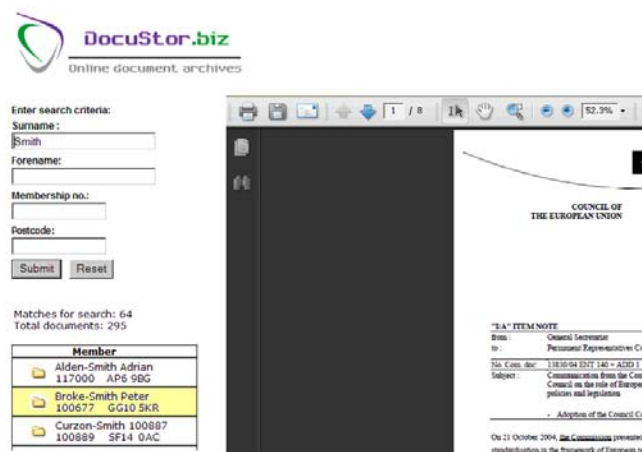# DOCUSTOR EVO1 – THE HIGH-VOLUME FOLDER SOLUTION

The basic version of DocuStor.biz is suitable for most archiving needs but it does not address a common situation whereby a large number of case files exist to which documents are added over an indefinite period of time. These may, for instance, be customer files for a commercial organisation, property files for a local authority, membership files for an association etc etc etc.

Basic DocuStor.biz allows free-text document titling and so the client name, account number or any other common identifier, could be entered each time a document was added, which could then be used as a search expression to display all documents relating to that subject. But this would be a long-winded and irksome chore, with the high probability of mis-keying leading to vital documents being forever irretrievable.

DocuStor Evo1 allows you to create searchable folders and it is only a matter of locating the right folder and dropping in a document, appropriately titled. What is more, it allows for up to four different independently searchable headings for each folder, so you could have, for instance, Surname, Forenames, Membership No and Postcode.

ADMINISTRATOR MANUAL INDEXING

Instead of visually selecting a volume from a short list, the Administrator is offered a search form to find the right folder:
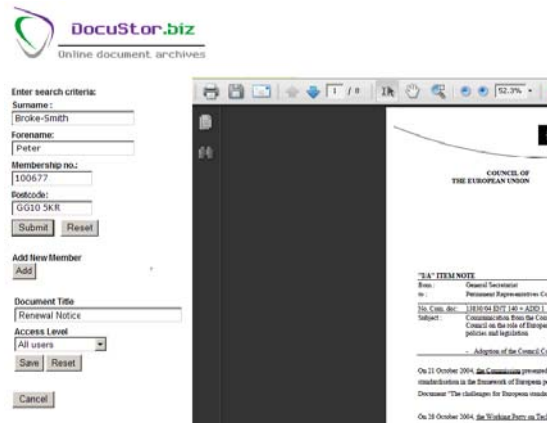

Select one and you are taken to a new screen where the document title may be added and user group, if not the default for that volume, may be selected.

ADMINISTRATOR AMEND RECORDS

A search for the record is made in the same way as described below for the User search, but in this case, the Document Title and User Group fields are open for amendment.

ADMINISTRATOR AMEND VOLUME

This function is available in the basic version but as part of a single New/Amend facility with the volume being visually selected. In the Episodic version, there is a search facility similar to that described above.

USER SEARCH

Instead of selecting a folder and searching within that folder, or all folders, the user is presented with the searchable fields:
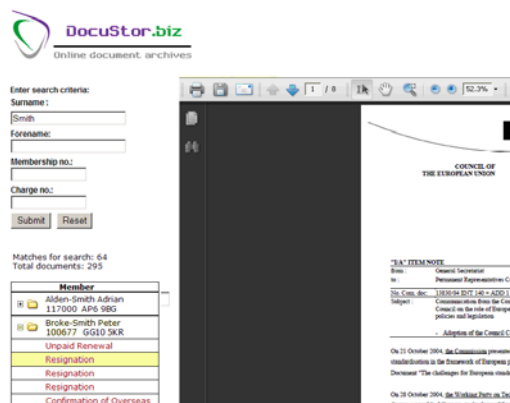
Note that by selecting on Surname = Smith, not surprisingly a large number of entries are found, but this may be refined by entering, say, a forename if known. This presents a far more flexible way of finding documents, even if not all the information is known.

Against each of the selections, a + sign appears – if this is not present, it tells you that there are no documents in that folder. Click it and a list of documents appears – select one to display in the right hand window.