



Ecofiling

Keep your data in the right places

Don't put up with the mess any longer

“Easily retrieve information, be more productive”

The main purpose of any system of organization is to allow its users to easily retrieve information. Even with the most powerful search capabilities, users won't be able to find what they're looking for in a disorganized system.

So basically, the ease with which your colleagues are able to find documents and files on your company's Ecofiling website is dependent on how you have uploaded them. Thankfully, Ecofiling boasts myriad ways to organize files that you've uploaded.

Organizing files on Ecofiling starts with uploading them. Below are certain features you can use during the file uploading process to facilitate better sharing among your colleagues.

Categories

Before commencing the uploading of a file, you can specify which category you want it to be placed in. The uploaded file will then appear in that category making it easier for your colleagues to retrieve.

“Streamline the file sharing process”

Document numbers

You can also assign a document number to the file you intend to upload as a reference for your colleagues to track down.

Tags

Tags or keywords associated with your file can also be added, and using Ecofiling's powerful internal search engine, your colleagues will be able to find it in no time.

Descriptions

Sometimes, a filename may not adequately explain its contents, or two files might have identical filenames, making it hard for your colleagues to accurately identify them. To overcome this problem, you can add a short description of the file before uploading it.

Upload a file or files all at once

Save time and upload multiple files at once using Ecofiling's standard uploader, or just a single file using the simple uploader.

Private files

Ecofiling isn't only about organizing files you intend to share with everyone in your company. It also has an online private file storage feature which only you have access to and are able to dictate who else can access files within it, further streamlining the file sharing process and saving time.

Good organisation allows employees to more easily access and find particular company documents or files they're looking for increasing in individual productivity and saving time. Because of this, Ecofiling does make your business more efficient and productive overall.

Sign up now at www.ecofiling.com