

Document Request Link

Secure document sharing is critical for document processing within, as well as from outside the organization. Similarly, secure collection of documents from external entities, is also a vital part of the business processes of any organization. The Document Request Link feature in Docsvault enables users to generate secure links to collect documents securely and conveniently store them directly into the Docsvault document management software.

Highlights

- ✓ Secure link creation for requesting documents from non Docsvault users.
- ✓ Send links directly from within Docsvault or by any other method of your choice
- ✓ Collect uploaded documents at specified locations directly in Docsvault
- ✓ Have senders fill in basic information for identification before upload
- ✓ Set a specific expiration date for the link
- ✓ Ability to password protect the document request link
- ✓ Set limitations on file extensions, sizes and no. of files
- ✓ The upload link works from any desktop, mobile or tablet
- ✓ Get email notifications when new documents are uploaded
 ✓ Get a comprehensive report and log for each request link

What It Means For You?

Receiving documents using traditional emails has many drawbacks. Modern compliances do not consider emails as secure communication. Emails can be missed easily, have attachment size limitations, can get marked as spam or get buried under the daily email overload. And then there are additional steps of saving the attachments to a proper location so it can be shared. The entire process is inherently error prone and time consuming.

Document Request Link is a productivity tool from Docsvault created to collect documents securely from individuals outside your organization. Secure SSL connections, password protection and expiry dates ensure that document will be imported securely and

Solutions

- Greater Collaboration
- Share contracts, documents & references directly from the repository quickly within the organization as well as with people outside it.
- Document Capture

Well rounded methods to capture every necessary business information and document, into a single repository.

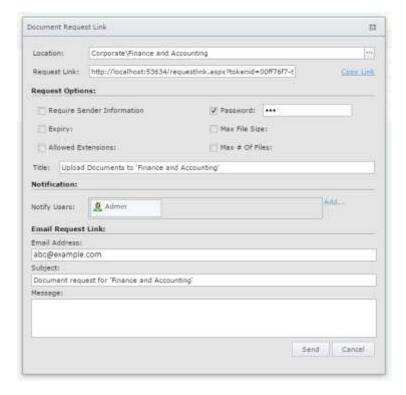
Related Features

- Automated Workflows
 - Create simple or complex workflow cycles without any coding using a simple point and click graphical interface
- Public Share Link

A secure and convenient solution to share documents with people outside your organization within the specified time frame. Ability to specify a maximum file size, allowed extensions and maximum number of files further reduces changes of receiving unfiltered documents.

Say for example, you get sensitive financial documents from your clients on regular basis. Wouldn't it be nice to have a secure and easy way for your clients to upload documents so that you receive them in your DMS without having to go through the hassles of emails and attachments? With Docsvault's Document Request Links you can create request links with your specifications and send the link to your clients or host the upload page on your own website. Your clients click on a link (or visit your website) and upload their tax documents using their desktop computers or mobile devices. The uploaded documents are stored in specified folders in Docsvault and you receive an email notification informing you about the details of new documents instantly. And that's not all. You can create unlimited request links for different types of documents or for different clients – the choice is yours.

This fast and secure method of receiving documents directly into your DMS boosts productivity, enhances collaboration and improves document processing.





Fast Facts

- 1. Notes added to the request form will directly be added as document notes of each requested file in Docsvault
- 2. The imported files can trigger automated workflows
- 3. The request link form can also be embedded onto your own web page
- 4. The secure nature of this transfer helps comply with regulations
- 5. Create Unlimited Request links for different purposes