

# Store

STORE ONCE. FIND INSTANTLY

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**ENIT Store is a fast and intuitive solution for storing, finding, and managing transactional documents. It saves time, reduces manual work, and keeps you fully in control — helping you work faster, stay organized, and handle invoices, letters, and other key documents with ease.**

## Why use ENIT Store?

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- Store invoices, letters, and other transactional documents in a structured and organized way.
- Instant document retrieval using advanced metadata and date-based filtering.
- Preview and download documents with just a few clicks.
- Download or extract single or multiple documents effortlessly.
- Email one or multiple documents directly from the system.
- Annotate using comments and activity logs for improved traceability and collaboration.
- Bookmark recurring searches in your browser for quick, one-click access.

## How document search works – fast and simple

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- Search is driven by metadata such as customer, supplier, or invoice number, combined with date intervals.
- A special document type, “All”, allows searches across all document types — ideal when you’re unsure what you’re looking for.

## Work smarter with your search results

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Documents appear in a clean, configurable list (with configurable columns per document type) where you can:

- Customize visible columns.
- Open a document for preview.



- Download one or multiple documents (as ZIP or merged PDF).
- Email documents individually or in bulk.
- Add comments and review activity history.

## Administration and Governance

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Administrators can easily manage how ENIT Store is used by configuring:

- Search limits and default date intervals.
- Email sender settings.
- Per document type: filename templates, retention time, and which metadata fields are searchable or visible.
- Access control: permissions based on document type and metadata.
- Recurring searches in your browser for quick one-click access — perfect for daily or weekly workflows.

