Document Status

With hundreds of documents being created, edited and published day in and day out, an organization may find it difficult to determine the status of each document. Docsvault helps you assign custom document Status (in processes, draft, complete, published, etc.) to all items in Docsvault. Document status can be easily set when adding a new document, checking in a new version of a document, from a document's right click menu or when viewing an item's details in Docsvault.

The status can be further customized with flags, ownership changes and changes to the security (accessibility) of the document. For instance, if the status of a document changes from draft to published, it can trigger a corresponding change to the ownership or privacy/security of the document. A document can undergo several stages of revisions and each state of the document can be saved automatically as a version. The various versions of documents in different state can be easily accesses, emailed or shared via public Shared Links from the versions dialog.

Highlights

- ✓ Customize different "Document Status" (Draft, Published, Finalized, etc.) with corresponding flags, security and ownership changes
- ✓ Automatically trigger a corresponding change in ownership, security and flag of a document
- ✓ Retain versions of documents in any particular document state
- ✓ Create separate "Shared Links" for any previous status as well as the latest version of the document

What It Means For You?

Document Status is an easy and quick indicator of the progress of any document. It also serves as an automated way to control access and visibility to a document as it passes through different stages in its lifecycle. It allows managers and project leads to determine the progress of a task by quickly navigating through the document status in a particular folder or file or built up custom reports based on

Solutions

- *Information on Hand*
*Document status allows you to survey the progress of a document very quickly.*

- *Project Management*
Document status feature is one of the most important and indispensable project management tools.

- *Automates Work*
As actions can be triggered with change in document status, most of your document related tasks are completed with zero human intervention.

document status. It can also eliminate some human interventions by triggering changes on documents automatically.
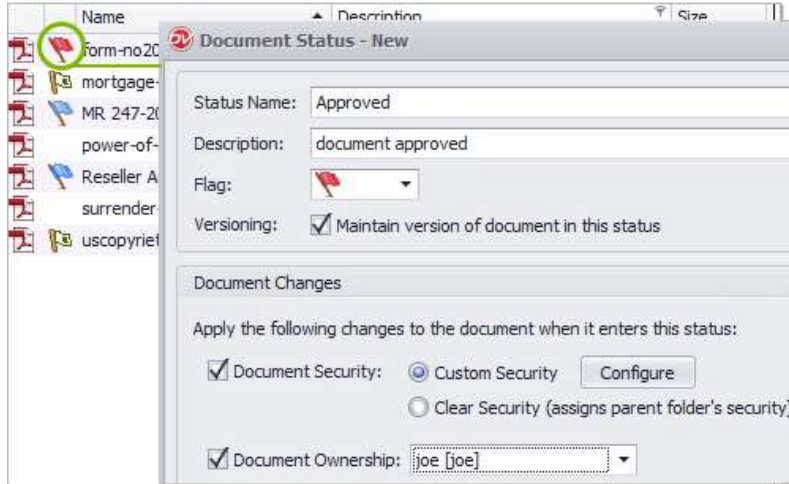
Fast Facts

1. Create multiple kinds of Document Statuses with many predefined flags
2. Users with system rights of 'Edit Doc. Status/Icons' rights can create new or edit document status
3. Choose to automatically create versions of a document for specified status changes

Related Features

• *Document Profiling*
Set custom index fields and enter index values when creating a folder or importing a document for easy categorization, search and retrieval.

• *Document ID*
Every time a document is added to a cabinet, a unique document ID can be assigned to it based on custom strings of variables, text and numbers automatically.