

## File Templates

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Any Document Management Software should allow for consistent folder structures and file management. **Folder Template** is an indispensable tool to create custom folder structures that can be reused throughout the repository. Docsvault allows you to create unlimited Folder Templates (including files if necessary) for later one click recreation. Folder Templates also allow you to predefine securities, document profiles, custom columns and audit trail settings for any folder within the Template. Changes to Folder Templates can be easily pushed throughout the repository for automatic updating of all folders.

### Highlights

- ✓ Create unlimited predefined Folder Templates
- ✓ Just few clicks to place an entire set of folders under any cabinet or folder within Docsvault
- ✓ Customize document profiles, securities and audit log events for any folder in template
- ✓ Ensure all your files and folders are organized in uniform manner for easy storage and quick retrieval
- ✓ Add folders to Templates at any time and push changes to the entire repository

### What It Means For You?

#### Uniform Storage Policy

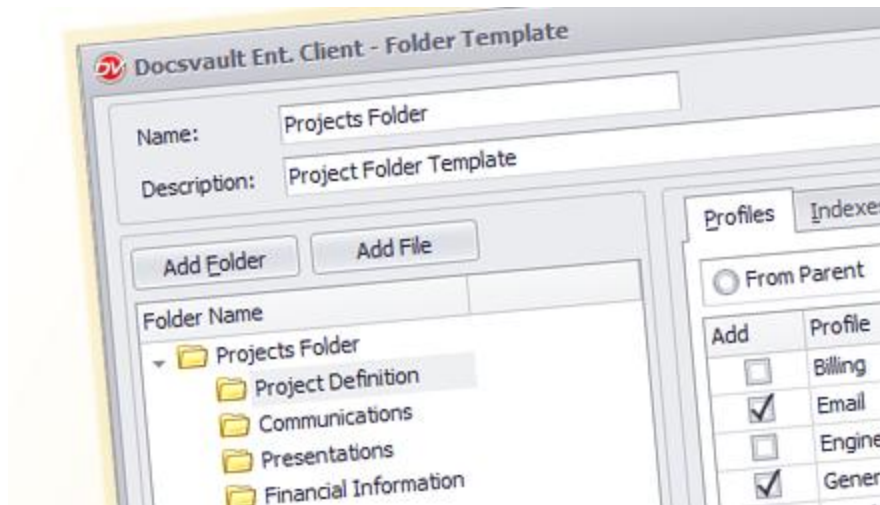
You can ensure that your organization has a uniform storage policy so that your documents are well organized and all authorized users file documents at the right place avoiding costly misfiling.

#### Instant Retrieval

When your documents are neatly organized and quickly retrievable, there is significant savings in retrieval time. Instant access to information means faster business processes and better customer service.

### Solutions

- **Uniform Filing Policy**  
*It has become crucial for all companies to have a uniform filing policy so that their documents are well organized and can be easily retrieved.*
- **Fast Retrieval**  
*When your documents are neatly organized and quickly retrievable, the time spent on searching documents during e-Discovery significantly reduces*



**Folder Template**

### *Fast Facts*

1. Only users with “Edit Template” security rights can create, edit or delete Folder Templates
2. Folder Templates can be made ready to use without any changes necessary by end users with full customization
3. For easy customizations you can also use other templates like Security Templates, Profile Templates and Audit Templates while creating Folder Templates

### *Other Productivity Tools*

- *Document Profiling*  
Set custom index fields and enter index values when creating a folder or importing a document for easy categorization, search and retrieval.
- *Document Relations*  
Set relations between documents to make data easily accessible and save time on search and retrieval.
- *File templates*  
Create predefined set of draft documents and easily recreate them in one click..

For More Details, visit:

[www.Docsvault.com](http://www.Docsvault.com)

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