# Front office filing with prOffice

As entrepreneur working with paper files the following problems are without a doubt familiar:

- Files can not be found

- Cupboards are fully loaded



- Specific documents you're looking for can not be found within the files

- Next to the paper files there are some letters made up in Word or calculations in Excel

- E-mails will be printed to store within the paper file

- Digital photos are stored on either server or local machines

A short list of problems, but you'll know many more can be produced.

Your wish is to create a well-organized and uniform filing system, as up from the active stage of which a file is created to the passive stage just for looking up older documents.

With our solution for front office filing, **prOffice** of **StamGilde**, you are able to convert your paper files into electronic files. And a new electronic file can be made instantly.

Our software offers you, among others, the following possibilities:

- You can define your own electronic cupboards (like a customer relation file or a real estate file, etc.), with a tab structure and mapping structure to build up the files to your needs

- An integrated scanning module for converting your paper files and store it easily into the electronic file

- The possibility to give rights to specific users or groups of users for handling these files. For instance the right to print, mail or delete documents.

- Full support of items that were also possible with paper files, like stapling and de-stapling,

copying of documents as well as pages of documents, leaf through pages and documents, move documents within files or from one file to another by drag and drop facilities etc.

- The possibility of simply drag and drop all kinds of electronic files like letters, e-mail, voicemail, pictures, Excel sheets, PDF files etc. to enclose within the file

- Create shortcuts to files to be stored on your desktop or anywhere else (for example an agenda item) to gain direct access to the files you are working with

- Full integration with Microsoft Office facilities, like interfaces with for example fax, MS Outlook e-mail, tasks and agenda and MS Word

The software has an overall Windows *Look and feel* to assure a short learning period for employees.

To paint you a complete picture of all possibilities of our software, we can give a demonstration at your office location.

We have acquired lots of knowledge by implementing the software with mortgage advisors, real-estate and insurance agents, accountants and tax advisors to give you a good advise on how to successfully implement electronic filing within your company.



Interested? Call us on 0031 (0) 6 22 41 97 03, or e-mail to info@stamgilde.com.

Visit our website on www.stamgilde.com