doccept
Integrated Document Management

Doccept is a multi-user document management software that allows businesses to become better organized, more se doccept cure, and decidedly more efficient

Doccept is deployed as an on-site solution, ensuring that you are in total control of your business critical documents within your office. Doccept DMS comes in three versions. Each version allows you to deploy the solution across your entire organization. The only difference between these three versions is the availability of exclusive features which can be chosen based on your Organization's requirements.

Features	Description	Basic	Professional	Enterprise
General				
Web Enabled	Users can access their documents from anywhere	✓	✓	✓
Low Initial Costs	Install Doccept Server on a Linux or Windows Environment	✓	✓	✓
Custom Profiles	Control every function and feature via Profiles	✓	✓	✓
Access Permissions	Define permissions at organization, role, and user levels	✓	✓	✓
Familiar Interface	Familiar Outlook and Windows Explorer style interface	✓	✓	✓
Dashboard	View current activity and quickly access your latest work	✓	✓	✓
Audit Trail	Track every activity including view, update, login, etc.	✓	✓	✓
Localization	Doccept supports 110 different languages and user can choose any one	✓	✓	✓
Document Management				
Document Upload	Upload a single document, or mass upload documents	✓	✓	✓
File and Folder Download	Download specific files, or entire folders	✓	✓	✓
Lock/Unlock Documents	Prevent modifications to documents by locking them	✓	✓	✓
Subscription	Subscribe to documents to receive notifications on changes	✗	✓	✓
Templates	Quickly create documents using pre-defined templates	✗	✓	✓
Secure Trash	Never lose a document	✓	✓	✓
Email Archiving	Connect, archive and organize emails within Doccept	✗	✓	✓
Full Text Search	Search for content located within a document	✓	✓	✓
Workflow Management	Event-driven workflows for review and approval mechanisms	✗	✓	✓
Reports	Custom reports as per business requirements	✓	✓	✓
Mass Check-In	Check-in multiple documents at once and let Doccept figure out where they go	✗	✗	✓
Anti Virus Integration	Automatically scan uploaded documents for viruses	✓	✓	✓
Document Preview	View popular document types directly within Doccept	✓	✓	✓
Autocad Preview	Preview Autocad documents internally in Doccept	✗	✗	✓
Document Expiration	Automatically delete documents as per your retention policy	✗	✗	✓
Apply Folder Structure	Quickly create pre-defined folder structures including rules and alerts	✓	✓	✓
Create Link Feature	Eliminate multiple copies of documents via shortcuts within Doccept	✓	✓	✓
Document Version Control	Easy version management. Restore previous version with one-click	✓	✓	✓
Scanner Integration	Scan documents directly into Doccept using any TWAIN compatible scanner	✗	✓	✓
Keyboard Shortcuts	Fast operations via Keyboard Shortcuts for commonly used functions	✓	✓	✓
User Quota	Set limits on storage usage at user level	✓	✓	✓
Tag Emails	Intelligent sorting of emails based on email address, subject or content	✗	✓	✓
Custom Meta Data	Create your own fields to tag relevant information about the document	✗	✗	✓
OCR	Ability to extract text from image and PDF files	✗	✗	✓
Zonal OCR	Perform OCR on specific sections or "zones" within your documents	✗	✗	✓
View/Edit OCR Text	View and Edit/Correct extracted OCR	✗	✗	✓
Integrations				
MS Office Integration	Integration with MS-Office Suite	✗	✗	✓
Open Office Integration	Integration with Open Office Suite	✗	✗	✓
API Integration	Well Documented API to integrate with any system	✗	✗	✓
Single Sign-On	No need to remember another password. Integrate with LDAP/Active Directory	✗	✗	✓
Scanner Integration	Scan documents directly into Doccept using any TWAIN compatible scanner	✓	✓	✓
Bulk Scanning	Scan multiple documents at once and upload them instantly in Doccept	✓	✓	✓
Alerts				
Snooze	Suspend Alerts for a specified time periods	✓	✓	✓
Auditing	Define your own schedule for Auditing documents	✓	✓	✓
Task Reminders	Setup recurring alerts at predefined intervals for specific tasks	✓	✓	✓