

Store and Manage Documents, Files and Folders



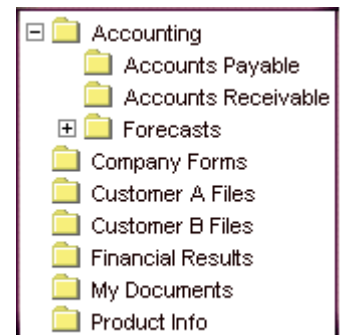
***eDocsOnline.com* allows you to securely store and manage documents, files and folders. Get them organized in the most convenient way. Use folder hierarchy familiar to you. Do not forget about the integrated search option and take advantage of our special notification process.**

- ✓ **Organize your Documents by Department, Team or your own Criteria**
Create folders and sub-folders for each department, team, remote workgroup or just for your personal needs. Annual reports and copy of air tickets, spreadsheets and your family photos, current versions and archive information, everything is securely stored and easily accessible now.
- ✓ **Quick and Easy Integrated Search**
Search for a document by document ID or combination of keywords. With advanced search you can find documents by issue date, owner, descriptive name, status, file type (e.g, *.doc) and even more attributes. Search results can be sorted in different ways. So, you can immediately access the information you need.
- ✓ **Notification Process**
A built-in process allows you to be notified or to notify your co-workers and business partners when schedules, reports, sales prices and other important information are created or updated. Keep your clients and remote workers up to date and have open and good contact with them.

eDocsOnline.com provides you with storage place on the Internet where you can securely store a variety of documents: office files (spreadsheets, reports, presentations, contracts), picture files (family pictures, JPEG's, GIF's, Bitmaps, TIFF's), music files (MP3's, MP4's, WAV's), video files (MPEG's, Windows MediaPlayer, Quicktime, DVD's, etc.) and any other information that you want to have at hand.

Using familiar folder hierarchy you create folders and sub-folders according to your needs.

You enjoy the freedom of making your documents available whenever and wherever you need them.



Tree Folder Hierarchy



Integrated Quick Search

eDocsOnline.com contains a rich set of management functions, including a powerful search engine and the possibility to quickly and easily locate and choose between current and archival versions.

Moreover, *eDocsOnline.com* eliminates common version frustrations by tracing the history of each document. You can not only identify when and by whom the document was created or changed, but you also can compare different versions and verify what exactly was changed, i.e. previous and new content of fields, files added/removed, etc.

Whether you are in the office, on the road, or at home, you always have anytime access to the most up-to-date information available.

This allows you to focus on your business and customers, and to be more creative and experimental!

To learn more about *eDocsOnline.com* visit the demo corner of our web site.
eDocsOnline.com also offers a 15-day free trial of the fully functional version with no obligation.
For further questions, please contact us at support@edocsonline.com.