



Ecofiling

13 Reasons You'll Love Ecofiling

Ecofiling has been described as a file cabinet on the internet. But it's much more than that: Ecofiling lets you manage and share your files, create online workspaces for employees, enhance productivity and increase efficiencies. There are many reasons to make Ecofiling your file solution.

Here are a few:

“Allow clients to download specific files directly from your Ecofiling account without giving them access to everything”

Significantly Better Than A Server: Organize Company Information

Servers and c-drives are great for storing information, but they're terrible for sorting and finding it. How much time is wasted trawling through messy filing systems looking for just the right file? With Ecofiling, managing your files can be done quickly, without any hassle. With our intelligent and powerful search function, you'll have the file you need in seconds, without having to click through huge directories. Ecofiling is automatically backed-up, too.

It's A Web Page: Customized For Your Company

Ecofiling is essentially a web page especially designed for your company. We provide the framework, while you enter the content. The fact that it's an internet page will make your Ecofiling account seem like a natural extension of your company website. We understand how important it is to present a consistent corporate identity, so Ecofiling lets you personalize your account with a color scheme and add your company logo to keep your filing system looking professional.

Access Data Anywhere: Increase Remote Office Efficiency

Companies with remote offices always struggle with file sharing; important documents stored on the c: drive in New York are difficult for the people in the London office to access. Being web-based, people anywhere in the world can log in to your Ecofiling account and get the files they need. You can also let clients download files directly from your Ecofiling account without giving them access to everything.

“Ecofiling accounts are protected by the same technology used in Internet Banking”

It's Super Secure: Your Company Files Are Confidential

Obviously, it's important that your company data remains secure. Ecofiling accounts are protected by the same technology used in internet banking, which means only those who are authorized can get at it. Your account administrator can set passwords and privileges for added security. With Ecofiling easy access never means jeopardizing security.

No Training Required: Be Up And Running In Minutes

Let's be honest: most of us are too busy to learn new software and far too busy to be looking for files buried deep in the company server. You need things to work now, with no effort required. Ecofiling is designed so you won't need an instruction manual – ever. Even the most novice computer user will be mastering Ecofiling in minutes.

It Makes Following Up A Breeze: Better Productivity In The Office

Ecofiling handles training documents and company policy & procedure files with ease. If the Human Resources Manager needs to ensure all staff have read the new fire escape plan, she can ask for everyone to log in, read the document and click a box to say they've done just that. Then, the HR Manager can produce a report showing who hasn't yet completed the training module. No more chasing after people to make sure they're up to date.

"You won't need an instruction manual – ever"

"Ecofiling is web-based so you can access your files from anywhere in the world"

There's Nothing To Install: Focus On Productivity, Not I.T.

Ecofiling is 100% web-based: that means you can access your data immediately, anywhere in the world. There's no software to install so you save time and frustration not having to worry about upgrades, updates and patches. Ecofiling is web-based and stores all your company data in one central place; there's no chance different versions of the same document can be floating around the office.

Go Company Wide: Make The Entire Office More Productive

It's simple to give the whole company access to your Ecofiling account - it is perfect for companies with anything from three employees to three thousand. You only pay for the number of users you have, so you'll never be overcharged. You can upgrade, downgrade and cancel at anytime.

Decide Who Gets To See What: Company Information Stays Safe

Ecofiling isn't an information free-for-all. Ecofiling understands that some files just aren't supposed to be accessed by everyone within, or outside, the company. Administrators can determine which files certain employees can see. There are controls on who can add, edit, delete and share files so your company information remains secure.

"Ecofiling lets your staff stay connected"

Communication For One And All: Increase Collaboration

Ecofiling isn't just about file sharing; collaboration and communication are the features that really make it shine. Your Ecofiling account can include productivity features that help your staff stay connected: you can incorporate a news area, comments on files, a list of the most accessed files and even your company stock price. You can use as many or as few of the Ecofiling features as you want, but they're all there, ready and waiting.

Version Control Made Simple: Reduce Mistakes, Increase Accuracy

Do you want to update new versions of a file without having to overwrite older ones? No problem. Because Ecofiling uses a system called “versioning,” all versions of a document are kept in one convenient place, so you can go back and check over different versions if you need to. With version control your company can always have access to file history – perfect for auditing and follow-ups.

It's Easy Being Green: Reduce Your Impact On The Environment

“With Ecofiling you can have a truly paperless office”

In keeping with our name, we offset the carbon emissions of all Ecofiling accounts at no extra cost. That's our small commitment to helping the environment. Your Ecofiling account will allow you to have a truly paperless office – which means fewer trees are cut down and you'll save money on office supplies.

Designed To Grow: Control Expenses, Increase Profits

Worried about running out of room? Ecofiling can handle an almost unlimited amount of digital content. A normal filing cabinet or server would burst into confusion and disarray, but this is where Ecofiling stands alone: its unique filing and searching techniques make it easy to find the right document quickly no matter how many files and documents are stored.

Conclusion

It's time to use the power of Ecofiling in your business. Ecofiling makes it cost-effective and easy to:

- Start managing your files better to improve productivity.
- Cut costs across the organization.
- Increase information flow to generate new customers and revenue.

Ecofiling is software that your staff will actually want to use, which will increase motivation and productivity. There's nothing for your I.T. Department to configure and no training required.

Sign up now at www.ecofiling.com

About Ecofiling

Ecofiling is a secure, easy-to-use online file management and collaboration solution to enable people to work from anywhere, anytime. Ecofiling reduces travel costs, increases productivity and improves efficiency, accuracy and communication.