# INFO ORGANISER

## How to Care for Your Info

### 7 Simple Steps for Faster Business Filing

*Make your records management load as light as a feather*

**1.** Create records compliance and destruction rules within Info-Organiser

**2.** Scan any paper to pdf. Drag and drop all digital files into Info-Organiser

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

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

Add hotlink keys to CRM or Accounting software **5.** *optional

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

*Hardcopy records:* Use Info-Organiser to keep track of and manage stored paper records that are yet to be digitised **7.** *optional

**VERS Accredited Records Management Standards**