

My Workspace

Wouldn't it be good to have a special work corner in Docsvault where all your recent documents, favorite files and folders could be accessed with a single click? Docsvault acknowledges this need and offers 'My Workspace', a work corner you can call your own. My Workspace is located on the left panel and allows easy access to their checked out documents, favorite folders, favorite files and much more that you require on regular basis.

Highlights

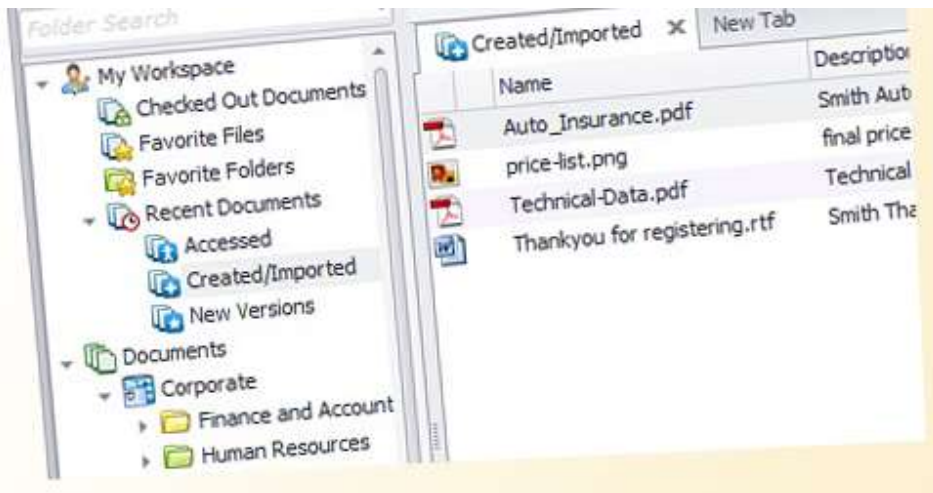
- ✓ A special corner or 'workspace' to call your own
- ✓ Neatly sorts your recently used documents, folders and versions
- ✓ Get all your recently accessed, imported and created documents instantly
- ✓ Find all your favorite files and folders with a single click
- ✓ Access all your checked out documents and get work done faster
- ✓ Find all the new versions created by you in an instance
- ✓ Tasks Calendar helps keep track of Workflow, Personal and Document tasks.

What It Means For You?

'My Workspace' is yet another productivity tool from Docsvault that is created to simply functionalities that you use on daily basis. It allows you to access your recently used, accessed and edited files and folders in an instant, so you don't have to search them in deep folder structures. 'My Workspace' is a great tool for all departments and types of users. It drastically cuts down the time to access needed files and gives boost to the overall staff productivity.

Solutions

- *Document Profiling*
Set custom index fields and assign values to them when creating a folder or importing a document and retrieve your files instantly.
- *Document Relations*
Set relations between documents to make data easily accessible and save time on search and retrieval.



Fast Facts

1. Docsvault automatically sorts all your recent files and folders in 'My Workspace'
2. Every user gets instant access to their files of interest eliminating time wasted in searching for documents
3. The Tasks Calendar can be viewed by the Day, Month, Week or as a Timeline.

For More Details, visit:
www.Docsvault.com

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