

# Formfile Digital Office Archive

## Time to put the filing cabinet out to pasture.

No filing cabinets cluttering up your office floorspace, no need to waste time hunting through reams of paper to find that document. Formfile Digital Office Archive delivers document and workflow automation that is easy to implement, configure, use and modify. It's automation capabilities increase productivity, shorten cycle times, improve compliance and control critical corporate content. It's secure content repository centralises documents from nearly any source.



 **Formfile** Digital Office

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SOLUTIONS 

# Formfile Digital Office Archive.

What Formfile Digital Office can do for your business.



Formfile Digital Office Archive helps organisations become more efficient and more productive by automatically storing, indexing and filing documents in electronic format for easy retrieval.

All documents can be filed electronically: Word, Excel, PDF and Tiff, as well as paper documents that have been scanned.

## Capture and indexing

Documents are captured and indexed using defined values such as invoice and order numbers, even barcodes. Using the SuperText option means every word in a document can be indexed, so you don't need to put in extra identifiers.

## File retrieval

Finding the documents you're looking for is easy with normal Windows password security permissions. File retrieval is logical and intuitive. Users can drill down using the explorer view, through the simple hierarchy of repositories, filing cabinets and drawers, or with the use of powerful, built-in filters. Documents can be searched and accessed from within your applications.

## Compliance

Notes can be attached to help with tracking and compliance for audit purposes. Automatic user and time stamping keeps track of who has worked on a file, and when.

Visit the [formfile.com.au](http://formfile.com.au) for more information on Formfile Digital Office or call 1800 FORMFILE and discover how Formfile Digital Office Archive can increase efficiency, reduce costs and use less paper.

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