DOCUSTOR EVO2 – YOUR FLEXIBLE FRIEND

The basic version of DocuStor.biz is there for the basic archiving needs and then came Evo1 which addressed the situation of high volume folders. Now Evo2 covers the multi-functional situation, for instance accounts filing, where there are sales invoices, purchase invoices, delivery notes, bank statements among others, each of which has different indexing requirements

Sales invoices would perhaps require invoice number and customer name; purchase invoices, system generated ID, supplier invoice number, supplier name; delivery notes, document number, invoice number and customer; bank statements, account number and date. The possibilities are endless

DocuStor Evo2 allows you to create volumes, each with its individual index field labels – up to four. When a volume is selected either for adding documents or searching, the appropriately named fields appear to receive input.

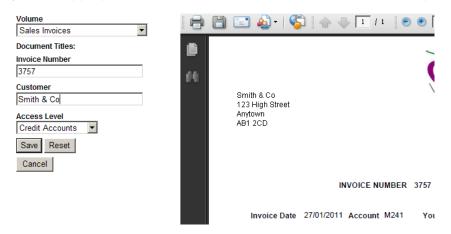## ADMINISTRATOR SHOW/NEW VOLUME

This function replaces the Amend Volume in the basic and Evo1 versions. Once a volume is created and field names applied to it, they cannot be changed. There is not much sense in allowing a field containing dates to be labelled as, for instance, Name so apart from ADD NEW volume names and associated index fields are only displayed. Very simple to add a new volume – just enter the volume name, the titles of the required search fields and select the user group. Don't worry if you don't need four fields – just leave them blank and they won't appear for any subsequent transactions.

Show/New Volume
ADD NEW

New Volume Name
Sales Invoices

New Volume Titles
Invoice Number

Customer Name

User Group
Credit Accounts

Submit

ADMINISTRATOR MANUAL INDEXING

As with the basic version, select a volume from a drop-down list, but the fields offered for data input will be only those appropriate to the volume, in accordance with that set up as above:

USER SEARCH

This operates in a similar manner to Administrator - choose a volume (only those available to the user's designated user group will be displayed) and the appropriate fields will be displayed. Enter any character string (remembering to use % for a wildcard) in the field and press submit, then a list of documents satisfying the criteria will be displayed. Click on one to display the document in the right hand window: