

## Document Management System

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Document Management System is a critical asset to any organization that needs to manage and control their documents. It helps organize the ever-growing paper and digital documents effectively and thereby keeps the organization running smoothly.

Docsvault, our award-winning document management software, provides an easy, flexible and affordable way to implement document management system in your organization. It enables organizations to automate document creation, capture, storage, control and sharing with its 360-degree document management features. It simplifies all organizational processes such as billing and invoice, records generation, accounting, human resources, etc. with its powerful management and collaboration features.

Docsvault changes the way organizations run their business and enables them to complete their routine jobs in half the time making them more efficient and competent.

### Docsvault Document Management System at a Glance

#### **360-degree Document Management**

The scope of document management software is much wider than managing and controlling documents. Docsvault encompasses various features that go above and beyond document management. To fully know the true capabilities of document management system one must adopt it and see it at work.

#### **Smooth Internal Processes**

Businesses can become competent only if their internal processes are running smoothly. Docsvault document management software is capable to take on most processes and departments such as accounts, HR, Sales, etc. that are dependent on documents thus ensuring smooth internal processes.

#### **Built for Small & Large Businesses**

Document management is no longer reserved for the big companies and corporate firms; it is even adopted by small firms to large companies. Docsvault is built in such a way that it fits all sizes and types of organizations. Its vast range of features makes it truly helpful in all types of businesses.

#### **Ensures Regulatory Compliance**

Document management has become a critical necessity for organizations to ensure regulatory compliance. Docsvault offers various features such as version control, audit trail etc. that enables organizations to make themselves compliant and achieve industry standards.

For More Details, visit:

[www.DocsVault.com](http://www.DocsVault.com)

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## Key Capabilities of Docsvault Management System

- Multiple import options such as [MS Office Integration](#), Direct Import with Watched Folders, Drag & Drop Functionality & many more
- Useful tools such as **Advanced** [Scanning](#), [PDF Printer](#) & [PDF Editor](#) and OCR and Searchable PDFs to make your organization truly paperless
- Intuitive Document Management Tools such as Version Control, [Document Profiling](#), Comprehensive Search, Document Notes, etc.
- [Access Control](#), System Level Rights, Complete Audit Trail, Email Notifications and many more Security Features to secure your documents
- Robust and Scalable Repository with **Automatic Full and Incremental Backups** so that you never lose important documents
- Several Sharing and Collaboration tools such as [Public Shared Link](#), [Automated Workflow](#), [Task Notifications and Notes](#)
- **Web, Mobile and Desktop-based** Document Management System to suit your organization's environment
- [Web eForm](#) add-on, a versatile tool to transform your outdated paper-centric forms process into an electronic and paperless process
- [Regulatory compliance](#) through features like [Document Retention](#), [Audit Trail](#), [Version Control](#), Controlled Access, etc.

## Key Benefits of Document Management System

Documents are the lifeblood of any organization. In absence of a reliable document management system, organizations may lose or misplace their important documents which may result in legal, financial or internal issues. These issues can halt the growth of organization. Docsvault, our Document management system can protect valuable documents and provide several other benefits to the organization. Let's have a look at all these benefits in detail here:

- Every organization, big or small, is involved in several processes such as capturing data, organizing tasks, distributing documents and collaborating with colleagues. Docsvault **automates all these processes** so that they are carried out properly in a systematic way. Thus, it is an excellent **management tool**.
- Apart from management, security is another major issue in an organization. Docsvault provides **intelligent security tools** so that your documents can be accessed, modified or deleted by only those who are authorized. This helps you control the actions on your documents and you can protect them from threats like leakage and misuse.

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- Docsvault provides several collaboration tools to organize and delegate tasks and communicate on them. This feature helps you check your internal processes closely and remove mundane and ineffective tasks that are harming your **employees' productivity**.
- Another major problem in an organization is that of poor communication and sharing. Docsvault offers various features like Document Notes, Task Notes and Shared Link so that all the **communication and sharing** between employees is done without resorting to emails or instant messages.

However, this is not all. There are many more features and benefits to document management software; to get detailed information about all document management features, take a look at our [document management features](#).