



FUTURE FILING, LLC

LIVE SUPPORT
OFFLINE

Leave a message

A banner featuring a smiling woman wearing a headset on the left. The background is yellow with a dotted pattern. The text 'LIVE SUPPORT' is in black and 'OFFLINE' is in red. Below the banner is a yellow button with the text 'Leave a message'.

INFORMATION MANAGEMENT
MADE SIMPLE



Updates On Paperless Office Solutions



FUTURE FILING, LLC

www.futurefiling.com

Table Of Content

Paperless Document Management	3
Electronic Document Filing	4
Digital Asset Management Tools	5
Paperless Office Solutions	6
Document Scanning Services	7
Paperless Documents	8
Document Indexing Software	9
EMR (Electronic Medical Records)	10
Going Paperless	11
Paperless Document Storage	12



Paperless Document Management

- Is your office operating at 100% efficiency?
- Is your valuable data secured from unauthorized usage?

Future Filing is a paperless document management system designed to increase your businesses efficiency by:

- Strengthening your organization of documentation
- Improving communications internally and externally
- Providing high security for your valuable data
- Giving you the option of accessing your data remotely

With so many choices for document management it can be overwhelming to make the right decision. Cost, ease of use, and functionality are some of the critical items that you need to analyze to determine which system is right for your organization. Future Filing is a document management system designed for businesses that are [going paperless](#), seeking strong document indexing and want improved organization and operational efficiency. Future Filing's electronic method of documentation is unique since it allows for your organization to maintain "static" and "live" documents simultaneously. With its easy to use user interface, document searching, OCR and security functionalities, achieving your document management needs with Future Filing is fast, easy and enjoyable.

Some of Future Filings functionality is:

- Data encryption of all files for added security
- Easily search for documents with Quick Search
- Maintain PDF, Word, Excel, JPEG, BITMAP, TIF, GIF
- Perform Optical Character Recognition (OCR)
- Access documents remotely with the web based feature
- Document Indexing using the keyword tagging
- much much more

Experience the difference [Future Filing](#) makes and act now. Get Future Filing and enjoy the "Future of Filing Today".

Electronic Document Filing

When implemented correctly, [electronic document filing](#) has revolutionized the way businesses operate. With Electronic Document Filing your business will maximize its:

- Time
- Effort
- Money
- Physical space
- Information security

Whether you are in the private, government or not-for-profit sector, the ability to properly manage your information is a key to success. Obtaining this level of success requires time and energy which when not performed properly waste money and operational efficiency. Future Filing is designed as an easy to operate system with information and document management at a very affordable cost, one price for unlimited users.

Future Filing is a document management system designed for organization's that value cost effective innovations that give them high efficiency and added operational success. Maintain all your current, old and future information within the security confines of Future Filing.

This electronic data filing system from Future Filing transforms your paper based operations into [paperless documents](#) that give you:

- Information that is easy to search on
- Disaster preparedness
- Security
- Improved Communication
- Cost savings
- Space saver

Future Filing, LLC's unique [digital asset management software](#) is heralded as a cost efficient way to assist your organization in achieving its operational and financial goals. Get [Future Filing](#) and experience the "The Future of Filing Today". Get Electronic document filing and enjoy the benefits.



Digital Asset Management Tools

Digital asset management is a critical element to having an efficient and organized operation. There are numerous Digital Asset Management tools on the market, but finding the right one for your business can be an overwhelming task. A good Digital Asset Management tool is:

- Easy to Use
- Affordable
- Capable of operating with minimal staff Intervention
- Secure

One such Digital Asset Management tool that provides you with these capabilities and more is Future Filing (www.FutureFiling.com). Future Filing transforms your operations into a [paperless office](#) with the ability to increase your efficiency by:

- Reducing your Staff's Time on Filing and Indexing Information
- Providing a ready made Disaster Plan
- Organizing your Information utilizing a user friendly interface.
- Auto Indexing and Batching to save valuable time
- Providing Strong Security to protect Information from Unauthorized Users
- Integrating with Microsoft Outlook, Word and Excel
- Accessing your Information remotely

[Future Filing](#) is a unique digital asset management tool, that is affordable, simple to use, yet sophisticated. Learn more about this paperless office solution and how to transform the way your office operates.

Paperless Office Solutions

Future Filing, LLC is proud to introduce a revolutionary advancement in document management. This electronic document management system, called Future Filing, is a paperless office solution designed for businesses that value their information and strive to improve operational efficiency and customer satisfaction. Security, ease of use, customer satisfaction and information organization are just some of the many benefits your business will achieve when using Future Filing. The paperless office solutions from Future Filing accomplishes this and much more. By converting your data into paperless documents using this advanced electronic document management system you have the unprecedented power to manage your data without significantly altering your current processes, yet gain high levels of security, organization and communications. Future Filing works for you and not against you.

In a competitive environment, it is critical to work smarter than your competitors. Technology provides you with the competitive edge to be at the forefront of the competition. Leveraging this technology is essential to reaching your goals. Saving time, improving upon the organization of information and strengthening internal and external communications are just some of the ways that technology will benefit your company.

Future Filing advances the ability to achieve excellent document management and the [paperless office](#). With its vast functionality, you dramatically improve your information organization, save massive amounts of time and strengthen your internal and external communication. The power of Future Filing's document management system is very cost effective and cost thousands less than most like systems. This creatively developed system transforms your business operations into a highly efficient [paperless office](#), without sacrificing your financial standings.

Additionally, Future Filing's [paperless document storage](#) system is highly secure and maintains all of your information in an encrypted format, thereby preventing unauthorized access to your valuables.

Reap the rewards of the paperless office using Future Filing and watch how it will work for your company.

Get [Future Filing](#) and experience the "Future of Filing Today".

Document Scanning Services

Future Filing™ is a paperless office system that is destined to revolutionize document management. This cost efficient innovative system strengthens your organization by reducing your operational expenses via the removal of inefficiencies and dramatically strengthening data security.

A paperless office has many advantages. Outside of the obvious one of freeing up critical office, a paperless office has the unique advantage of providing a seamless ability to communicate to your personnel regardless of the physical distance that may separate them. In addition, a strong paperless office system provides data security, data disaster recovery, automatic document indexing/batching and auditing tracking.

Future Filing™ is a paperless office system designed to convert your paper documents into electronic versions, protect your data from unauthorized users, securely share information among staff members, quickly locate files and track user actions. Future Filing provides all this and more for a fraction of the cost of most document management systems on the market today.

Another major benefit of Future Filing is the paper to electronic feature that transforms paper forms into editable electronic forms. To learn more how your organization can benefit, visit http://www.futurefiling.com/ff_complete.php

Future Filing's auto indexing and batching services eliminates the need for expensive Document Scanning Services. This document indexing tool automatically is specifically designed to categorizes and keyword tag large volumes of documents with minimal staff interaction.

There are several ways to input documents into Future Filing. You can:

- Import directly using the program's browsing tool
- Scan in your information with any Document Scanning Equipment that is TWAIN or ISIS compatible.
- Fax in the documents
- Email in the documents

In all, Future Filing is a unique cost effective paperless document management solution that eliminates your organization's need for paper storage. The benefits are evident in cost and time savings. To experience the difference and to elevate your company to the next level, visit www.futurefiling.com

Paperless Documents

Is **paperless** document storage a fad? Not if you are one of companies that have done it and realized the benefits of cost savings, disaster prevention and data security.

[Paperless document management](#) is nothing new. Since the early 80's, organization's across the country have talked of [going paperless](#). But then, just like now, the cost of performing this correctly has proven prohibitive, especially to smaller companies without the staff or financial means to do so. However, Future Filing, LLC has bucked this trend by providing companies with an affordable paperless document management solution to achieve an operational advantage over the competition.

Future Filing™ is a [paperless office](#) system that is jammed packed with features, is easy to use and very affordable. From its data security, activity tracking, and file searching, Future Filing has the flexibility of integrating within your processes while eliminating inefficiencies resulting from a paper based operation.

So what separates Future Filing™ from the other [paperless documentation](#) systems currently available? The answer is simple. Future Filing™ offers an array of features for one low affordable price. Whether you need the ability to quickly locate document using the Quick Document Searching (QDS), route files with the integrated workflow, or access information remotely, you get these and much more for one price regardless of the number of users within your organization. Unlike the other document management systems that charge extra for additional features and users, Future Filing's [paperless office solutions](#) pricing model does not "nickel and dime" your organization to realize the various benefits of top features.

To learn more on how you can convert your company's paper documents into paperless documents, visit www.FutureFiling.com



Document Indexing Software

Thinking about [going paperless](#) but haven't made the switch because of lingering concerns? Will I lose my data? The cost are to high? Do I need to upgrade my computer system? What about security? Are the benefits really as advertised?

Converting your operations into a [paperless](#) document management system is a major decision that you need to carefully analyze prior to making. Some key questions to ask are:

What do I expect to achieve? What operational changes will occur as a result of this change? What features in a paperless document management system should I expect? What costs are involved?

At Future Filing, our goal is NOT to just sell you a [paperless document](#) management system, but to ensure that your organization achieves its desired end state by skillfully analyzing your situation and making sure your needs are properly meet. Our document management software is an extension of our company so the ability of our customers to achieve maximum results is very important to us.

A major benefit of having document indexing software is the ability to significantly reduce the time your staff spends on locating information. Future Filing's Quick Document Searching functionality (QDS) combined with the auto batching and indexing makes Future Filing very unique given its robust functionality and pricing. In fact, we've been asked on numerous occasions why our tool is priced so low. The answer is simple, because we want to level the playing field for small companies by providing them with the technology to streamline their operations without adding any financial strain.

So if your company is considering document scanning services or document indexing freeware, visit www.futurefiling.com and let us see how our system will fulfill your needs.

EMR (Electronic Medical Records)

Paperless offices is a modern concept where an organized, efficient and clutter less office is a priority. These offices use modern technologies and software to organize their routine official procedures to store, locate and retrieve data. Many different types of software are available in the market, which cater to this growing demand of [paperless office](#) and EMR is one of them.

Many industries and businesses are realizing the importance of these paperless office solutions and adapting and incorporating them into their routine work. Healthcare industry has also adopted the concept realizing the operational efficiency, document security and reduction of the overhead cost advantages it provides. [EMR](#) or electronic medical records is the offshoot of the paperless concept as it helps in saving space, organizing data and easy data retrieval for the medical practitioners and service providers.

This system of a [paperless medical office](#) has many advantages such as better office efficiency, electronic prescribing, easy accessibility to paperless medical records, systematic reviews of medical procedures etc. The more organized and efficient set up will aid the healthcare provider in providing a better quality of the service to the patient as he would have easy and fast access to relevant data.

While the patient also gains from the system, as there are no missing charts, his doctor is better informed and the whole process is more streamlined. Most of the patients appreciate the neat and uncluttered look of the medical office.

Future Filing offers the Total Solution Document Management System, which has some very useful features such as:

- The system offers validating & indexing of medical documents and patient records along with automatic batching
- You don't misplace your important files
- The system maintains compliance with HIPAA
- You get a Data Disaster Preparedness Plan
- You get a secured web based access to your information

The user-friendly interface of the cost effective system is easy to use than other electronic medical record system. The Future Filing EMR provides paperless office solutions for other industries also such as education and small & medium scale industries.

Visit the site www.futurefiling.com to know more about paperless solutions offered by the company.

Going Paperless

You are the CEO of an enterprising and ambitious company and want to take your company to the dizzying heights of success, but the problem is how do you do it? The answer lies in increasing your efficiency, lowering your overhead costs and streamlining your procedures. Going paperless is one of the easiest and cost effective ways to achieve the above objectives. Paperless document management solutions help you to organize your official data and information in a more orderly and systematic way.

The [paperless solutions](#) help you to store all the relevant data safely, which you can easily locate and retrieve whenever you require. The [paperless document management](#) offered by Future Filing is a knowledge management and information security system that is easily accessible. You can integrate the system with your present processes. When you buy the system you have the advantage of using a state of art system with many additional features such as multiple security layers, disaster readiness etc.

Future Filing offers software for different industries such as healthcare, education and small and medium businesses. With the help of the software, you can share information easily, index your data and protect your data against any disaster. Other additional features, which the system offers, are disaster preparedness, data security, document searching, accountability audits, virtual notebook, word and excel integration, folder replication etc.

For the healthcare industry, Future Filing offers the Total Solution Document Management System. The system helps in automatically batching as well as validating and indexing relevant medical documents and maintains compliance with HIPAA.

Future Filing, LLC provides a document management and workflow solution specially designed for educational institutions. You can integrate the software with your student information, financial management systems. The system thus helps in providing a secure environment for the digital data stored in the system.

Future Filing, LLC was specially designed for businesses to increase the efficiency as well as the communication competencies as the software aids in knowledge management. It also helps in reducing costs and controlling the information sharing of critical data and resources.

Considering all the advantages of paperless office, going paperless should be the priority of organizations that wish to increase their efficiency and competencies. Visit the site www.futurefiling.com to get more details about the special software.

Paperless Document Storage

Most of the businesses today realize the importance of proper documentation and its role in streamlining the official procedures and processes. Paperless document storage is a more organized and efficient way of storing important data and documents. This intelligent and hassle free method of storing, securing and protecting official data is gaining widespread popularity amongst business corporations, both big and small. But the expensive cost of the system makes it a prerogative of big companies, but the scenario is changing with the arrival of new players in the arena such as Future Filing, LLC.

Advantages of Paperless Document Storage

Paperless Document Storage offers many advantages that convince you to use the system for your organization.

- The system allows you to reduce the overhead costs as lesser number of people can manage the same amount of work.
- The transfer and sharing of information is faster and easier.
- You can save your important documents from any mishap.
- You can easily locate the files you want to use and save time in retrieving relevant data.
- You also save a lot of physical space, which your paper storage would have consumed.
- You have a more clutter free and neat office environment.
- Your staff can concentrate on jobs that are more important.

Future Filing offers a [paperless office solutions](#) software that maintains your [paperless documents](#) in a secure environment, which you can easily access as and when required. The efficient software helps to organize all your crucial information and can be integrated in your organization's present processes. The system is designed specially for small and medium sized organizations, educational & healthcare institutions.

Future Filing's document management system provides you full control of your data. The system can be integrated with Microsoft Office Products. It can convert paper forms to electronic forms, can create and transform available information and has personalized inboxes and cabinets. The user-friendly system offers many additional features such as multiple security layers, disaster readiness etc.

Future Filing offers [paperless](#) office solutions that put order in your busy and stressful office environment, so that you work more efficiently. Visit the site www.futurefiling.com to discover the amazing software and use it to increase your organization's productivity.

