



## Feature Focus: **Document Management for Dummies**

Most office workers are technically enabled but often technically illiterate. Did you know that GoldVisionPro provides the solution for organizing/accessing all the day-to-day computer files, for workers without technical expertise and without working in GoldMine?

GoldVisionPro simplifies document/file management for the average worker by:

- 1) Allowing users to simply save all their files to the Windows Desktop, so that they do not need to "Explore" their hard drive in order to link a file.
- 2) Automatically moving files to a pre-designated network drive where they can be easily backed-up by the system administrator. ("Puts your files away.")
- 3) Allowing each user to view and launch all THEIR linked files from one sortable list, regardless of where they are stored throughout various network folders (or in how many Contact Records). ("Brings you your files.")
- 4) Enabling users to sort and view EVERY document/file linked in the system, by title, date, notes, type, user, and path.
- 5) Letting users store and access their files within their GoldMine system, without running GoldMine.