

Organization and Storage

“Disorganization can scarcely fail to result in efficiency.” - Dwight D. Eisenhower

With hundreds or even thousands of employees, companies host mountains of data. With so many contributors, both internal and external, it's important to have a simple, standardized way of storing data that makes sense and allows users to find the information they need. However, this is easier said than done, especially without a strong document management system in place with standard folders and organization rules.

Revver helps you store and organize data in simple yet powerful ways. With folder structure, metadata, and templates, you can configure Revver so that everything gets stored where it needs to be, so you always have important information at your fingertips.

Organization Features

It all starts with **Folder Structure**. It's simple, familiar, and easy to learn. Customers are able to build folders and subfolders helping you group by subject, customer, or any other grouping that makes sense for your organization. Customers are able to use folders, drawers, and cabinets in Revver to both implement digital storage and expand on their existing storage methods.



Another powerful organization feature comes from Revver's **Metadata** capabilities. Adding metadata to documents helps you profile and tag documents with specific information, helping you group files and data by categories or labels. Having metadata also allows you to search for documents and files with specific metadata tags, essentially providing another tool to always return the results you really want.

With the right folder structure and metadata capabilities in place, files and documents still need to be stored in the right location. While users can file documents directly to the folder they want, Revver also supports automatic filing through **Document Requests, Workflows, and File Routing**. Automating the process of filing documents brings consistency and reduces filing errors, without the need to manually repeat the process every time. And, document requests in particular ensure that the right documents are obtained and filed correctly.

Folder Templates are a unique feature to Revver that automate the creation of branching folders based on pre-prepared templates. Consistency in your folder structure matters, and folder templates help you standardize the way documents are organized and filed, without the need to manually repeat the process every time. This also helps you eliminate inconsistencies so it's easier to know where to look for your data.

It's also critical to ensure that only users with proper permission can access the information they need. Revver's **Access Controls** can be applied to any folder or cabinet, and when a document is filed in that location, it automatically inherits the security applied to the folder. Plus, our **Governance and Retention** rules automatically delete old or expired documents, reducing clutter in your system.

Revver can help you eliminate disorganization and help you feel confident that important company documents are always where they should be. Our organization capabilities are designed to improve efficiency and save time finding documents. To learn more about how Revver can help your organization, contact your representative today.