Document Management

VERSION CONTROL

ACCESS & PERMISSIONS

DOCUMENT WORKFLOW

POWERFUL SEARCH

COLLABORATION

DOCUFY
DOCUMENT SOLUTIONS

True Document Management

A Document Management System is the use of software and systems to manage, store, track, and file electronic documents and images of paper-based information captured through scanning. It is a solution for many companies which allows them to manage and organise business-critical information in a simple, cloud-friendly way to drive business efficiencies on what can often be cumbersome administrative tasks.

Central Repository

Whether it is a legal document on employment contract, our document management software you can store and search all business documents from one central location

Reduced Costs

In this digital age people are signing documents digitally with less reliance on physical storage rooms for documents and files. This can significantly reduce costs as there is less paper and storage requirements.

Easy Information Access

Document management systems provide a central location for all files, documents, web links, and other rich media. This makes it extremely easy for team members, regardless of their location to access information from any device and any location.

Increased Efficiency

Our software offers workflows to ensure efficient movement of documents to speed up business processes and enhance productivity.

Data Security

Features like document access control, document tracking, password protection, version control, real-time collaboration, real-time notifications ensure your data is backed up and protected from viruses.

Collaborative

The ease of sharing documents and multiple people being able to work on one document concurrently enhances collaboration and drives competitive advantage.

The Document Challenge

The amount of documents running through every part of your business can be overwhelming. To add to that, every employee has a different way to store and file these documents which are exposed to security risks or lost if they depart.

Easy implementation of Docufy's solution with streamlined workflows built in to automate the flow of important documents in a safe and secure way.

"Ever since the world has been forced to adapt to new working environments, the Document Management solution has enabled our staff to work effectively and efficiently, even from home"

KEY FEATURES

True Version Control
Always find the latest version

Access & Permissions
Restrict access & functionality
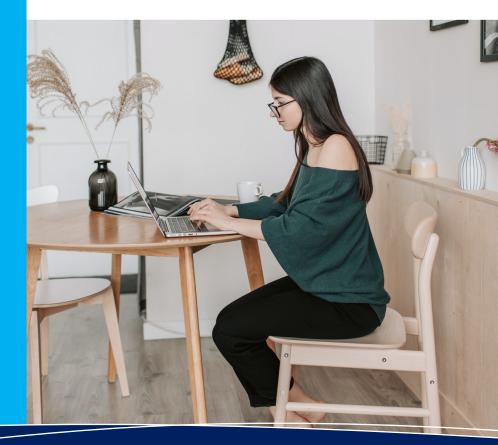
Any File Format
Manage any file format

Cloud Enabled
Work from home or anywhere

Notifications
Right Person – Right Time

Workflow
Business process Workflow

Any Device
Desktop, Web, Mobile

Scalable
Manageable Growth

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