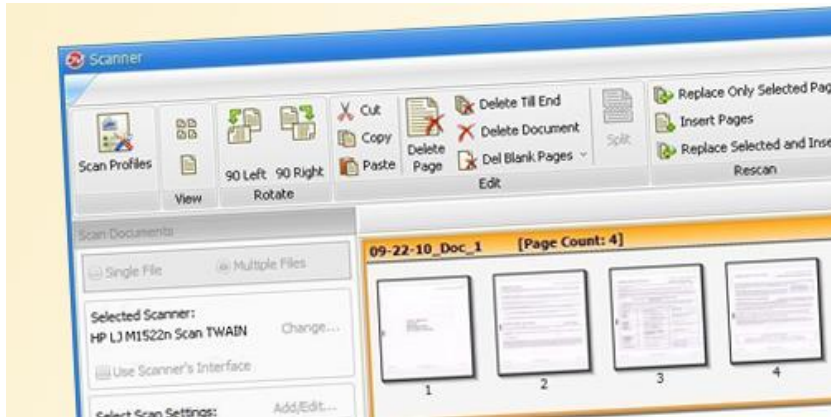
What It Means For You?

If your paper documents are scanned and stored in a central repository, you can make your office truly paperless, more organized and save all your important documents without occupying extra floor space. A good document management software will save you time and money by eliminating unproductive activities like storing and retrieving documents from folders and cabinets.

Docsvault makes your paper documents searchable with OCR, so you don't have to go over every single detail in documents to

Solutions

- **Paperless Operation**
  Convert paper to electronic files to reduce storage costs, improve business operations, and speed up document filing and retrieval.

- **Customer Service**
  Search and retrieve customer records instantly and improve your customer service

- **Regulatory Compliance**
  Quickly produce important documents and ensure regulatory compliance.

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

extract information. All your documents are saved in a safe and secure location, with user and group level rights assigned to important documents, to protect misuse of sensitive data.

Remote users can scan documents using Docsvault's WebScan ActiveX plugin for Internet Explorer browsers using a local scanner connected to their PCs without having to install the Docsvault Desktop Client software.*

Fast Facts

1. Designed to be compatible with all TWAIN scanners
2. Save scanned documents as TIFF, PDF, JPG, BMP or PNG files as per your organization's need.
3. Scanning tools allow correction and proper assembly of scanned documents in batches

* Available in Docsvault Enterprise edition

Other Paperless Office Tool

- *PDF Editor*
  Slice, dice and assemble PDFs, annotate them with highlights, notes and custom stamps and edit text and images in PDFs

- *Quick Email*
  Allow users to email documents directly from within Docsvault for super-fast emailing