



1



2

3

File to Archive	
<input checked="" type="checkbox"/>	Jane Doe-Employee Review-20.DOC
Destination Folder	Human Resources
Document Class	Employee Files
Index	Value
<input checked="" type="checkbox"/>	Employee Name
<input checked="" type="checkbox"/>	Document Type
<input checked="" type="checkbox"/>	Document Date
<input checked="" type="checkbox"/>	Employee Number
<input checked="" type="checkbox"/>	Retention Date
<input checked="" type="checkbox"/>	Retention Event



4

1. User drags one or more files to FileNexus archive folder
2. FileNexus moves the files to the Web Archiver
3. User [Indexes the files](#)
4. Files can be viewed using the [FileNexus Web Client](#)  
[See Business Case](#)