



ABOUT FILEHOLD

FileHold document management and records management software is an off-the-shelf solution that ships pre-configured with user roles and an intuitive and friendly file structure that mimics the physical filing hierarchy of Cabinet / Drawer / Folders. The software installation is fast and easy compared to "platform" based products that can require consultation and IT resources often measured in weeks and months.

Our document management software allows companies to embrace the "paperless office". Our standard software features and optional modules can be tailored to fit your company's needs.

FileHold Scanning and Imaging Solution



"Estimates are that 35-50% of company information is not centrally indexed and searchable. Other surveys put this figure at as high as 80%". - IDC White Paper

Most offices today have purchased a document scanner but even with equipment in place there is little progress toward the "paperless office". Scanning documents just to store them in overstuffed file servers or isolated workstations only adds to the electronic chaos.

FileHold offers the missing piece. FileScan Bridge is designed to bridge the gap between scanners or multi-function centers and FileHold's searchable, organized storage.

As an out-of-the-box scanning solution, FileScan Bridge addresses all of the key challenges when scanning and processing paper documents en masse. Working with third party scanning software, such as EMC Captiva's QuickScan Pro, FileScan Bridge helps companies:

- Make scanned documents searchable . Using Optical Character Recognition (OCR) technology, scanned images are automatically converted to text, indexed and saved as Adobe PDF files to reduce file size. The content of each scanned

Our objective: Convert space consuming paper to usable, compliant, searchable electronic information.

Offices today are overwhelmed with information with much of it still on paper. The business challenge is to reduce paper, manage the information, find what you need when you need it, and stay in compliance with regulations about data retention.

document is stored, in a searchable form, in the FileHold Library and found using our Search engine.

- Streamline the scanning process. Increase scanning throughput with features like job separation and process automation to streamline the entire batch scanning process from paper to repository. FileScan Bridge enables fewer people to process more paper.
- Reduce filing and classification effort through automation. Manually filing scanned documents is an error prone and labor intensive process. FileScan Bridge can automatically detect and file documents based on filing rules established by the company . FileScan Bridge makes use of field masking, barcode recognition, zonal OCR, and database look-up technologies found in third party scanning software to deliver automated and accurate classification of scanned documents en masse.
- Distribute the scanning load to remote locations. FileScan Bridge supports the scanning of documents from scan station at remote locations that are not on the same network.



Out-of-the-Box Features

Some of our standard features include:

Document Scanning Software: Tested on over 300 document scanners to convert paper documents to searchable PDF's.

Secure Access to Documents: Use Microsoft Explorer or Mozilla FireFox web browser to gain access to documents from anywhere in the world.

Mass Migrate: From file-shares, third party applications directly into FileHold using "drag and drop" or XML importation.

Version Control: Keeps everyone on the same page while preventing accidental file overwrites and deletion.

Structured User Rights: To only the documents users have approval to see with a complete audit trail of document usage.

Metadata Tagging: Apply unlimited metadata schemas individually or on mass. Tag documents via drop down boxes.

Simple and Complex Search: "Google" like and advanced search to quickly find text or metadata (save and re-use searches).

Powerful Reporting: Leverages the power of SQL reporting Services to provide unlimited data mining of metadata.

Integrate with other Applications: Features to allow easy integration with other business applications. Fully documented web services API to move documents between systems.

Document Linking: Document to document linking allow users to link and organize files in logical groups.

OCR and Indexing: Convert scanned files into editable and searchable documents.

Watched Folders: Move files electronically into the library from local or network folders.

Document Subscription: FileHold document management software allows users to subscribe to and to be notified of edits or new versions to files or changes to folders they have subscribed to.

Optional Modules

Some of our optional modules include:

Document Workflow: Document review and approval workflow for documents needing to be automatically routed through several authors, reviewers and approvers before being ready for general distribution.

Document Viewers: View CAD and over 200 document types directly in FileHold without the need for the native application.

Mark Up: Add printable watermarks, annotations, mark up, sticky notes and directly onto documents.

Redaction: Automatically black out sensitive information such as Driver Licenses numbers in documents.

Scanning and Auto Filing: FileHold XML auto filing routines automate the scanning of documents into the Library.

Active Directory Synchronization: For Microsoft Active Directory users, FileHold can provide a single point of user authentication.

Print to FileHold: Eliminate paper completely, send electronic copies of invoices or statements from your business applications directly to FileHold and have them filed automatically.

Microsoft SharePoint: The document management system can be installed as a "web part" of Microsoft Office SharePoint Server or Windows SharePoint Services. The software offers integration for SharePoint to users who want to implement the Paperless Office but need tools that are not inherent in SharePoint.