

digiDossier Lite – Product Features Overview

AI-Powered Document and Task Management for Modern Teams

Introduction

digiDossier Lite is a modern document management platform designed to help organizations store, organize, understand, and collaborate on documents more efficiently. The system provides a centralized workspace where teams can manage files, share documents, assign tasks, and gain insights using built-in artificial intelligence.

The platform focuses on simplifying how teams work with documents. Instead of navigating complex folder structures or manually reviewing long files, users can quickly locate documents, understand key information, and collaborate with others from a single workspace.

Document Management

digiDossier Lite connects with third-party integrations to access and manage documents within a unified workspace. Instead of storing files directly, the platform retrieves documents from connected services and allows users to organize, tag, and work with them through a single interface.

Users can search, filter, and sort documents to quickly find the information they need. Important files can be marked as favorites, and recently accessed documents are easily available for quick reference.

AI-Powered Document Insights

Artificial intelligence plays a key role in digiDossier Lite. The platform analyzes documents and helps users understand their content faster by extracting meaningful information and generating insights.

This allows teams to review large documents quickly, identify important information, and make decisions based on the most relevant content.

AI Document Summarization

digiDossier Lite can automatically generate summaries of documents. Instead of reading through lengthy files, users can quickly review summarized content that highlights the most important points.

This feature is especially useful for teams that handle contracts, reports, legal documents, or large sets of written material.

Moxie – AI Document Assistant

The platform includes an integrated AI assistant called Moxie. Users can interact with their documents through a chat-style interface and ask questions about document content.

Moxie helps retrieve information, summarize files, and provide insights instantly, making document exploration more interactive and efficient.

Secure Document Sharing

digiDossier Lite allows users to share documents with team members within the workspace. This enables collaboration while ensuring that documents remain organized and accessible to the right users.

Organizations maintain full visibility over shared documents and can control how files are accessed within the platform.

Assignment and Task Management

The system allows teams to create assignments related to documents and track task responsibilities. Documents can be attached to assignments so users have the necessary information when completing their work.

This helps teams organize responsibilities, monitor progress, and ensure that important tasks related to documents are completed on time.

Smart Search and Filtering

digiDossier Lite includes powerful search and filtering capabilities that allow users to quickly find documents across the workspace.

Users can locate files by searching keywords, applying tags, or filtering documents based on their properties, helping teams save time when working with large document libraries.

Third- Party Integrations

The platform supports integration with external services through third-party connections. This enables organizations to bring documents from other systems into the DigiDossier workspace while maintaining a centralized management environment.

These integrations allow businesses to connect digiDossier with their existing digital tools and workflows.

Dashboard and Workspace Overview

The digiDossier dashboard provides users with a clear overview of their document workspace. From this interface, users can access recent documents, monitor activity, and quickly navigate to key areas of the platform.

This central workspace makes it easier for teams to stay organized and manage document-related activities efficiently.

Conclusion

digiDossier Lite simplifies document management by combining intelligent organization, collaboration tools, assignment tracking, and AI-powered document insights into one platform. By transforming documents into searchable and interactive knowledge assets, the system helps teams work faster, stay organized, and make better decisions.