INFO ORGANISER

How to Care for Your Info

7 Simple Steps for Faster Business Filing

What if project paperwork was one less thing you had to manage…

1. Create Project file structure and categories within Info-Organiser

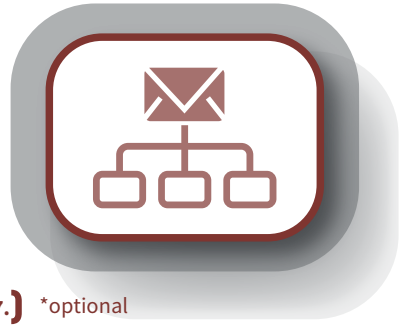
2. Scan hardcopy to pdf. Drag and drop all digital files into Info-Organiser

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

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

5. *optional Add hotlink keys to Project Management or Case Management software

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



7. *optional Customise email filing linked to Project or Case number for drag and drop filing into Info-Organiser

Efficient Project and Case Management Organisation