

DocuWare is a proven enterprise content management system. Paired with the StapleWare® Double Check module, it makes preventing duplicate entries easy and fast.

Check for Duplicates in DocuWare

Prevent duplicate documents from making their way into your DocuWare file cabinet during import or while making index field changes.

Customize Your Duplicate Prevention

Select which field or fields you want to check for duplicate values. For accounts payable, users can select Invoice Number and Vendor Name to prevent duplicate invoices and clear up any accounting issues before they begin.

For example: The Accounts Payable department wants every document to be stored with unique Invoice Numbers.

Create Custom Error Messages

For every Double Check job, you can create a specific message that pops up in DocuWare to instruct users how to proceed with duplicate errors.



Benefits

- Prevents duplicates on storage
- Custom Error Messages
- Validate against one or more fields
- Reduces time resolving duplicate entries
- DocuWare Cloud Compatible

Applications

- Accounts Payable
- Human Resources
- Intelligent Indexing