



# Ecofiling

**Maximising the efficiency of  
your data filing**

Making your filing fool-proof

Most of the time, people from different departments within a company don't all use the same file. For example, an art director in the graphics department may need to go through draft and sketches from his artists, but a sales person in the accounts department just needs the finished piece to pitch and present to a client. Imagine how embarrassing and disastrous it would be if a sales pitch was done using an unpolished draft of a presentation or product.

With Ecofiling, it's all about efficient file finding and avoiding misunderstandings that may have very unfortunate consequences.

“Always have the latest version of a file, at your fingertips”

### Versioning

Ecofiling has a unique file versioning system that automatically directs you to the latest version of a file without having to wade through all the other previous versions. When you upload a file, it will always be displayed as the most current version of the file.

The system also allows employees to easily access older versions of files should they need to do so.

### Comments

Ecofiling offers a file comments feature which employees can use to not only clarify a version of a file, but also give a brief description of the changes that have been made to this latest version of the file - compared to the dated ones.

“Avoid confusion and clearly communicate messages”

### Messaging

To ensure that everyone within the company acquires the appropriate version of a file, every Ecofiling account has its own internal messaging feature which you can use to communicate with various departments when you've uploaded a new version of a file.

The larger the company, the more it isn't just about finding the type of file that you're looking for, but also the correct version of that file. Ecofiling has all the necessary tools to facilitate this process enabling your company to operate efficiently.

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