



Document Management

...Simplified

Better document management and control

Your organization needs better management of, control of and access to its critical information. Documents and other content is the lifeblood of every enterprise, from contracts to invoices, policy documents to employee records and any other type of file. Doccept is the solution to that need.

As organizations have transitioned from file cabinets full of paper to the same file cabinets full of documents living on servers or individual desktops, the need for a simple to use document management system has only increased. The file you need is on someone else's desktop, the e-mail requesting payment approval didn't make it to the approver, the contract is due for renewal but no one is sure which is the most recent version.

Doccept gives your team a simple to use, easy to navigate document management tool to track, manage and approve the documents that make your business run.

The Promise of Paperless

A paperless organization is about more than just moving things from file cabinets to file servers. It's about business processes, approvals, tracking the most important part of your business...information. Doccept helps you to organize your information and workflow in a way that makes the move to a more paperless organization seamless.



Why Doccept?

Doccept is a Document Management System that's easy to use, simple to implement and requires little training, all the while offering robust functionality to make your document management process more powerful for your organization.





Doccept Solution Benefits

- Reduced Storage
- Increased Control of Information
- Flexible Retrieval Options
- Improved Security
- Disaster Recovery
- Digital Archiving
- Improved Regulatory Compliance
- Improved Operations/Workflow
- Improved Customer Service & Satisfaction
- Improved Productivity
- Mobile Compatible






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Doccept Features







General

	Web Enabled	Users can access their documents from anywhere
	Familiar Interface	Familiar Outlook and Windows Explorer style interface
	Low Initial Costs	Simple Installation steps, highly configurable, and minimal training requirements all result in reduced setup costs.
	User Quota	Administrative options to limit space usage on the server per user.






Integrations

	MS Office Integration	Plugins for MS office products such as Word, Outlook etc., will allow the end user to directly save the file or move a specific mail into Doccept directly.
	Open Office Integration	Prefer an open source office productivity suite? Doccept also supports Open Office.
	API Integration	Well Documented API to integrate with any external software
	Single Sign-On	Integrate with LDAP/Active Directory and use your existing password
	Scanner Integration	Scan documents directly into Doccept using any TWAIN compatible scanner




Collaboration

	Dashboard	View current activity and quickly access your latest work
	Workflow Management	Event-driven workflows for review and approval mechanisms
	Templates	Quickly create documents using pre-defined templates
	Tag Emails	Integrate with LDAP/Active Directory and use your existing password
	Email Archiving	Configure any POP3 or IMAP mail server account, pull the emails from the server, and archive them in Doccept
	Auto Folder Structure	Quickly create pre-defined folder structures including rules and alerts











Search and Tagging

	Full Text Search	Search for content located within a document
	Custom Meta Data	Create your own fields to tag relevant information about the document
	Reports	An excellent collection of reports available by default.
	OCR	Ability to extract text from image and PDF files
	View/Edit OCR Text	An inbuilt OCR engine that can extract text from image files such as GIF, TIFF, PNG, etc. with the ability to edit/correct extracted text.








Alerts and Notifications

	Task reminders	Setup recurring alerts at predefined intervals for specific tasks
	Auditing	Configure Physical audits of documents while capturing the Auditor and physical custodian details.
	Snooze	Suspend notifications by a specific number of days or till a specific date.

Document Handling

	Document Upload	Upload a single document via a file upload, or drag-n-drop multiple files to Doccept Window. Automatically extract files and folders from uploaded zip files.
	File and Folder Download	Download files or folders individually or as a compressed zip file
	Mass Check-In	Upload all of your checked out files in one simple step
	Document Version Control	Easy version management. Restore a previous version with one-click
	Subscriptions	Subscribe to documents to receive notifications on changes
	Create Link Feature	Eliminate duplicates and provide the ability to access related documents by creating shortcut links.
	Document Preview	Preview up to 100 different formats of files directly within Doccept including PDF, MS/ Open Office files, all image/ audio/ video files, tiff files, etc.
	AutoCAD Preview	Preview AutoCAD documents directly within Doccept without installing expensive software
	Tagging	Tag documents with keywords for easy search and retrieval
	Commenting	Add custom notes to files and folders

Security

	Audit Trail	Track every activity including view, update, login, etc.
	Custom Profiles	Create custom profiles for users as per the business needs of the organization.
	Access Permissions	Define permissions at organization, role, and user levels
	Lock/Unlock Documents	Prevent modifications to documents by locking it.
	Document Expiration	Automatically delete documents as per your retention policy
	Secure Trash	Never lose a document because of accidental or intentional deletion of documents. All deleted documents are moved to a secure trash folder.
	Antivirus Integration	Automatically scan uploaded documents for viruses



Doccept fits your business

Doccept is as easy to acquire as it is to use. We have deployment models to fit every business need:

On Premise: Doccept deployed in your IT environment on a per named user license basis

Third Party Hosted: Doccept deployed on your existing cloud server environment

SaaS: A fully hosted and managed solution



We are a fast growing full service Information Technology services provider with a deep knowledge of business functions in a variety of industries. This enables us to deliver innovative technology based solutions to meet our clients business needs.

Founded in 2006 and now with over 400 team members, we maintain our start-up attitude of being flexible and responsive. Our approach is entrepreneurial and decentralized allowing us to respond very quickly to market changes and client requests.

At Kensium, every individual is empowered to make a difference. We believe in our people and encourage different insights on the projects that we execute. We meet client challenges by having the best people and processes in place to consistently deliver services and solutions on time and on budget, across technologies and industries.

KENSIUM SOLUTIONS Your tech team. On demand.

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