



## What is SIMDir? (seem~dühr)

**SIMDir** is designed to allow managers to create structured folders templates quickly and easily. **SIMDir** simplifies the organisation of data by pre-setting templates that house each set of folders structures. **SIMDir** is effective on a network as it establishes uniformed systems and process for storing/retrieving data, it will allow users to create from 1 to 100+ folders based on management standards.

## REASONING BEHIND SIMDir

### Manual Filing-Cabinets

**Advantages:** Traditionally, filing cabinets are an effective tool for document storage as they provide users with visual prompts and tangible structures to follow when storing or retrieving data, but maybe more importantly they allow management control and rule setting that can be realistically implemented.

**Disadvantages:** Manual filing systems require a lot of time and physical effort to establish and maintain. Cabinets take up valuable office space. There is no back-up for documents lost. Security and confidentiality is dependent upon the honesty of staff members and of course if there is a fire...oh well...

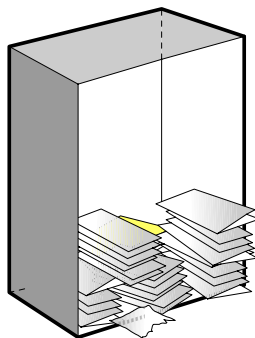
### Network Management

**Advantages:** With the advent of computer networks a more abstract system of data-management was adopted. Networks consolidate and centralise data, users can quickly access information and have the control to back-up documents on a hard drive.

**Disadvantages:** Abstract storage techniques are confusing, time consuming and increase possibilities for human error using Windows Explorer™. Network systems often do not have structures set by managers for users to follow when storing or retrieving data.

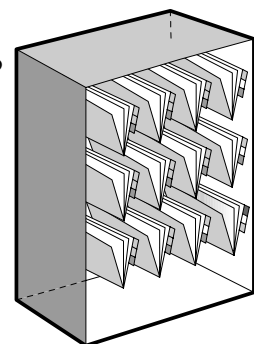
**SIMDir** utilises the positive features of both data-management systems to create a network filing-cabinet that is user friendly and efficient.

The benefits of using **SIMDir** include...



**From this...**

- Central installation
  - Leverages your current Windows technologies
  - Works with ALL applications
  - No need to upgrade ANY applications
  - Very simple to use
  - User friendly
  - almost no end user training
  - Returns data management control back to managers
  - Password locked to Administrator control only
  - Very fast folder creation, 100's folders in seconds
  - Very fast find file search
  - Maximises use of Hyperlinks which Minimises Network traffic,
- which also minimises space required on Mail Servers
- Saves ANY Document from ANY Application directly into client/project folder
  - Easy to implement
  - Uniform processes across network/organisation
  - Standardised system
  - Universal structure(s)
  - Automatically places created folder in correct path
  - Reduces human error
  - Simple for IT to maintain
  - Enhanced housekeeping capabilities
  - Better than a manual filing cabinet



**To this...  
in seconds!**

Therefore **SIMDir** is the **Ultimate Network Filing-Cabinet** because it saves your company **TIME, MONEY** and **STRESS!**