



iKAN TruFile

www.ikansoftware.com

The process of finding your stored information can be a painstaking and time consuming process if the document hasn't been filed right to begin with.

iKAN Software has developed a method to assure that file your documents in a consistent way every time automatically, so your documents will be there when you go looking for them.

It's called TruFile, and it's been developed over years of working with customers helping to solve this important component of effective document management. And it's at the center of the solutions we offer.

What we have observed with manual or semi automated filing systems is that they work fine in the beginning, but as the amount of documents and data increases, the system becomes inefficient due to lack of standard filing methods. This common problem is solved with iKAN TruFile.

With TruFile technology, the filing structure and the folders that documents are placed in are created automatically from the metadata (keywords) that you use to define the document. It doesn't matter whether the metadata is created using manual key from image, obtained from a connected source computer, barcodes or OCR techniques.

The process involves two steps:

- 1. Defining the metadata: Determining the correct format for the metadata. For example, defining all date fields in a common format, such as MM-DD-YYYY, and converting dates to conform automatically. Other examples include drop down lists, required fields, and formatting of alpha and numeric text.**
- 2. Naming and Filing the document: All documents get named uniquely based on a combination of the metadata assigned. Additionally, the documents are then filed in the proper folder structure, or automatically created if the folder is new.**

You can solve the problem of constantly looking for documents due to a lack of standard filing rules. With iKAN TruFile, the system does it for you - creating a consistent, clean filing structure that lets your users find the documents they're looking for easily, every time!

iKAN TruFile

- **Allows you to file your document consistently and correctly every time**
- **Utilizes techniques such as Bar Code and Source Data Lookups**
- **Assures that you can grow and scale your file storage without breakdowns**

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