

# SIMPLIFILE

Enterprise Document Management Solution

IMAGINE DOCUMENT SOLUTIONS

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Simplifile is the document management system developed by IDS that electronically stores, organizes, and manages a business's documents and provides fast, security-controlled access to these documents throughout the company.

In addition to a business's scanned files, Simplifile also stores and organizes a business's working documents, such as Microsoft Word and Microsoft Excel documents. Simplifile's version control technology allows its users to Checkout a document, make revisions, and then Check the document back in. In addition, a complete Document History is kept, allowing a user to refer back to an older version if so desired.

#### **Increased Productivity**

Simplifile provides quick access to all of your organization's files, reducing the time required to respond to customers or resolve issues.

#### **Reduced Physical Storage Space**

By storing your documents electronically within Simplifile, your organization no longer needs to maintain large storage areas of paper files.

#### **Disaster Recovery**

Simplifile's Backup and Restore capabilities allow your organization to easily retrieve any lost, stolen, or damaged files.

#### **Improved File Management**

Simplifile organizes and manages your documents, providing you with the comfort of always knowing how to file and where to locate any document.

#### **Minimized Downtime**

Simplifile will eliminate the costs and hassles of searching for misplaced files.

#### **Maximized Security**

Simplifile's Permission-based Security allows your organization to limit document access to specified users, preventing unauthorized access of your important business information.



# SIMPLIFILE

“The Key to the Paperless Office”



## Simplifile Features

Easily Locate documents through either a keyword search or a full document text search

Export documents into the popular Adobe PDF format to allow a document to be easily emailed

Create Document Annotations while preserving the original document's integrity

- Highlight important areas or words
- Post a note
- Stamp text
- Use a marker to write or draw marks
- Blackout areas that personnel or clients should not see

Keep track of working documents such as Microsoft Word and Microsoft Excel documents through version control technology allowing users to Checkout and Check-in documents

Limit user access to specific documents and system functionalities required to complete their tasks

Scan or Import documents directly into the system from any workstation

Track every move that is made within the system, from the time a user logs in to the time that they log out

## Why Simplifile?

### User-Friendly

IDS understands that businesses cannot afford for their employees to spend hours learning how to use a new application. With Simplifile's easy-to-use interface, a new user can begin using Simplifile almost instantly with just a short introduction to the software.

### Rapid Deployment

By embedding Microsoft's SQL Server database within Simplifile's installation routine, there is minimal configuration required, allowing Simplifile to be up and running in your office in no time.

### Cost Effective

IDS has priced Simplifile to allow the small to mid-sized business to become paperless without having to spend a small fortune in the process. No other product on the market provides the document management and sharing capabilities, reliability, and security for the price as Simplifile.

### Easily Customizable

Simplifile can be easily customized at the client's request.