

C Digital Docpoint Document Management

EASY | INNOVATIVE | AFFORDABLE

Manage your corporate documents efficiently and provide easy access to all users. Docpoint is the ideal solution for scanned or paper documentation

Docpoint can handle scanned documents but is equally at home with all document types.

Some of Docpoint's features include:

- Docpoint can handle all file types on your desktop
- Does not need special client software
- Works equally well as an Intranet or Internet application
- Provides secure access by user and group
- Administrator defined restrictions within a group
- User defined index fields for each group
- Full text search
- Version control
- Support for mobile & tablet devices

Docpoint provides an immediate return on your investment through;

- Reduced auditing costs
- Saving on valuable office space for filing
- Reduced time spent searching for files
- Files cannot be lost or stolen
- Docpoint solves your paper management problems
- Docpoint can be customised to suit your requirements

Ref ID	Name	Date	Doc Type	Comments
10951	Action	1/10/2009	Invoice	
12883				
3251				
8025-70819				
8122-27638_0610200907365600				
ABC	ABC SUPPLIES	09/2000		
ABC111	Company Overview	10/9/2007	Brochure	
ABC123	Docpoint	10/9/2009	Brochure	
ABC123	Services	10/9/2007	Brochure	
ABC234	Approve	10/9/2007	Brochure	
CDIG	C DIGITAL	AUG 2005	EXCEL WORKSHEET	
CHQ	CHEQUE IMAGE	03/1996		
CLB	CDIGITAL		BROCHURE	PDF OF WORD DOCUMENT
CLB123	CDIGITAL		BROCHURE	WORD DOCUMENT
EAST	EASTERN ENERGY	01/2000		



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Docpoint is suitable for many applications.

Some of these include:

Accounting records.

All organisations are required to keep their tax records for at least 5 years. Docpoint is fully compliant with the Australian Tax Office guidelines for a record-keeping system.

Proof of Delivery.

Docpoint could provide you with a fast and easy method to retrieve delivery dockets and shipping manifests.

Application forms,

Contracts, agreements, credit approvals and all types of important legal documents.

Personnel and superannuation

Files must be kept for long periods of time and may require constant access or retrieval.

Docpoint save both time and money

Some of the reasons why your organisation should take advantage of the Docpoint system

Minimal capital outlay. C Digital offers a turnkey package which includes all hardware and software. We offer low cost, no-hassle rental plans that allow you to reap the benefits of using this system today.

No maintenance required. We remove the management headaches that are associated with the maintenance of computer hardware and software as maintenance is fully covered in your rental agreement.

Access by remote users. Docpoint provides your organisation with the ability to share documents with remote offices. Regional offices, interstate or overseas, can have easy access to their files.

Secured access. Docpoint ensures that access is only permitted via the use of authorised user logins and Docpoint can be configured to allow authorised users to only see certain documents.

Fast and affordable setup. Be image-enabled in less than a day. Because there is no specialised equipment or software, your organisation becomes productive almost immediately.

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