

## DOCUMENT MANAGEMENT an **essential** tool for business and for **GDPR** compliance

Filestream Limited, whose customers include some of the country's largest institutions and companies have developed a simplified version of its established Document Management program – File Stream. The new product, OfficioDM Pro, is aimed specifically at businesses and organisations who require a more straightforward yet still powerful and secure system where both paper and electronic files can be organised and stored. A decision to use OfficioDM pro will lead to much greater productivity and help with preparations for GDPR implementation.

### How OfficioDM Pro Document Management works

The **basic cycle** is...



#### IMPORT

Documents are either scanned via a local or multifunctional device into the system or imported and **encrypted** from Windows Explorer, Dropbox using the App etc.

#### INDEX

Documents are indexed to easily created virtual filing cabinets. A cabinet has a set of "fields" to simplify the filing process and to aid future searching. For example, a supplier invoice may be indexed using fields such as, Supplier Name / Invoice Number / Date.

#### SEARCH

Find documents later by searching an individual or combination of cabinet field values, by OCR content or by the automated system date entered.



**OFFICIOdm pro**

Get Organised.  
Simply.

Increase efficiency and productivity with Filestream's OfficioDM Pro Document Management system.

## Advantages:

- > Any document (scanned paper, pdf, tif, jpeg, Word docs, Excel files, emails etc.) can be found within seconds
- > Documents never get lost
- > Valuable space is created by getting rid of paperwork
- > Documents are backed up, providing an ideal disaster recovery policy
- > Documents are fully encrypted and password protected
- > Documents can only be viewed by authorised personnel
- > The system can be cloud based
- > Documents are easily indexed and searched for
- > **FREE** Android, Apple and MS apps available for working away from the office or on the move

## Costs

COST is often raised as the main objection to the uptake of Document Management software in the SME sector. Companies are understandably reluctant to spend large sums of money on software that they believe is non-essential. Filestream's OfficioDM pro overcomes this objection. A minimal support cost, starting at £200.00 for a three user system is all that's required.

We believe universal popularisation of Electronic Document Management will ultimately benefit everyone.

## Upgrade

OfficioDM and OfficioDM Pro are fully upgradeable to our enterprise version - File Stream if more advanced features such as workflow and audit trail are required in the future.

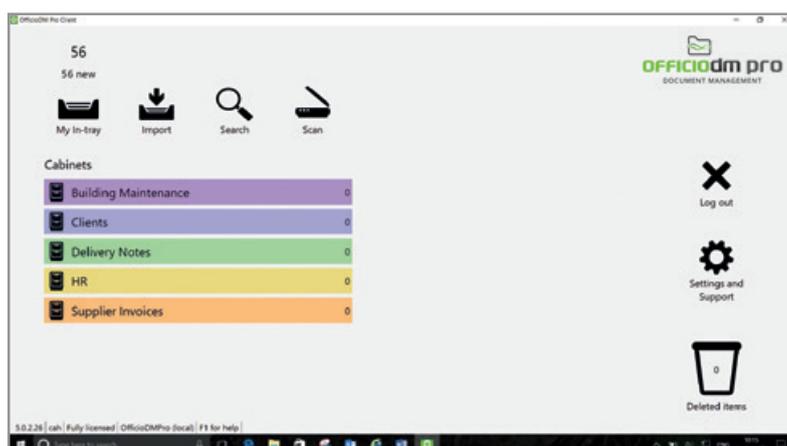
## Full information can be found on the OfficioDM website

- > A FREE single user version, OfficioDM , can be downloaded from our website. FREE upgrades ensure life time support. It can handle 10,000 documents and comes with 5 cabinets. OfficioDM requires a Windows PC and does not have scanning, OCR or mobile app functionality
- > Download the multiuser OfficioDM Pro
- > See sample cabinets
- > Video tutorials and screen shots
- > Full support pricing
- > Cloud solutions
- > App details etc.

## The home screen

This screen shot Shows 5 out of a possible 10 cabinets in use. Cabinets are conveniently colour coded to your choice and also detail the number of documents each contains. Importing, Searching or Scanning is simply a matter of selecting the function and then the cabinet.

Our experience has shown that such a simple and intuitive operation is exactly what new users of Document Management solutions are asking for.



### Clients using our enterprise product include:

