SOHODOX

Organize
More Effectively

It's pretty easy for your files and documents to vanish and hide behind folders. This is where Sohodox come in. The ease of finding all your documents at one place, a quick and powerful search option, folder hierarchy, tagging options and document previews are some of the many features of Sohodox which help you stay organized.

Improve Efficiency

A customer calls and asks you about a certain document and you just can't find it through the scores of documents piled up in a folder. Does this sound familiar? Then Sohodox is just the thing for you! Manage your productivity efficiently with the help of Sohodox features which enable you to create specific queries, scan documents efficiently, access them easily through a drive icon and view them on the in-built document viewer.

Supports all documents

Be it any file on your computer or an email from Outlook, you can just drag and drop them into SOHODOX without worrying about compatibility.

Central Repository

Ah! The ease of finding everything at one place! SOHODOX stores your documents at a central location which is easy to backup.

Document Type

Store your documents with something to remember them by. Document types feature helps you specify indexing information to be stored with each document.

Folders and Tags

Bag and tag your documents with the folders and tags features. You can arrange your documents in folders or add text tags.

Quick Search

The top right corner is your destination for searching through SOHODOX. All you need to do is type and hit enter and Sohodox will fetch the document for you.

Dropbox Integration

Sohodox provides anytime-anywhere access with Dropbox integration. The Dropbox integration brings cross-platform document sharing and auto sync which ensures that you have the latest copy of every document.

Thumbnails

With SOHODOX's Thumbnail preview, you can be sure of what you are opening and save time by avoiding unnecessary documents.

Full Text Search

This unique feature extracts text from image files, emails, word files, web pages, excel files and power point files using in-built OCR so that documents containing these texts are found easily.

Highly Secure

We understand that when you trust a software with your confidential data, security would be a concern and so it is our top most priority. From user authentication to easy backup and restore, Sohodox has been designed with security features which will ensure you have a good night's sleep.

| User Authentication | Public/Private Folders | Open Design | Backup and Restore Utility |

SOHODOX

Work Smarter

You always have the option of working hard or working smart. Sohodox is for those who choose the latter. It offers you on the go connectively with Dropbox integration, multi-user security, automatic e-mail and attachment storage option and a mobile app which ensures you stay updated on the fly.

Link between documents

Losing track of related documents won't be a problem for you as the Link between documents feature helps you create multiple links between documents. E.g. you can link an invoice to a check or a letter to its reply.

Import Scanned Images

Not everyone's scanner is TWAIN compliant; hence this feature is really valuable. You can import pre-scanned documents into the Sohodox Scan Window with the help of this feature.

Multi-user

Sohodox supports multi-user environment with each user accessing documents from the same database. Private folders can be used by users to store confidential data.
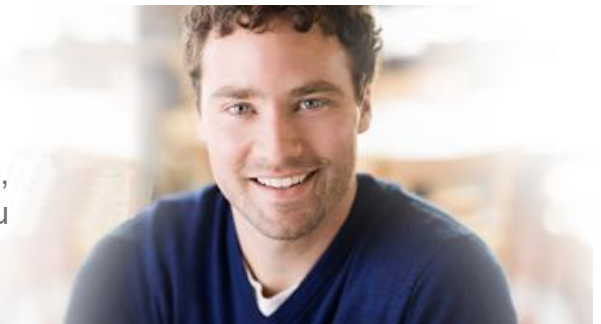
Capture Folders

You can use the Capture Folders feature to monitor folders on your machine and import into SOHODOX any files added to those folders. You can even specify indexing information to be automatically applied to any files being imported.

Virtual Printer

Use the SOHODOX Virtual Printer to print from any Windows application and have the printout added as a PDF file in SOHODOX. Great for quickly capturing and filing receipts for online transactions!

Email Capture

Sohodox offers you an option to archive your emails and related documents for one or more email accounts. It can also be configured to manage email attachments which are stored separately but share a common link.

Annotation

Don't let important documents go unnoticed. You can highlight or mark parts of a document, add notes, stamps or personalize it by assigning a signature to these documents with the help of the Annotation feature.

Economically - Smart Choice

Sohodox has always been priced economically so your small and medium sized business can access an affordable document management software. To top it off, you'll get the best customer support for any problems you face for free during the first year of purchase.

Cost-effective

Sohodox guarantees you great value for money. The software has been priced economically and more the licenses you buy, the lower the price you pay per license.

Free 1-Year Support

Sohodox is extremely easy to use and you'll be a pro within a few days. But, in case you have any issues, you have our email support team waiting to help you out without charging you a dime during the first year of purchase.

Free Upgrades for One Year

One of the best things about grabbing a Sohodox license is that you get a free upgrade for all minor and major updates released within a span of one year from the purchase date.

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