

DocuWare is a proven enterprise content management system. Paired with the StapleWare® Document Tray Import module, you can automatically move documents from Document Trays directly to file cabinets or export the documents to Windows folders.

### Better Document Security

Documents are not secure while they are in Document Trays--anyone can delete a document, there is no recycle bin or undo option, there is no audit trail to show the document history, and no way to restrict delete permissions.

### Intelligent Indexing to File Cabinet

Intelligent Indexing automatically captures data from your documents. But the documents stay in your Document Tray. Now you can automatically move them directly to the file cabinet while keeping the Intelligent index entries, as well as apply fixed entries to the documents.

*For example: The Accounts Payable department wants any documents that are Intelligently Indexed at the level Green to be automatically stored into the AP file cabinet. Create a Document Tray Import task to automatically move on Green documents to the file cabinet on a schedule.*

### Export to Folder

Move documents from the Document Tray to a Windows folder to be re-processed.



### Benefits

- Move documents from Doc Trays
- Export to Windows folders
- Store to DocuWare File Cabinets
- Apply fixed index entries
- Apply Intelligent index entries
- DocuWare Cloud Compatible

### Applications

- Accounts Payable
- Human Resources
- Intelligent Indexing

