



ORGANIZE YOUR LIFE WITH DOCUMENT MANAGEMENT SOFTWARE

Over the years, it becomes quite a tedious job to rummage as well as sort through your files. This has led to an increasing demand for document management software. It is now a whole lot easier to organize your paper documents from paper format into digital archives.

1. Itaz doQuments

Itaz doQuments document management software is a document management application that can help you create a more centralized, searchable database for all your electronic documents. Saved scanned documents must be in PDF, TIFF or PEG file formats so that the document management software can process them. For easy reference, you can put additional indexing information to your electronic documents so that you will use these information to quickly find as well as group your documents based on whichever criteria that you can come up with.

The document management software is available in three editions: from the Standard edition to the Professional edition to the Enterprise edition. You can choose from these three editions the type of doQuments document management software that can cater to your needs and lifestyle. Each edition of this document management software is specially designed for:

- Individuals
- Small businesses
- Large organizations

Starting from this document management software's Standard Edition, this edition of the doQuments document management software application is especially designed for the home as well as for the use of small offices. It is the easiest one to use out of the three and provides an effective solution in the managing not only of paper but as well as electronic documents.

One of its key features is its ability to provide the multi-user environment - users from multiple computers can have access to the doQuments document management software simultaneously. As for being economical, this document management software is fairly easy to upgrade once you start thinking of getting the doQuments' Professional or Enterprise document management software editions.

2. Advanced Features

Paramaterized search results ensures you can easily locate the documents that you need in just one mouse click. DoQuments is ideal for companies with large intranet or internet sites as it is possible to integrate them easily.

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