



Ecofiling

**The best way to improve your
company's productivity**

Good data filing means better results

“Time is money”

There are many people within the business community that swear by the saying “time is money”. Most businesses are in the interest of making money and time is deemed paramount. The stock market is perhaps the most accessible, albeit extreme, example of this assertion. There, large sums of money change hands with the precise flick of a wrist or a frantic hand gesture every other second. A few moments too late at making a call and you could potentially be looking at the loss of millions of dollars.

While small/medium enterprises and most multinational corporations are not required to operate at such a breakneck pace, the importance of time still holds true in the form of each individual employee's productivity. The advent of email has done much to the increase of employee productivity in the office. No longer does business communication require one to spend minutes on the telephone to get a message across, because email is much more convenient and instantaneous, saving time and money in the process.

Another obvious time sink that most businesses have, but aren't able to address is the time spent trying to retrieve company documents and files. With this in mind, we've streamlined the search function within our Ecofiling service. Now, you don't have to waste unnecessary time ploughing through large numbers of files to find the precise one you're looking for.

“Don't waste time searching for files”

Find, don't search

Ecofiling boasts a powerful search function. Just enter the file name and it will appear in seconds. Even if you don't remember the exact name of the file, entering the keyword within the file name will narrow down your choices making it much easier for you to locate your file.

Categorizing

Besides the search engine, you can also locate your file easily if you know which category it's in. Just click on the category and all the files under it will appear, filtering out files from all the other categories.

Sorting through the mess

Other peripheral functions that enhance Ecofiling's file finding capabilities include the sorting function. The sorting function is a minor, but no less powerful, one. It allows you to sort through all of the company's files by date and time when they were uploaded, alphabetical order, and size, all in either ascending or descending order.

In these tough times, companies may be seeking ways to increase the productivity of its existing employees, and a simple way to do this is with Ecofiling. With Ecofiling, you won't be spending any unnecessary time spent searching for company documents and files.

Sign up now at www.ecofiling.com