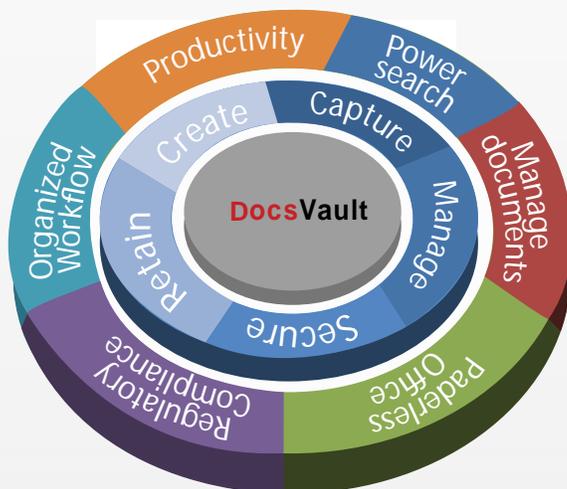# DOCSVAULT
DMS for everyone

Who is looking after your Documents?

The Document Management Leader for Small Businesses

Docsvault SB Edition is a multi-user document management software that allows small businesses to become better organized, more secure, and decidedly more efficient.

What can Docsvault do for you?

Docsvault has all of the standard document management features, as well as all the tools to convert to a completely paperless office. It can create a productive environment in your workplace and secure all your documents in a centralized location. Its features like Windows Explorer-type drag-and-drop interface, MS Office integration and intuitive design makes it easier for you to incorporate Docsvault in your day to day work.

Why choose Docsvault?

Docsvault is designed with the everyday user in mind. It shines through with its simple functionality, incredible affordability, and unique features.

With Docsvault you can :

- Centralize your documents and digital files for easy access

- Secure your documents through controlled user access

- Comply with various regulations and retention policies

- Convert all your paper files into digital searchable PDFs

- Find documents and information instantly

- Improve document workflow throughout local and remote offices

- Increase efficiency and reduce costs

Docsvault's Top 10 Power Features

- **Easy document capture, profiling and management**
  Scan, import or capture paper and electronic documents, store them in predefined or customized folders and give them tags for easy retrieval and management

- **Fine-grained security**
  Apply security settings such as system-level rights, 'Ownership Overrides' and prevent unauthorized export of information from the system

- **Integrated scanning, OCR and searchable PDF**
  Scan paper documents and convert them to fully searchable PDF documents with OCR add-on

- **MS Office Integration**
  Edit documents from MS Office applications and save all important communication via Outlook for future reference and e-discovery

- **Windows Explorer Integration**
  Get instant access to Docsvault directly from any Windows desktop application that uses 'File > Open/Save' dialog

- **Watch folders / Collect folders**
  Automatically import documents from watch folders / local collect folder into Docsvault

- **Version control**
  Retain unlimited versions of documents and roll back to older version. Avoid loss of time and information resulting from multiple users over-writing each other's version

- **Audit trail**
  Track activities and query audit logs using time, user or location criteria and keep tabs on all activities and changes

- **Workflow management and email alerts**
  Route and forward documents and receive notifications to track their progress. Subscribe to email alerts for any folder activity

- **Inbuilt PDF editor**
  Manipulate PDF documents by merging/splitting documents, adding/deleting text and images or add highlights, notes and custom stamps

Who is using Docsvault?

It's simple interface approach and high flexibility allows businesses of any type to customize Docsvault to their own needs. This is why Docsvault is being succesfully used across many industries, including:
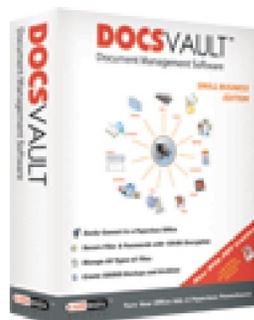
- Accounting/Banking/Finance
- Insurance
- Healthcare services
- IT field
- Educational institutions
- Manufacturing
- Government agencies
- Hospitality and recreation
- Advertising/Marketing/Retail
- Real estate/Construction
- Consultancy services & small businesses

Considering its more-than-friendly price, Docsvault is an enticing package for those looking for a program that can manage, back up, archive, and scan in data, plus manage your tasks. Docsvault's data-management tools don't require a steep learning curve to use or spending a fortune to acquire.

Blaine Flamig | Computer Power User

Why we have the 'Edge'?

Simple interface, incredible affordability and excellent customer support give Docsvault an edge over all its competitors.

We are ECO-FRIENDLY

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