



Feature Focus: Two Systems In One

Time studies have shown that as much as half of the average employee's workday is spent trying to find the information they need. From searching stacks of paper on desktops or searching through folders on hard drives, to poring through filing cabinets to inquiring from other employees as to the whereabouts of misplaced or in-use documents. This is not surprising considering that on average over 10% of all documents are actually lost or misfiled.

Why do we work like this?

In the last 20 years business has undergone a paradigm shift in the way information is created, stored and accessed. With this shift has come a proliferation of communication, exponentially increasing the amount of information per employee. The result is that there is more information for a business to manage than ever before.

The accessing of structured information has improved with the adoption of various database systems, such as GoldMine. However, organizing and accessing *ad hoc* day-to-day information, which represents the majority of employee-created information, has not kept pace with the growth of production.

Everyday, employees all over the world create a new document, a new spreadsheet, another graphic, a revised agreement, 14 e-mails and a migraine for their system administrator. With few exceptions, this information is all saved on the employee's local workstation. Some of this information is stored in metafiles (e-mail systems, address books). The rest are work files saved in numerous system directories and with arbitrary file names generally chosen at random and according to some unplanned personal penchant. To be fair, this is most often the extent of the employees' technical expertise.

While technically-enabled, the average employee is not technically-expert or familiar with managing files across a network environment.

Corporate guidelines may call for maintaining files in centralized directories, but that wishfully relies on unlikely events. In practice, a great number of employee files simply remain scattered throughout their local PC hard drives. Consequently, system administrators have difficulty providing adequate backup of these often critical files.

In most businesses today, employees create and save files on their personal computers with no consistent naming conventions, no obvious client association and no particular

method of organization. While technically “in the system”, this information is for all intents and purposes uselessly inaccessible when needed on demand by the company.

If you can't find your information, it doesn't matter that you have it.

The solution is to organize all of the company's information in a system that makes it easy to store, easy to find and easy to protect. The good news is that you already have a **Total Information Repository** that is “dormant” in your GoldMine system. GoldVisionPro provides the key to unlocking this capability in your current installation, to allow it to become both a document/file management system as well as a customer relationship database. It's almost like getting another database system for free. (Actually, it's *better* than two unrelated systems – it's one *integrated* system with *twice* the functionality.)

By rethinking the total work environment and pro-actively incorporating the file-linking process in daily business activity, your company can actually manage ALL of its business information through its GoldMine system. With GoldVisionPro, even paper documents can be scanned and linked into the GoldMine system. Not only does this provide an extremely integrated document and file management capability for *minimal additional cost*, it is already setup on your system and familiar to your employees.

For the cost of one standard five-drawer file cabinet of paper records, any business can store over 25,000,000 scanned pages on their system.

The true value of GoldVisionPro is the simplifying of an improved file-linking/accessing process for every user, so that the current investment in a GoldMine system becomes significantly more valuable as a total file management system.

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

1. *Automatically* moving files to a pre-designated network drive as they are linked, where they can be easily backed-up by the system administrator. ("Puts your files away."), thereby
2. Allowing users to simply save files to the Windows Desktop, so that they do not need to "Explore" their hard drive in order to link a file, plus
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 all your files."), as well as
4. Enabling users to sort and view EVERY document/file linked in the system, by title, date, notes, as well as other criteria, while also
5. Letting even users who are uninvolved with GoldMine store and access their files within the GoldMine system.

Progressive companies actively use GoldVisionPro to organize all their business information, correspondence, invoices, spreadsheets, scanned paper documents, faxes, pictures, brochures, contracts, etc., within appropriate contact records (e.g., customers, company departments, product lines, individual employees, etc.), where it can be immediately accessed by anyone who needs it. As users begin to link ALL their working

files, even their initial drafts, the GoldMine system becomes a ***Total Information Repository***.

Now ALL user files can be backed-up, restored, managed and quickly searched, accessed (with permissions), secured and synced through the already familiar GoldMine system capabilities, enhanced with GoldVisionPro features! And less-technical employees can link and access their files through GoldVisionPro, even without working in GoldMine. Most importantly, with all users participating, ALL of a business's information is right where they need it/when they need it.

GoldVisionPro is easy to install and easy to use, even for non-technical users. It also integrates directly with MS Office and other Windows programs, providing easy access to saving or retrieving files through the GoldMine database.

Get more into/out of your GoldMine system with GoldVisionPro!

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