



RapidFile Document Management

The dream of a paperless office is within your reach.

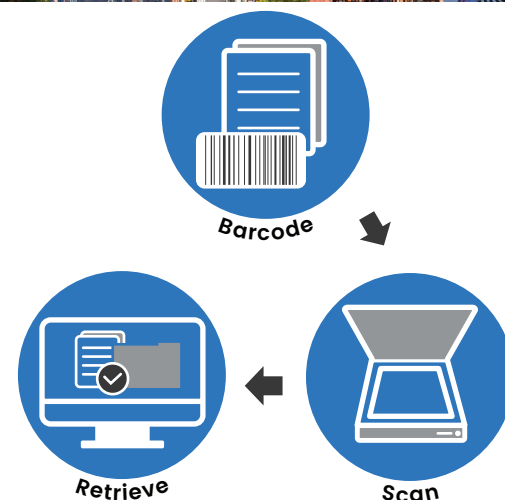
The RapidFile document management solution empowers you to efficiently handle the endless flow of documents involved with property management. This system uses the power and reliability of barcodes to turn everything from a vendor's invoice to a resident's lease into an electronic record that can be accessed from any device connected to MDS Explorer. The RapidFile system even automates the process of creating report packages to include items like copies of paid invoices and bank statements. This system is a proven workhorse that provides tremendous value by making document management fast and efficient. Our clients consistently tell us that implementing the RapidFile system is one of the best things they ever did to improve operational efficiency.

Cut Down on Paper to Reduce Costs

- ✓ Scan large batches of barcoded documents for quick and easy imaging, filing and retrieval, saving tremendous time
- ✓ Retrieve scanned documents from any device with access to MDS Explorer, providing valuable convenience
- ✓ Preprint barcodes on documents generated from MDS Explorer, making electronic filing effortless
- ✓ Include scanned documents in monthly report packages with practically zero effort

How Does It Work?

- Print barcode stickers from the regular MDS Explorer user interface from wherever you'd expect to find the document later on
- Include preprinted barcodes on system generated documents like lease renewals, lease riders or anything else that you'd expect to scan later on
- Scan large batches of barcoded documents for automatic imaging and filing within MDS Explorer
- Intuitively view, email and include scanned documents in monthly report packages



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We have worked with MDS for many years and recently added document and invoice scanning through their Rapid File image system, which has benefited our clients and saved us time and expense. We have found them to be flexible and adaptable to our needs which is of great benefit in the NYC property management industry.

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Schedule a demo today.

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