

Inbox

The Doc.It® Inbox is your temporary digital storage location and routing utility for all printed or scanned PDFs. As documents of all types stream into your firm, the Doc.It Inbox collects and provides the temporary place to manage these documents before moving them forward to where they are needed.

Doc.It Inbox is used to route documents among staff, apply naming conventions when filing, and to insert all document types into other binder systems like fx Engagement and CaseWare. The Doc.It Inbox contains useful tools for quickly manipulating and assembling PDFs.

1. Collect and temporarily store all documents.
2. Apply naming conventions to each document.
3. Stage, mark-up, apply notes and combine.
4. Work on documents prior to routing to a co-worker, work area or the document's final destination.

