

**Knowledge Management
made easy!**

SIM DIR™
The Ultimate Network Filing-Cabinet

The logo for SIM DIR is presented in a 3D, red, blocky font. The word "SIM" is followed by a small green globe icon with a yellow star, and "DIR" is followed by a yellow folder icon and a dashed line representing a file path. Below the main text, the tagline "The Ultimate Network Filing-Cabinet" is written in a smaller, green, sans-serif font. A large, dark green, curved line arches over the text from the right side, framing the logo.

THE PROBLEM

Does this sound familiar?

Peter is a junior partner at an established law firm. To earn a promotion Peter works weekends. However, Peter wastes valuable hours hunting down client documentation as he does not understand the company's filing system. Usually, Peter has to wait until Monday morning to ask his secretary to find the files he needs and that is if she remembers!

Why does this happen?

- ✓ Every organisation stores data differently. Even within departments, different people have different ideas on how and where files should be stored on their computer. Finding files across a network can be time consuming and frustrating.
- ✓ Traditional, filing cabinets proved an effective tool for document storage as manual systems provided users with visual and tangible structures to follow when storing or retrieving data and of course it provided management with the necessary controls.
- ✓ However, with the advent of computer networks, an abstract technique for data-management has been adopted. As network storage once out of hands of the IT professional the shared Folder given to a group has no enforceable sequential or concrete procedures. This leads to confusion, miscommunication and chaos. By depriving network users of their visual and tactile senses, abstract storage systems increase the possibilities of human error.
- ✓ Every organization has this problem even if they are using complex document management systems.

THE SOLUTION

A Universal structure!

If Peter had been better equipped to understand his law firm's network system he would have been more productive during office and weekend working hours.

How do you do this?

To minimise confusion and time wastage, the obvious solution is to introduce a filing structure that is used by all staff members across the network.

- 1) Like a manual filing system all users need to know how to save and retrieve documents. The system needs to be logical. The system should be organised in a linear manner. The system must create solid structures across the network.
- 2) Should a new folder structure be required, it should conform with the universal structure already established. Accordingly, staff members should be able to quickly and efficiently access their own or fellow worker's documents from the network.
- 3) To minimise confusion the foundation for the system should be created by those in managerial or administrative positions in association with their IT people to allow for a global approach the structures.
- 4) Yet the system must be flexible to accommodate for the individual needs of each user.

But how does one do this?

WHY SIMDir ???

Smart folder structure builder.

SIMDir applies and enhances upon the universal folder structure approach. Imagine the traditional filing cabinet. Usually the cabinet is sorted in an A-Z fashion. So, if Peter was searching for the documentation on the WATSON BUILDERS case, he would find it under the “W” section. Therefore, if Peter wanted to retrieve data for Watson Builders, logically the network should have stored this data in a “W” folder. However, this does not always happen.

SIMDir is the answer!

SIMDir builds and maintains folder schemas for clients, customers, projects, products or any thing you wish. SIMDir achieves this by creating a “Network Filing Cabinet” that replicates the concept of a traditional, manual system.

SIMDir is database driven. It remembers the structures and folders defined. SIMDir would save Peter valuable time by taking the manual work out of the equation. Once the system is established structures can be replicated with a single key-press. If Peter was to gain a new client he could set up solid folder structures identical to the previous client with the press of a button.

SIMDir automatically organises and categorises folders. This minimises confusion and the possibility for human error. If Peter was absent for work, other members of the firm could easily access his documentation.

In essence, SIMDir makes “Knowledge Management” manageable for everyone.