

01 Docs

# 01 Docs

Step into a  
Smarter, Paperless Workspace



# The Content

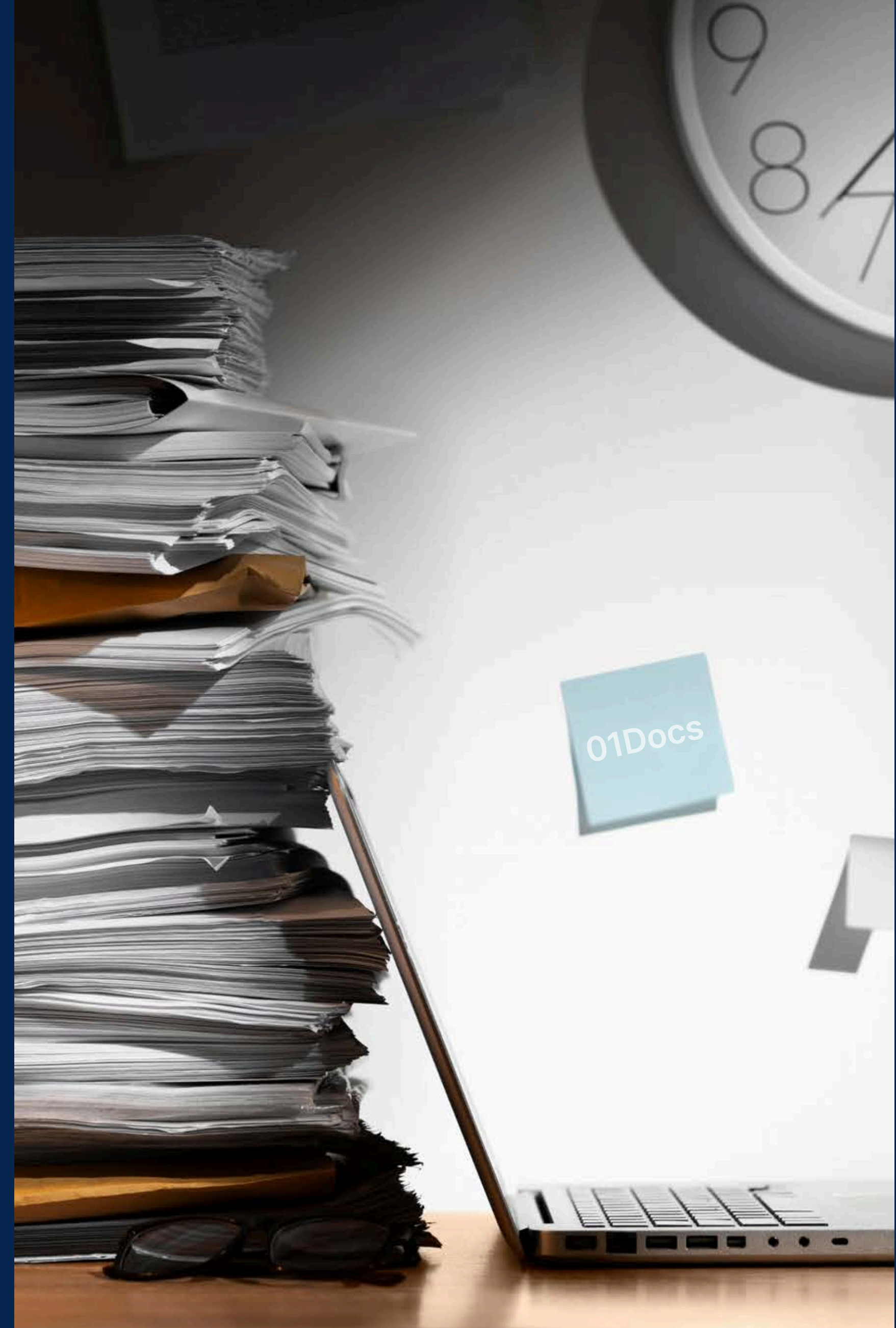
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# Your Ultimate Document Management Solution

**01Docs** is a **transformative** Document Management System (DMS) built to empower businesses by simplifying the complexities of document handling. With a focus on automation, security, and user-friendliness, 01Docs transforms the way organizations store, manage, and access their documents.

By automating repetitive tasks like document filing, tracking, and approvals, 01Docs minimizes administrative overhead, reduces operational costs, and accelerates business processes. The cloud-based architecture ensures secure, real-time access to documents from anywhere, enabling remote work and fostering collaboration across teams. Its robust features like advanced search, OCR, and compliance-ready tools make it a must-have for businesses striving to modernize and scale.



# Why Choose 01Docs?



## 1 Unmatched Efficiency

Automate routine document management tasks, saving time and reducing errors.

## 2 Advanced Security

Protect sensitive data with features like **Multi-Factor Authentication (MFA)**, **OAuth**, and SSL encryption.

## 3 Compliance Support

Fully supports regulatory standards like **HIPAA** and **GDPR**, ensuring peace of mind for enterprises handling sensitive data.

## 4 Global Access

Work securely from anywhere with cloud-based architecture and mobile-friendly design.

## 5 Scalability for All

Subscription plans cater to businesses of all sizes, from startups to large enterprises.

## 6 Sustainability

Transition to a paperless office to cut costs and support environmental goals.

# Transform Your Document Management with 01Docs



Bulk File Upload



Seamless Scanner Integration



Anywhere, Anytime Secure Access



Mobile-Friendly Design



Powerful Search Options



Email-Based Document Import



Audit Trails and Version Control



Advanced Workflows and Approvals



Portfolio Management



OCR with Multilingual Support



File Archival



Team Collaboration



Technical Excellence

# A Smarter Way to Work with Your Documents

## Anywhere, Anytime Secure Access

01Docs prioritizes flexibility and security, allowing users to access documents wherever and whenever they need them:

- ! **SSL encryption** ensures that data remains secure during transmission, protecting against cyber threats.
- ! **Multi-Factor Authentication (MFA)** and **OAuth** provide an additional layer of security, ensuring that only authorized personnel can access sensitive information.
- ! Whether on a desktop, laptop, or mobile device, 01Docs offers a consistent and secure user experience.



## Bulk File Upload

Simplify document uploads with intuitive drag-and-drop functionality:

- ! Upload multiple files at once, eliminating the need for tedious manual selection.
- ! Assign custom tags or labels based on criteria like project names, document types, or client IDs, ensuring seamless organization and retrieval.
- ! Powerful filtering tools allow users to quickly locate files based on their assigned tags, improving efficiency and reducing search times.

## Seamless Scanner Integration

01Docs integrates directly with scanners that support **FTP/SFTP functionality**, making the digitization of physical documents effortless:

- ! Scanners automatically transfer digitized documents to 01Docs via secure FTP/SFTP protocols, ensuring reliability and speed.
- ! Uploaded files are instantly indexed, enabling advanced search and retrieval functionalities.
- ! This integration reduces manual intervention, minimizes errors, and enhances the overall efficiency of the document management process.
- ! Compatibility with a wide range of scanners ensures flexibility, making it easy to incorporate into your existing infrastructure.

## Mobile-Friendly Design

Stay connected and productive with 01Docs' mobile-responsive web application:

- Fully optimized for smartphones and tablets, ensuring seamless access on the go.
- A standalone mobile application enhances user experience by providing core functionalities like file uploads, approvals, and search capabilities directly from your device.
- Whether you are working remotely or on the move, 01Docs ensures that your critical documents are always at your fingertips.

## Powerful Search Options

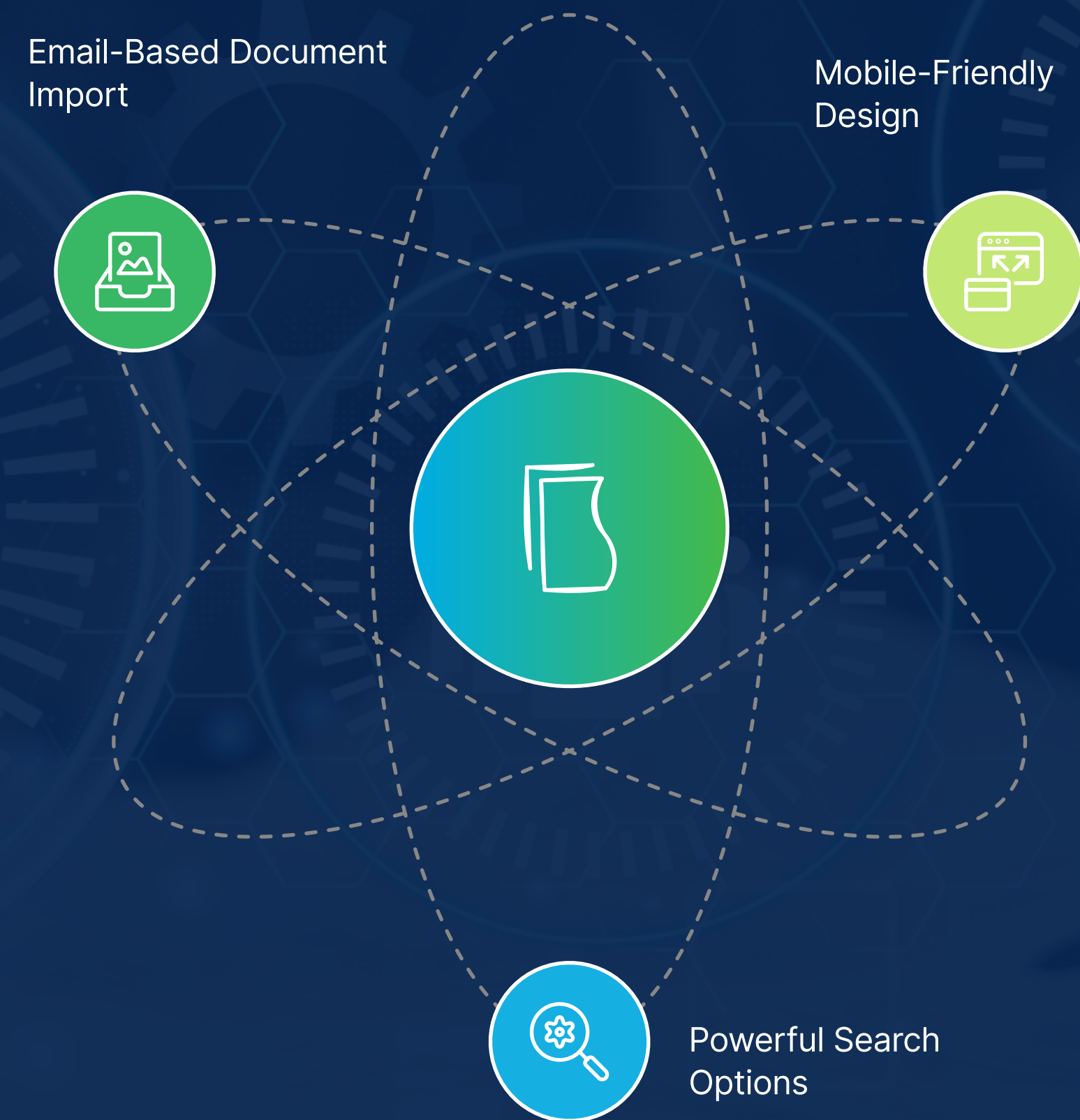
Find documents faster with 01Docs' advanced search capabilities:

- **Full-text Search:** Locate documents using keywords within their content, even in scanned files processed through OCR.
- **Metadata Search:** Retrieve files using assigned tags, labels, or other metadata fields for precise results.
- **Multilingual Support:** Advanced search includes **Arabic-to-English translation**, enabling efficient retrieval in multilingual environments.

## Email-Based Document Import

01Docs streamlines workflows by enabling document import via email:

- Users can send emails with attachments directly to the DMS, where they are automatically indexed and stored.
- Perfect for teams managing incoming documents, invoices, or contracts via email.
- Available exclusively on AWS-hosted instances, ensuring scalability and reliability for this feature.





## Audit Trails and Version Control

Enhance transparency and accountability with comprehensive tracking tools:

- **Audit Trails:** Track every action taken on a document, from creation to deletion, ensuring compliance and accountability.
- **Version Control:** Maintain a complete history of document changes, allowing users to revert to previous versions as needed.
- These features are especially valuable for regulated industries where compliance and documentation accuracy are critical.

## Advanced Workflows and Approvals

Automate and streamline document-related business processes with ease:

- Design workflows tailored to your organization's needs, complete with automated notifications and progress tracking.
- Assign tasks to team members and monitor approvals to ensure documents are reviewed and finalized on time.
- Workflow automation minimizes bottlenecks, enhances accountability, and ensures consistency across processes.

## Portfolio Management

01Docs introduces an innovative way to group and manage related documents:

- Link files from different folders into a single portfolio for easier access and organization.
- Add external weblinks to your portfolio for a comprehensive repository of related resources.
- Ideal for project-based management, allowing teams to consolidate documents and resources in one place.



## OCR with Multilingual Support

Efficiently digitize and retrieve documents using Optical Character Recognition (OCR):

- Convert scanned documents into searchable and editable text.
- Support for multiple languages, including Arabic, ensures global usability.
- Powered by **Apache Tikka**, this feature significantly improves document accessibility and retrieval speed.

## File Archival

Implement a structured approach to document lifecycle management:

- Archive inactive files that still need to be retained for compliance or record-keeping.
- Role-based access controls ensure that archived files are only accessible to authorized personnel.
- Simplifies compliance by providing an organized system for long-term document storage.

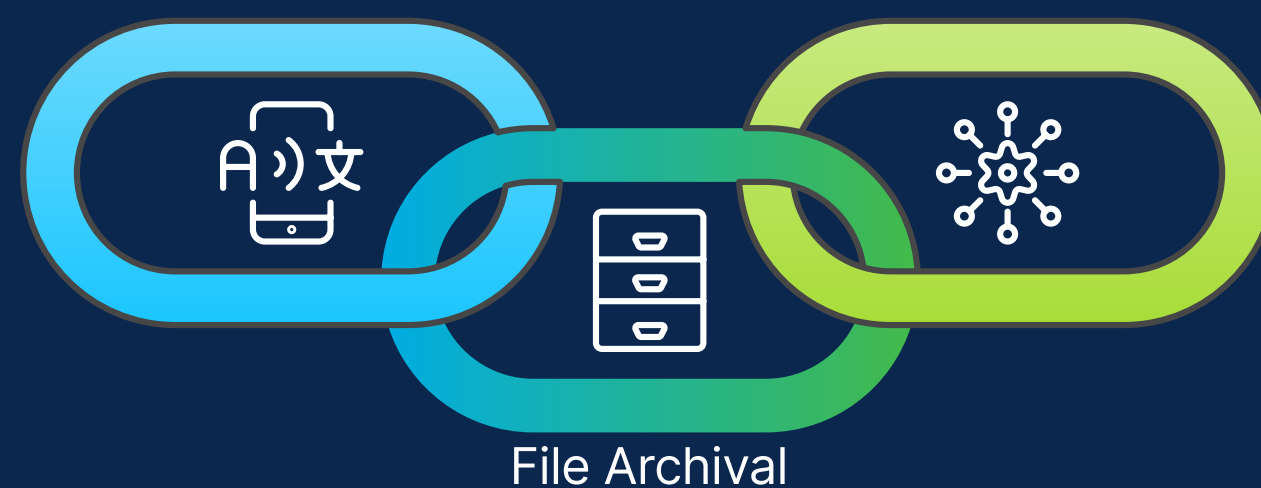
## Team Collaboration

Enable secure and efficient document sharing with three sharing options:

- 1. Private Sharing:** Restrict access to the uploader for maximum confidentiality.
- 2. Organizational Sharing:** Share documents within your organization with role-based permissions (read-only, edit, delete).
- 3. Public Sharing:** Share documents externally via secure URLs, with options to set expiry dates for access control.

OCR with Multilingual Support

Team Collaboration



## Technical Excellence

### Hosting

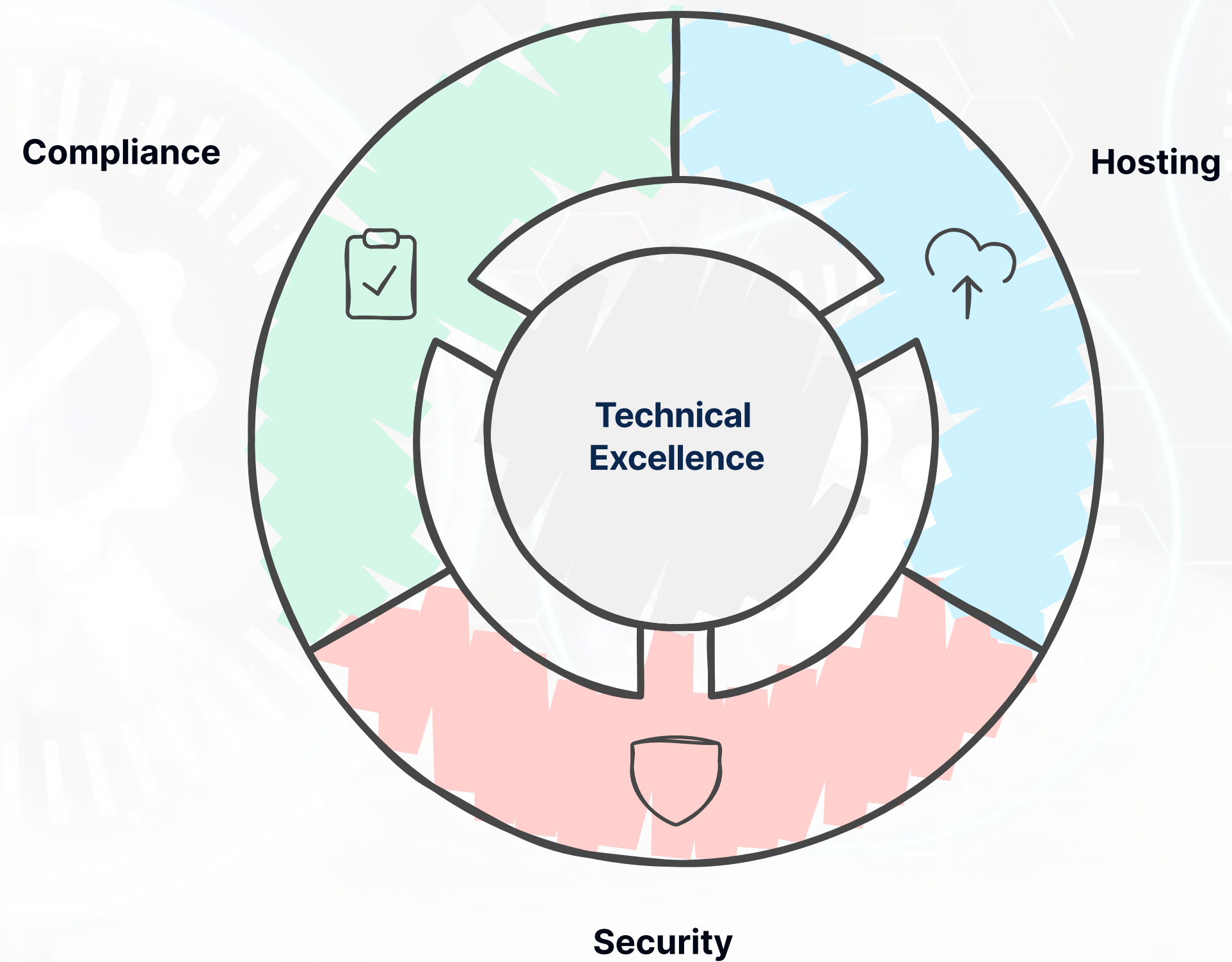
- Hosted on **AWS infrastructure**, ensuring scalability, reliability, and top-tier performance.
- The architecture leverages AWS services for seamless integration and rapid response times.

### Security

- **SSL Encryption:** Protects all data transmissions.
- **MFA and OAuth:** Strengthen access control and ensure only authorized users can log in.
- **Automated Backups:** Secure data recovery and disaster recovery measures.

### Compliance

- Fully compliant with **HIPAA, GDPR**, and other global regulatory standards.
- Audit trails, version control, and robust data protection features ensure adherence to compliance requirements.



# Subscription Plans

01Docs offers flexible subscription plans designed to cater to businesses of all sizes:

**LITE**  
**USD 57 / month\*** (up to 3 users)

Add up to 2 additional users  
@ USD 12 / user / month

- ✓ 150 GB storage
- ✓ Store up to 10,000 files
- ✓ 100 MB upload limit per file
- ✓ Bulk upload up to 10 files at once
- ✓ Search with keywords and file content
- ✓ Advanced filters
- ✓ Predefined user roles and permissions
- ✓ Email / chat support

**Add-on module**

**Import from Scanner**  
@ USD 33 / month  
(FTP / SFTP enabled scanners only)

**PRO**  
**USD 145 / month\*** (up to 5 users)

Add up to 7 additional users  
@ USD 20 / user / month

- 500 GB storage
- Unlimited file count
- 1 GB upload limit per file
- Bulk upload up to 50 files at once

Everything in the **Lite Plan +**

- ✓ OCR content extractions
- ✓ Saved filters
- ✓ Granular user roles and permissions
- ✓ Approval workflows
- ✓ Import from scanner
- ✓ Restore files from older versions
- ✓ Set expiry for permissions
- ✓ Allow public access for files and portfolios
- ✓ Create groups with up to 10 users
- ✓ Create guest users
- ✓ Recover deleted files within 30 days
- ✓ Online support
- ✓ Dedicated onboarding - Online assistance
- ✓ Priority support response within 12 hours

## Both plans include

- ✓ Folder management
- ✓ Profile management
- ✓ Dashboard
- ✓ Notifications
- ✓ File & Portfolio management
- ✓ Ownership transfer
- ✓ File encryption at storage

**10% discount is available for annual billing.**

**\*This pricing is valid until 31st March 2025.  
Taxes will be added, if applicable.**

# Take the Leap to Smarter **Document** **Management**

**01Docs** is your trusted partner in transforming document management into a seamless, efficient, and secure process. Whether you are a startup or an enterprise, 01Docs adapts to your needs, ensuring productivity and compliance at every step.



# Contact Us Today

📍 CODEPOINT Softwares Pvt. Ltd.  
St.Mary's Tower, 2nd & 3rd Floor,  
Opp. Naval Quarters, S.A Road,  
Elamkulam, Cochin - 682020

☎ Tel. +91 484 2206115,  
+91 484 4039336

📱 Mobile: +91 944 777 6336

✉ Email: [info@codepoints.in](mailto:info@codepoints.in)