

Spool File Archive

For Sage Premier/Prestige.....

What Is Spool File Archive?

Spool File Archive is an additional Multisoft module which provides on-line storage, viewing and retrieval of spooled files generated by Premier and Prestige. We all know the amount of paper that is generated by accounting systems and the hassle of finding what you want from filing cabinets. Spool File Archive takes this away with one simple-to-use Multisoft module.

Overview

Spool File Archive combines the latest in viewing technology with user-friendly operation to provide a software solution capable of hugely reducing the need for printed spool files. It also reduces paper storage whilst improving the ability to look-up information and distribute printed materials in a professional way.

An Archive Spool file is an image of any paper document created from within Multisoft that has been sent to the unspooler for printing. Once a spool file has been indexed and either printed or just moved from the unspooler without printing, it can be retrieved by user definable search criteria, checked on screen and either printed, faxed, or e-mailed as required without leaving your desk.



Key Features and Benefits

- **Saves you printing documents or reports until you need them**
- **Saves you needing to store large amounts of paper**
- **Provides easy access to stored documents and reports for enquiries. No more wading through storage cupboards**
- **Auto split and email a document to your customers (e.g. Dr Statements)**
- **Avoids lost or misfiled documents**
- **Provides instant access from your desk**



