Organize your documents on the web in a secure cloud storage system in 7 Simple steps

Exactly how does one go about eating an elephant? The (grinning) answer is "One bite at a time!" The way to complete any large task has basically the same answer, "One step at a time." Taken all-at-once it could be overwhelming. If you organize it into steps, stages, logical pieces, then you're able to see how to get it done, step by step. The steps will be smaller. They'll each be easy enough and "do-able". And when you've completed all the steps, you suddenly realize that you have come right from the beginning to the end of completing the full huge project! That's just precisely how it is with the best way to manage your files on the internet. Here is a route to tackle the formidable task of organize your files online, in 7 easy steps.

Step 1. Create and title internet files.. What this means is that you need to Distribute or say hello to the labels of every document.. In the event you neglect this or don't do it, you should expect to forget to distribute or avoid wasting important info.

Step 2. Transfer all the current electric documents linked to individual’s ring binders. This step can be quite important because it makes you immediately current with any projects or electric articles. ).

Step 3. Be sure that Cloud Connect is installed on your local machine. This means that any local documents will hand mirror your protected cloud documents. This could also mean that your files will be automatically uploaded into your secure cloud space as soon as the hit your cloud connect scan folder.

Step 4. Enter and/or print a reservation form for each folder that you will be scanning. This will require that the folder name is already in the system.

Step 5. Place the cover sheet on top of the folder files and press scan. An important point to keep in mind here is That your scanner is pointed to your cloud connect folder and you have entered the reservation number that is on the reservation form when scanning. The reason that this is often important is that this tells your system which folder to save the documents into.

Step 6. Just sit back and relax. In a few moments after scanning the documents will be available in your secure cloud storage space to be sorted and retrieved any way you want.

Step 7. To further organize your documents you can also set document rules so that a specific type of document is virtually saved into multiple files or folders. You are now almost there! Remember, be consistent. When new documents arrive immediately or weekly, setup a system to scan them in. As emails arrive right click on the email and automatically save the email and or attachment to the cloud.

When you stick to the steps outlined above, in time the enormous elephant of a challenge you faced shall be "eaten up" and handled. You will succeed in completing your project and can enjoy the fruits of victory and accomplishment! Congratulations on your triumph! You undertook a tremendous challenge, overcame it and won, taking one step at a time!

Uncover some ways to Organize and archive their files, documents and emails all in one place in a secure cloud, virtual backoffice at this [document management and project web](http://www.filocity.com) portal at (Filocity.com).