

FileBound's Helper

Now that your files are securely stored and managed in the FileBound system, the unique-to-FileBound Clipboard feature provides even more ways to control and manage your digital files!



Clipboard Feature Overview

The FileBound Clipboard is a work area that a user can place or “park” files. Each FileBound user has a unique Clipboard, one in each of the FileBound projects to which that user has access.

FileBound users can *add one, several or all the files* from a search result onto their FileBound Clipboard.

From within a given Clipboard, users can:

- View files in the FileBound Viewer
- Edit files in the File Entry page (rights required)
- Export Clipboard files' index values into Excel
- Push their Clipboard files to another FileBound User
- Remove one, several or all the files from their Clipboard

And unlike in the paper world, when you place a file on your Clipboard, it is still available for all other users to access!

Clipboard-Only User (a/k/a Remote your Audit!)

Perhaps one of the strongest features of the FileBound Clipboard is when it is used in conjunction with a Clipboard-Only User. A Clipboard-Only user only has rights to access files via the clipboard...they do not even see the Search icon in FileBound.

Placing files onto a Clipboard-Only user's Clipboard means **that user can only access those files you have given them**. And since FileBound is web-based, these **files can be accessed (securely) from anywhere!**

You no longer need to give up a conference room or your company privacy for audits or third-party document discovery!

To learn more, give us a call today: **877-660-1880 x1**.

Clipboard Benefits:

- No additional cost...comes standard with system!
- Save time with faster recalls of high-access files
- File-level index data access
- Send to other users for work assignments, follow up
- Controlled access to only Clipboard provided files
- Recoup valuable office space from auditors
- Eliminate printing & organizing files for auditors
- Eliminate “smoking gun” from audit/legal proceedings