INFO ORGANISER

How to Care for Your Info

7 Simple Steps for Faster Business Filing

Get peace of mind from knowing that all HR docs are cared for in one safe and compliant place

Savvy HR & Payroll Filing Care

1. Create digital employee index structure within Info-Organiser

2. Scan hardcopy info to PDF. Drag and drop all digital files directly into Info-Organiser

3. Use predefined dropdown indexes to remove user error and capture all relevant file metadata such as Employee Number, Name, Document Type, Department, etc

4. Easily apply Workflow Rules and Precision Searching to retrieve, view, approve and use docs as needed

Add hotlink keys to Payroll software **5.** *optional

Include customised workflow approval processes linked to email alerts **6.** *optional

Create e-forms for standard employee docs to auto-capture doc data and complete indexes **7.** *optional