



the answer company™

THOMSON REUTERS®

GOFILEROOM FROM THOMSON REUTERS

Store. Share. Organise.

Security and Convenience

GoFileRoom provides all of the online document management, workflow functionality and client communication tools that you need to run an efficient firm.

GoFileRoom is an online solution so your data is always there when you need it. In the cloud—even in the event of fire, theft or natural disaster—your data remains safe and secure in our state-of-the-art data centres.

An online solution is also more cost effective, saving you countless hours of maintaining your own internal system and giving you maximum productivity with minimal IT investment.

Stay Organised with Online Document Management

GoFileRoom standardises and organises volumes of documents and offers the flexibility of 24/7, web-based access. You and your staff can efficiently share, route and review files whenever needed.

Whether it's tax, audit, internal departments such as human resources or accounts payable, or other client service areas, you can quickly and securely locate files and review activity at any time.

GoFileRoom users also benefit from customisable navigation and a simplified, more efficient workflow.

Spend Less Time on Tasks and More Time on Growth

The interface of GoFileRoom is exceptionally intuitive and allows you to experience significant time savings immediately. The system was designed with the tax and accounting profession in mind and supports seamless workflow processes and 24/7 web-based access to documents.

Spending less time on document management will free up time to focus on your business, which will ultimately lead to enhanced client service.

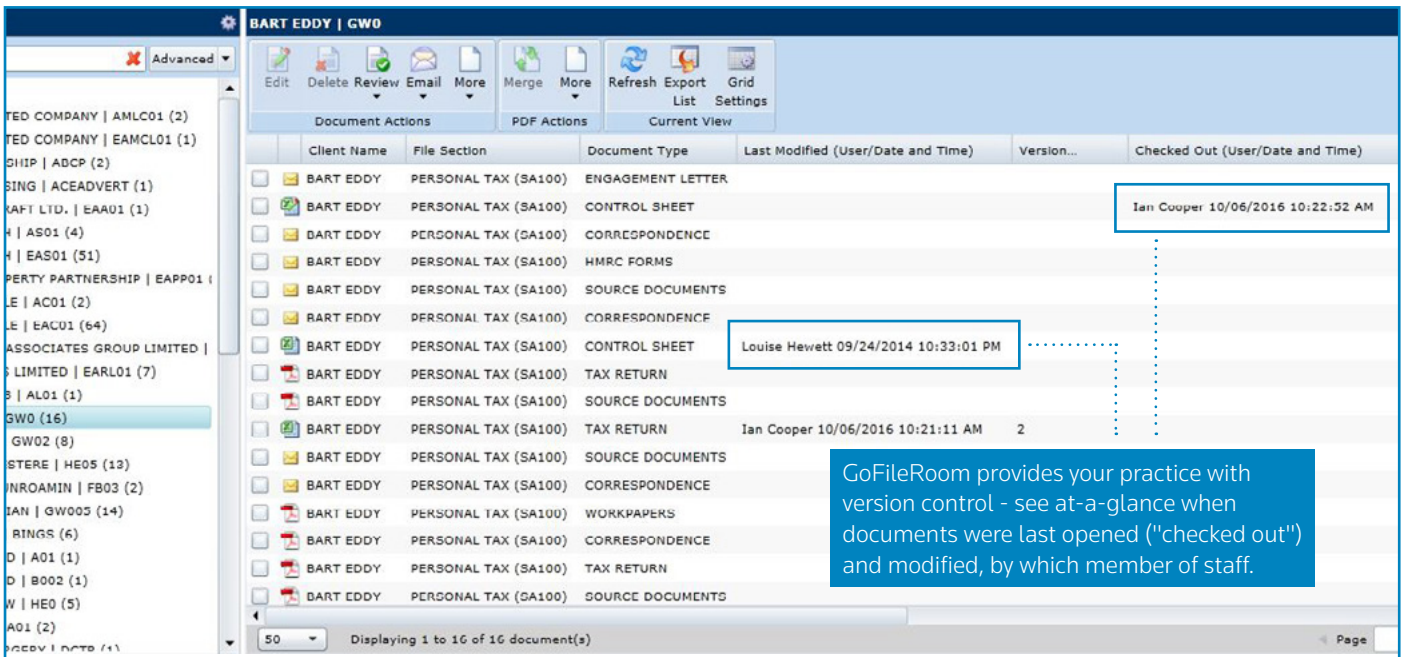
GoFileRoom offers many timesaving features, including:

- + **Document management in the cloud** – Save, find and send documents anytime, anywhere.
- + **Configure the solution to your needs** – Customise drawers, index structures, workflows and reports at staff, department and firm level.
- + **Fast and easy document searching** – Quickly find any document using search/index fields, keywords, our innovative QuickLaunch tool or by selecting your very own saved searches. You can even search by keyword within a document.
- + **Flexible email capabilities** – Drag and drop email messages from Outlook to a GoFileRoom profile. You can send document links to GoFileRoom users and password-protect outgoing PDFs.
- + **Fast batch scanning of all documents** – With ScanFlow™, you can save time by bulk-scanning your documents and automatically filing them in a pre-defined location.
- + **Efficient annotation options** – Speed up preparation and review with Adobe® Acrobat's standard or professional versions, which allow you to quickly annotate, bookmark, merge, append and highlight documents.

Simplified Workflow

- + **Workflow Manager** – Provides access to your current work list, view future assignments and route work through your business process, regardless of location.
- + **Desktop productivity tools** – Store and access files from your desktop.
- + **A Rules Wizard tool** – Easily guides you through the process of building public (firm-wide) and private (individual) rules within GoFileRoom.
- + **Reduced operating costs** – Save time and costs associated with postage, storage fees and manual administration

EFFICIENCY FEATURES: BUILT FOR SPEED



Client Name	File Section	Document Type	Last Modified (User/Date and Time)	Version	Checked Out (User/Date and Time)
BART EDDY	PERSONAL TAX (SA100)	ENGAGEMENT LETTER			
BART EDDY	PERSONAL TAX (SA100)	CONTROL SHEET			Ian Cooper 10/06/2016 10:22:52 AM
BART EDDY	PERSONAL TAX (SA100)	CORRESPONDENCE			
BART EDDY	PERSONAL TAX (SA100)	HMRC FORMS			
BART EDDY	PERSONAL TAX (SA100)	SOURCE DOCUMENTS			
BART EDDY	PERSONAL TAX (SA100)	CORRESPONDENCE			
BART EDDY	PERSONAL TAX (SA100)	CONTROL SHEET	Louise Hewett 09/24/2014 10:33:01 PM		
BART EDDY	PERSONAL TAX (SA100)	TAX RETURN			
BART EDDY	PERSONAL TAX (SA100)	SOURCE DOCUMENTS			
BART EDDY	PERSONAL TAX (SA100)	TAX RETURN	Ian Cooper 10/06/2016 10:21:11 AM	2	
BART EDDY	PERSONAL TAX (SA100)	SOURCE DOCUMENTS			
BART EDDY	PERSONAL TAX (SA100)	CORRESPONDENCE			
BART EDDY	PERSONAL TAX (SA100)	WORKPAPERS			
BART EDDY	PERSONAL TAX (SA100)	CORRESPONDENCE			
BART EDDY	PERSONAL TAX (SA100)	TAX RETURN			
BART EDDY	PERSONAL TAX (SA100)	SOURCE DOCUMENTS			

Search Functionality

The Document Browser Search option lets you navigate through search results by expanding drawers and folders. Sort your search results by column heading and add, rearrange and remove columns. By using the Enhanced Search, you can also:

- + Search multiple drawers simultaneously
- + Use advanced search options, e.g. find multiple document indexes at once

Customisable Navigation

- + **An intuitive interface** – Easily personalise the dashboard and other user functionality to suit your needs
- + **A dashboard-style home screen** – Where you can view key information from different areas of GoFileRoom at a glance, on a single page

GOFILEROOM GIVES YOU:

- + **Lower cost of ownership:** Eliminate your investment in hardware purchases and maintenance, and remove the need for additional staff focused on IT management.
- + **Rapid deployment:** Completely scalable to your firm's needs, GoFileRoom can be implemented quickly. We take care of software updates so you always have the latest version.
- + **More flexibility:** Focus resources on your core business, not on IT maintenance. This scalable solution grows with your firm—without the risks, costs and administrative responsibilities associated with developing and maintaining the required infrastructure.
- + **Enterprise-level security to keep you in control:** Ensure business continuance and keep client data safe.

CONTACT US TODAY

- ☎ 03450 180 910
- 🌐 tax.thomsonreuters.co.uk/info
- ✉ digita.info@thomsonreuters.com

