Online Document Management System – At Your Own Site

With globalization and advent of internet, most organizations have spread their reach across the world. Information needs to be shared between users from various locations but stored in one central location from where it can be accessed easily. However, most companies are reluctant to host their valuable data on some third party servers and for a good reason. With your data hosted somewhere in the cloud, there is no way to know how many copies of it is floating around on several servers.

Docsvault is an ideal online document management system for organizations that have offices spread over different locations and need web-based software to centralize their data. Docsvault allows storing and organizing all documents neatly, so information can be easily retrieved via internet when needed. Most importantly, it allows hosting data on companies' own servers, so they are in full control of their information. This even eliminates costly monthly fees of hosting their data on third party servers.

Docsvault Document Management System at a Glance

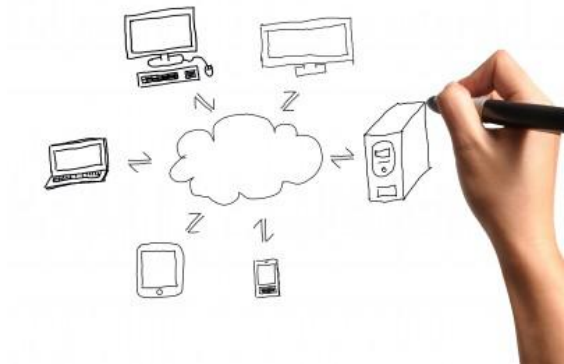| Online Document Management	Online Document Sharing
Store all your documents online in a secure, central repository and make them accessible to all your offices spread over different locations. Get all features like Controlled Access, Version Control, Audit Trails, Document Profiling, etc. to ensure all your documents are neatly organized.	Share selected documents online with your team members, clients, customers and general public through simple sharing and collaboration features such as Public Shared Links, Web-based Access and Simple Workflow. Share large files / folders by creating public urls of files / folders.
Online Document Access	**Online Task Management**
In today's fast paced world, organizations require access to their information while their workforce is on the road or when working from home.Users from across the globe can search for and collaborate on their documents using Docsvault's simple web interface.	Docsvault allows you to stay updated on your incoming tasks, follow up with tasks you assigned to others, or check off your personal tasks. With online access to your tasks, you can accomplish all your task management routines even while not in the office.

Key Capabilities of Online Document Management Software

- Includes all standard document management features such as Version Control, Document Profiling, Document Relations, Audit Trials, Secure Access, etc.
- Allows access to documents from anywhere using web browsers and is available to PC, MAC, Linux and mobile device browsers.
- It helps sharing selected documents with external users through public links.
- Docsvault's online document management software offers simple workflow capabilities within the system so that processes can keep moving even when employees are on the road or working from home.

Key Benefits of Online Document Management System

In today's world, where companies can't afford to stay stagnant, online document management is a necessity. Companies need it to make their documents accessible to all their offices, remote workers and workforce on the road. It can help improve collaboration among employees which can control chaos and facilitate workflow. Let's see in how Docsvault's online document management system can help:

- Docsvault offers web based document management software that offers online access to your documents so that you can access information anytime, anywhere

- Hassle-free; no need to install and update client software on workstations

- Offers banking-grade security to your documents with features like access control, Role-based access, audit trail and instant email notifications

- Ensures timely action on tasks and events as you receive task and event notifications even while on the go

Online document management system is a giant leap forward in office collaboration. Learn more about the benefits of online document management with our Web Access feature.