

Get Busy with Virtual Cabinet

Collaborate. Communicate. Automate.



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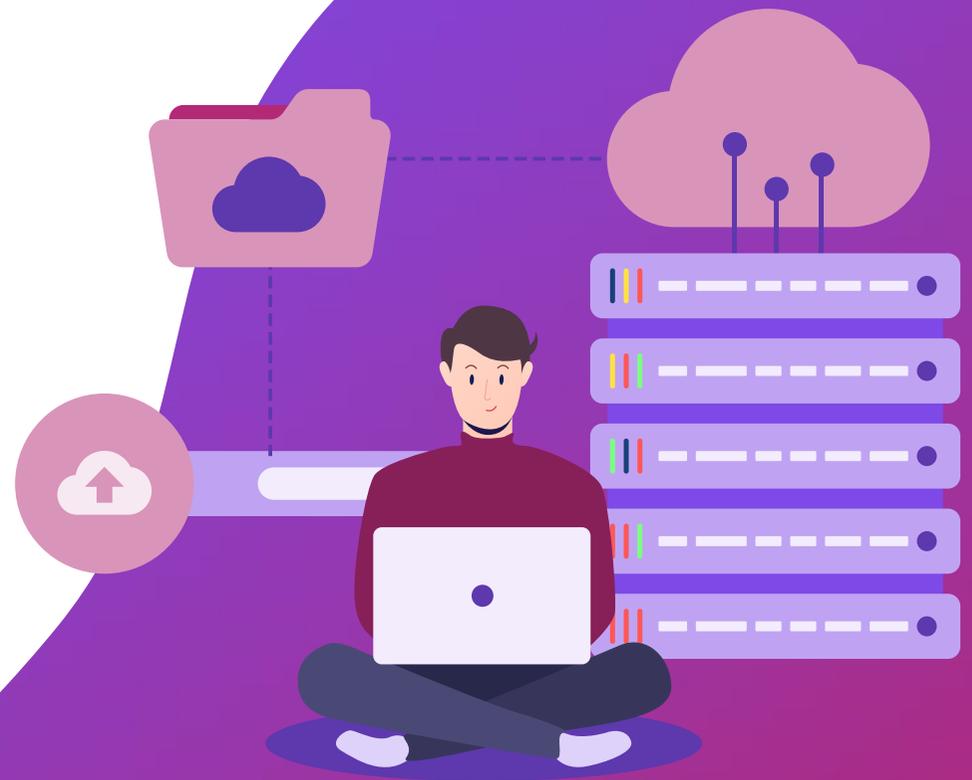
Introduction

Tired of feeling unproductive?

Organise your office, engage your customers and get more from your existing team with document and task management software – no matter where you are.

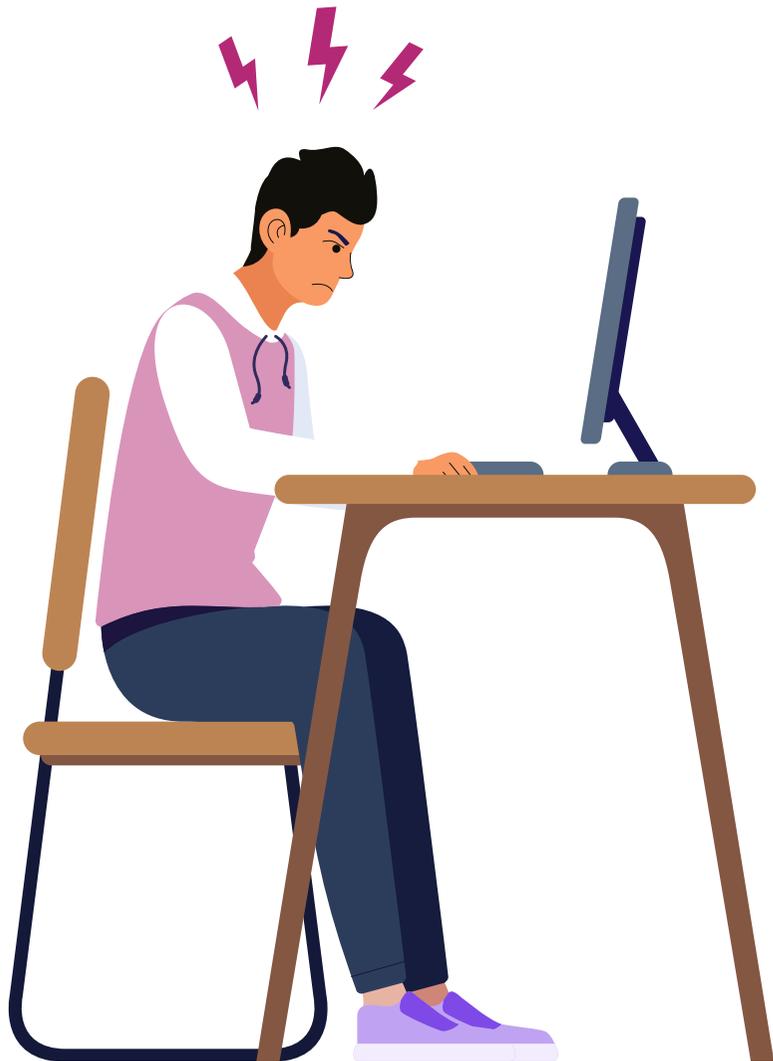
Because with our tools, you're one step closer to missing less, forgetting less, chasing up less and getting more done with clarity.

Find out how our document management and task management software work together to help **streamline workflows** and **improve team collaboration** in our guide to getting busy with Virtual Cabinet. We'll talk you through identifying your pain points, the benefits of effective task management software, and the features that our products offer.



Identifying Your Pain Points

Before you choose your productivity software, you should start by identifying the obstacles that you need it to overcome.



Conduct a survey.

Speak to your colleagues and clients. How do they feel? Ask the right questions and gather the answers and insights you need.



Speak to your sales team.

They can tell you about lost prospects and what you're missing out on.



Take a look at your competitors.

See what they're doing well and evaluate your own processes and approach to business to compare.

Do you have process issues? Trouble with innovation?
Lack of communication?

Choosing the right task and document management software can help...

Combat Your Pain Points With The Right Productivity Software

You've identified your pain points, but what's next? Choose a productivity software that covers all bases – from chatting with internal colleagues and external parties, right through to task and document management. That way you can address:

Information chaos	Avoid duplicate files, content disorganisation and data overload.
Email complexity	Automatically capture and file emails according to your business' unique indexing structure.
Misfiling and search	Don't waste time looking for lost files with effective online document storage.
Poor security	View audit trails and reduce the risk of hacking and leaks of confidential data.
Compliance costs	Prevent fines by meeting audit and litigation requirements.
Legal approvals	Reduce contract turnaround time with secure and legally binding electronic signatures.
Version control	Keep one version of the document, seen by everyone – reducing duplicates and confusion.
Document access	Log in to your document and workflow software from anywhere.
Information silos	All your files live in one place, integrating with your existing software and systems.

Keep reading to find out more about our task management tool and document management software, and how you can streamline your workflows.

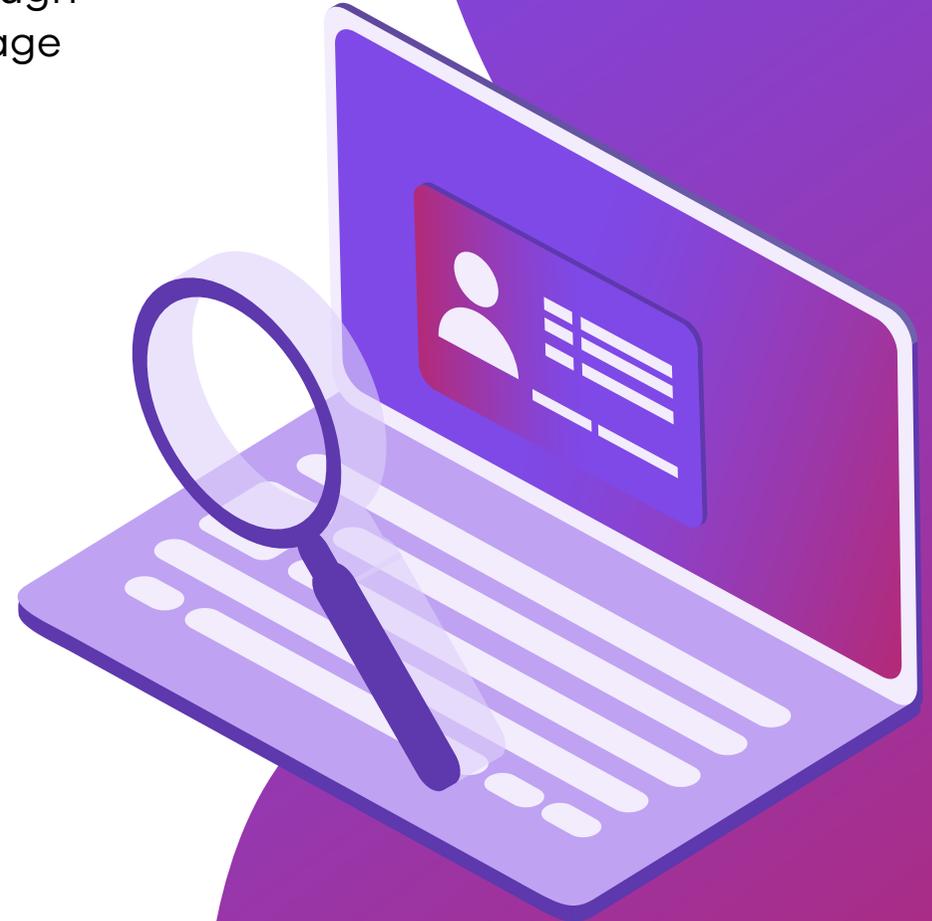
Document Management Software

Every business has its personal pain points
– and with **45,000 customers**, we've seen our fair share.

From financial pain points and sub-optimal processes to issues with productivity and efficiency, we can help you identify your biggest obstacles and talk you through the software solutions that can help you better manage your business.

Virtual Cabinet is the all-in-one professional office used by leading brands across a range of industries.

Whether you're in accounting, financial services, construction or another vertical, we'll work with you to provide document and task management software to speed up your office workflows – from storing everything in one place and filing emails, to improving business security and time and efficiency.



Document Management Software

The Benefits

Comprehensive document management software can offer a whole host of benefits to you, your business and your clients. Here are just a few examples:



Reduced storage space

Avoid the expense of storing paper documents, reduce the need for filing cabinets and free up precious office space with online document storage.



Enhanced security

Keep sensitive data protected with better [security](#) for your documents and improved controlled access, using our ISO27001 compliant software. You can also see a trail of those who have viewed or edited a document and when with [version control](#).



Compliance

If you're not compliant, you may receive fines and other penalties. Find out more about GDPR regulations using our [free online guides](#).



Improved collaboration

With an effective document management system, sharing and collaborating on projects is effortless. Access documents from multiple locations, share files with colleagues and use Version Control to manage multiple variants of documents.



Better client relations

Improved collaboration, security and compliance all adds up to a better client relationship. Streamline internal workflows and make customers and external parties happy.

Document Management Software

Virtual Cabinet Features

What are the key features that our document management system delivers?



Automatic Filing

Goodbye admin – automatically file emails and attachments.



Document Storage

Digitise your paperwork and access your files from anywhere.



Compliance

Comply with strict privacy laws and data protection regulations.



Workflow Automation

Streamline your workflows with automated business processes.



Reporting

Ensure high-quality outputs and team efficiencies with comprehensive reporting.



Security

All our products and services adhere to high security standards and are ISO27001 compliant.



Document Retention

Automatically archive and delete old documents, optimising organisation.



Mobile App

Easily access your documents anywhere, at any time.



Electronic Signatures

Reduce the number of paper documents and postage fees, and speed up the signature process.



Version Control

Keep track of document variants, access older copies and set archiving policies.



Integrations

Microsoft Office plugins, CRM integrations and other custom solutions.



File Sharing

Send large files to clients, suppliers and customers with our secure Client Portal.



The newest communication feature within Virtual Cabinet – designed to allow users to communicate and collaborate with equal focus, both internally and externally, on any project, task or piece of work.

Task Management Software

GetBusy is the most efficient way to quickly, and confidently, complete your work.

It allows you to focus your time on the projects that need to be done, streamlining your communication using the tasks and notes feature. And now it's integrated with Virtual Cabinet, you're sure to never miss a thing.

This communication software was designed with both integration and integrators in mind, providing communication, productivity and content management to your business. It's a powerful and complimentary addition to a whole host of apps and workflows, including Microsoft Office and other CRM systems.

With the GetBusy and Virtual Cabinet offering, you're one step closer to **missing** less, **forgetting** less, **chasing up** less and **getting more done with clarity**.



Task Management Software

The Benefits

Thinking of integrating a new task management software tool? When running a business, you need to ensure that all your systems can communicate with each other, so that users can perform tasks at a high standard, within deadlines. Here are just a few of the benefits of our task management software:



Save on costs

The right task management tool helps to centralise your operations, video, voice and data tools separately, saving costs in the long run.



Increased productivity

Enhance efficiency and productivity throughout your organisation by streamlining communication internally and externally.



Better Communication

Avoid waiting for replies and manually chase up work by assigning tasks to colleagues and clients, all at the click of a button.



Improved Visibility

Data that was once inaccessible becomes available and actionable, providing a clearer insight when making decisions.

Task Management Software

GetBusy Features

We've discussed the benefits of task management tools, but what is it that makes GetBusy so popular? Here are just a few of the product highlights:



Assign tasks to colleagues

You can see when they're going to be done and when they've been completed.

Our task management software allows businesses to collaborate with anyone – from clients, partners and customers to your own internal team.



Automatically chase up tasks

Reduce your admin time and chase up tasks automatically. If there's a delay, GetBusy will send your colleague a nudge, so that you don't have to.



Manage deadlines and priorities

Pause tasks and re-assign them at a later date, allowing you to prioritise urgent tasks and manage jobs in a productive way.



Integrate with your existing software

GetBusy works to create tasks by integrating with existing apps, using just the click of a button.

Assign anyone a task from GetBusy without them needing a GetBusy account. Integrations include Chrome, Microsoft Outlook and Virtual Cabinet.

How To Get Busy With Virtual Cabinet

We've outlined the benefits of each tool, but how do they work together?

The Virtual Cabinet and GetBusy integration is quick and simple.

Within the Virtual Cabinet interface, wherever you are (whether that's within the search screen, within a task or recent document), you can send a file straight to GetBusy with just a click of a button.

As the GetBusy desktop app opens, all you need to do is follow a few simple steps to create your task or note and your colleague will be notified!

It's really that simple.

Collaborate. Communicate. Automate.



What now? It's time to see it in action

Ditch document and communication chaos
in one with Virtual Cabinet and GetBusy.

Book your **FREE** Virtual Cabinet and GetBusy
demo online [today](#).