

# Folderit

## Product Data Sheet

### Cloud Document Management System Software

Award-winning DMS for greener more sustainable storage, management and approval of digital documents.

### The Most User-Friendly Document Management System in the World

Keeping your paperless office documents only on your computer or local server poses the risks of hard drive failure, fire, flood or burglary. And what if you want to access one of those important files away from the office? Meet Folderit.

The ultimate online document management system for any organization, the most user-friendly DMS in the world! Amazingly easy to use, highly secure and affordable EDMS.

#### Access Control & Office 365 / DocuSign integrations

Share documents, folders, sections or even the whole account with different permissions (Previewer, Viewer, Editor, Upload-only) to anyone you like. Create groups of collaborators to share to many people at once! Work collaboratively in Office 365 apps and send documents to e-signing workflows.

#### Powerful Search With Multilingual OCR

A powerful live-search function is built into our cloud document management software so you can search documents not only by the file name and metadata, like keywords but also the content of the files thanks to Optical Character Recognition (OCR) technology. PDFs, Docx files or even screenshots and scans of documents are now thoroughly searchable!

#### Approval Workflow & Automated Retention

Does an invoice, vacation application or another document need to be approved by one or several people before the next step? Not a problem! Invite people to approve and add their comments. In fixed order or all at once. It's never been easier to get and track approvals!

#### Document Numbering, Notifications & Audit Trails

Utilize automatic document numbering based on the schemes you define. Set and get automatic notifications for changes in documents or folders as often as you choose. While audit trail logs every action of every user for accountability.



### **Custom Metadata & File Linking**

Add tags, notes, date and due date to help organise your documents. You can easily add your own metadata fields of different types like lists, checkboxes and much more! You can also link files to create relations between documents in different folder structures. Metadata templates can be defined on folder-level too.



### **File Versions**

You can upload a new version of a document and preserve the existing metadata and all earlier versions of the file -- which are always easily recoverable with just one click! A document check-in/check-out feature allows you to lock a document for others while you are editing it on your computer. And each version of a document can be independently approved.



### **Reminders**

Whenever you need a notification at a certain date and time, just set up a reminder! You can add as many reminders as you like and choose a different e-mail address for notification on each of them.



### **Import Documents Over Email**

Every folder has a dedicated e-mail address. Just send/forward an e-mail to that address and the attached file will end up in chosen folder with sender, subject and content info intact. It couldn't be any simpler, and it's perfect to store documents on the go or for sending them into your DMS from a scanner.



### **Subsidiaries Supported**

Although you can create unlimited hierarchy under your primary account role, you can add separate spaces for your branch companies! So, you can have one for each of your company or its divisions. The teams and data are kept separately, unless you want to give someone access to several of your companies.



### **Mobile Friendly DMS**

Your documents in the Folderit online document management system are accessible to you from every PC, Mac, tablet or smartphone with an internet connection. All over the world.



### **Local Backup Too**

Your documents are stored in a secure cloud and are perfectly safe, yet if you wish, you can easily download the whole account or individual files/folders to your hard-drive as often as you like for your local backup. Or use the Sync App for Windows.

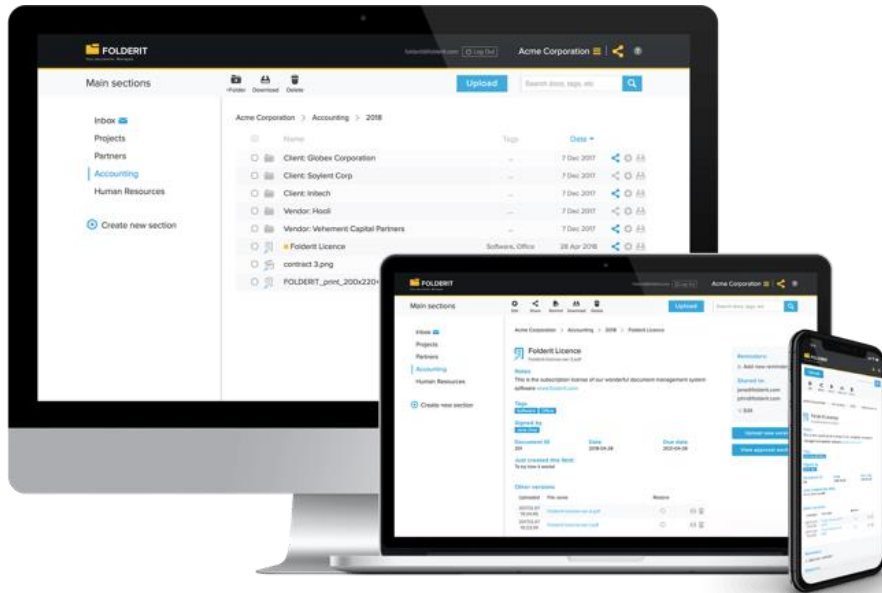


### **Safe & Secure**

All your data is triple backed up and bank-level encrypted in the Folderit cloud document management system where it's safely stored and is transferred via secure SSL layer. You can also customize password policy (including 2FA) for your team members, so they can only choose extra long passwords and need to change their password as often as you wish.

# Folderit

Trusted & Loved. Worldwide.



**Paperless document management is a clear and easy part of everyday business for many companies and organizations worldwide. For those who have chosen Folderit.**



For more information or detailed product specifications, please call or visit us at [fxillawarra.com.au](http://fxillawarra.com.au)  
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