



Managing Documents With Service Desktop **Pro**

Manage Your Digital Documents and Notes !!!!

Digital documents associated with various business activities can be very difficult to manage if they are stored haphazardly, often resulting in waste of time and resources for retrieving the same.

Apart from this, it is ideally desirable to have a system which can attach documents to their respective related activities, making it easier to search them out when required.

Service Desktop Pro's document management software module enables you to add documents to various entities like projects, tasks, appointments and many more. All digital documents are stored in a central repository from which they can be easily retrieved through intelligent and interactive search options.

Documents can be sorted based upon the entities to which they are attached, by file types, by file size or by date of adding.

An integrated notes module enables you to quickly create "stick-on" type notes and attach them to various entities like projects, tasks, appointments and many more. Notes are essentially pieces of additional information that you can quickly add to an entity.

Notes can again be searched as desired.