

**Reduce costs, increase efficiency
and securely manage access to the
information that supports your
business**

The solution that tailors itself to your business



FileDirector is the future for the administration and distribution of information. It considerably decreases the time taken to manage and access all the information within an organization.

By using a flexible modular approach, FileDirector adapts with the changing demands of your business, no matter if you have five or five thousand employees.

Making it easy

Whatever the size of your business, implementing a document management solution will bring a host of benefits to it, giving you the competitive edge.

This happens by centrally capturing documents on electronic storage media. By referencing all information intelligently, you can quickly and securely access the information at any time via an Intranet or the Internet, in the way that best suits your business needs.

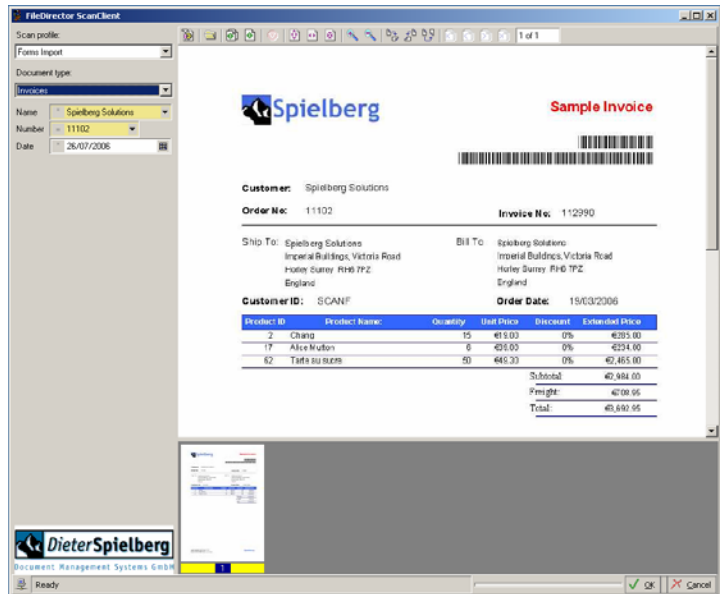
This is made easier by allowing every user to effectively manage their own information, including rapid capture, retrieval and distribution.

FileDirector is your chance to bring business practice into the 21st Century.



Capture

Capturing information is easy in FileDirector. With support for thousands of scanning and digital input devices, and with pre-defined Scan Profiles, scanning has never been simpler. FileDirector's MS Office Integration takes just a click of the mouse to capture documents, spreadsheets and email.



Paper documents

FileDirector has capture capabilities included within the standard Client software, so there is no need to run one application for capturing, and another for retrieving. Also, Scan Profiles can be created, which hold the settings for the capture device, and can also be configured to store documents under specific categories. FileDirector supports thousands of input devices, with its support for ISIS, TWAIN and its integration with eCopy ShareScan, enabling you to send documents from your Multi Functional Peripheral (MFP) directly to FileDirector.



Classify

Entering index information so that you can find documents later on can be a time consuming process, so Scan Profiles can be set to automatically perform Forms Recognition. This reads information from the documents being scanned and fills the index fields for that type of document automatically. In addition, index information can be automatically imported from other systems, Index fields can also have pre defined formats such as a dates or counting fields.

The screenshot shows a software window titled "Control box - Demonstration". It contains a toolbar with icons for Search, Edit, and Scan. Below the toolbar, there are several configuration options: "Profile:" set to "Marketing 5020 Locked", "Use OCR/Form recognition" with an unchecked checkbox, "Document type:" set to "Marketing", "Classification" set to "Guide", "Company Name" set to "Apex Solutions", "Contact" set to "Rob Huston", "Description" set to "Statup Guide", and "Document Date" set to "04/10/2006". At the bottom of the window is the Spielberg logo and the website address "www.spielbergsolutions.com".

The screenshot shows a scanned document with a header containing the Spielberg logo. Below the logo, there are two tabs: "First page", "Following pages", and "Last page". The main content of the document is a form with the following fields: "Customer:" with the value "Apex Solutions" (labeled "1: Company Name"), "Order No:" with the value "11102" (labeled "2: Order Number"), "Ship To:" with the address "Apex Solutions, Revage House, 41 Balcombe Ro., Horley Surrey RH6 7HF, England", "Customer ID:" with the value "SCANF", and a table with the following data:

Product ID	Product Name:
2	Chang
17	Alice Mutton
62	Tarte au sucre

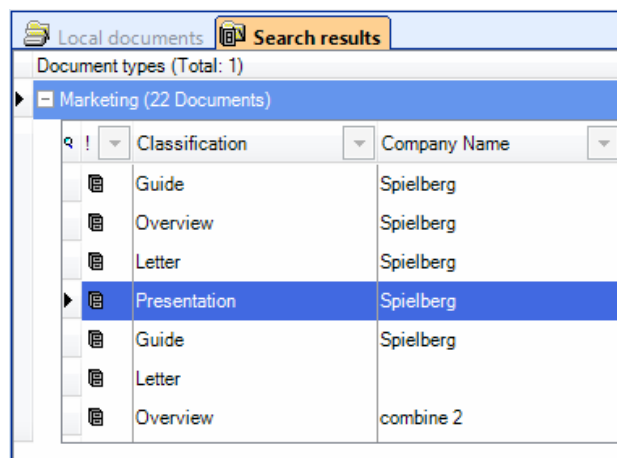
At the bottom of the form is a barcode.

Indexing documents can be done manually, or taken from the documents themselves by zoned Optical Character Recognition (OCR) or barcode reading. Full text recognition can also be performed on them, so you can search for a document on its content. You can even have multiple index records pointing to a single document.

Retrieve

Retrieving documents is a simple task. Type in what you are looking for into the index fields, and you'll get a list of documents back, which you can then view.

Viewing documents cannot be more straightforward. Just double-click on the document record, and it will be opened. FileDirector supports over 200 different file formats. You can easily page through, view thumbnails of it, and look at any previous versions of it, if it has been revised. You can also open and look at several documents at once.

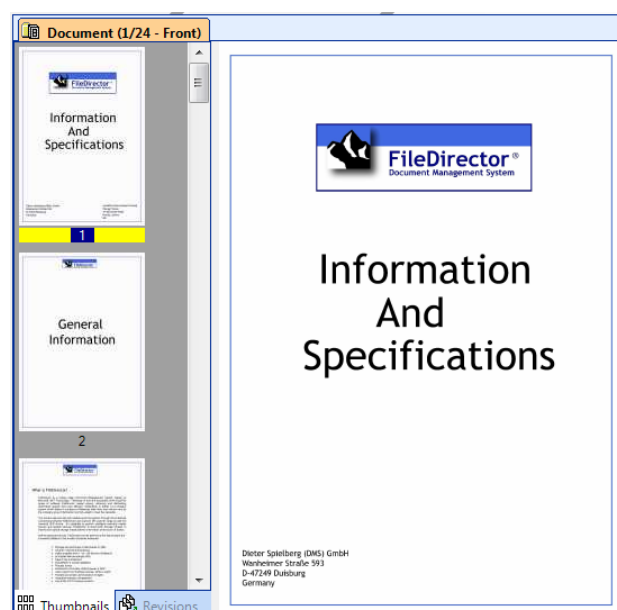


Finding Documents

You can search across a whole Cabinet, or just within one Document Type for the information you are looking for. Just use the index fields that have been defined within the cabinet, Which can be set to do specific match searches, or wildcard and range searches.

The documents that are found that match the criteria you set will be shown in a list, which can be sorted and filtered. On this list, just double-click on the document you want to see, and it will be shown in the document display window.

FileDirector also includes retrieving documents using just a web browser.



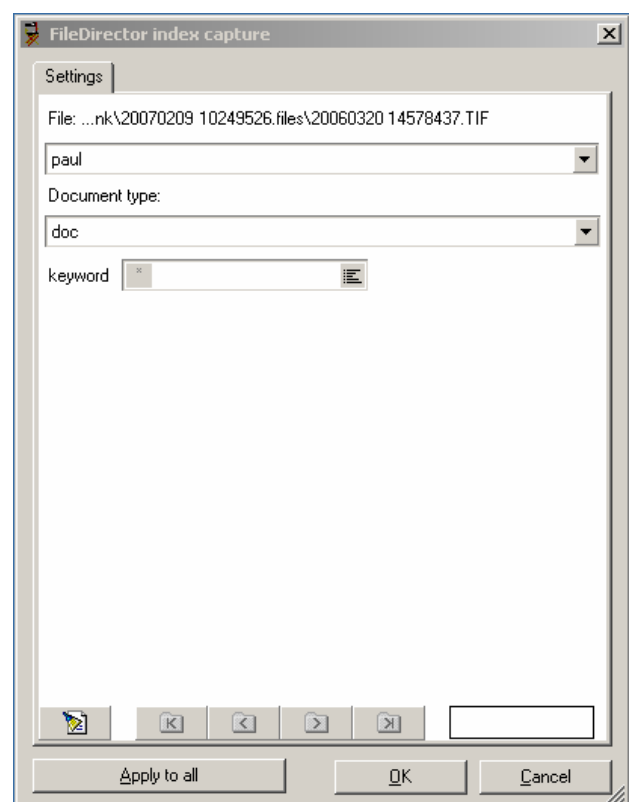
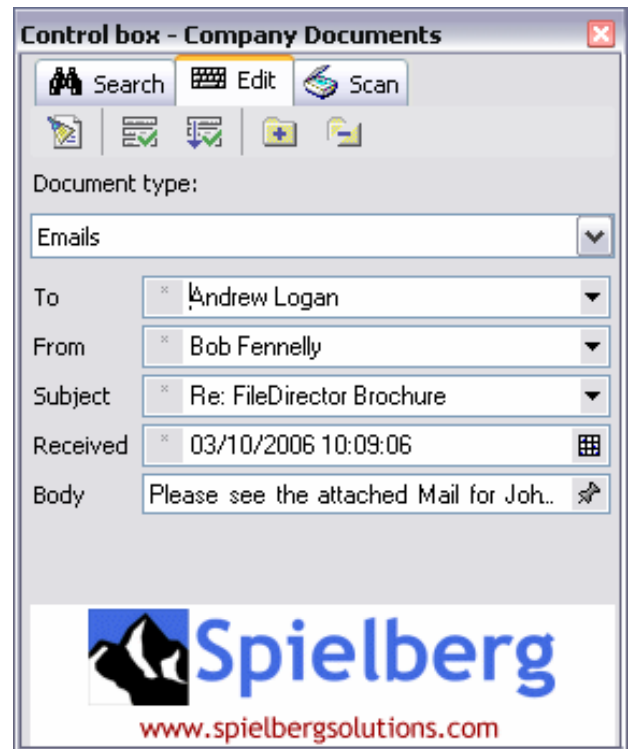
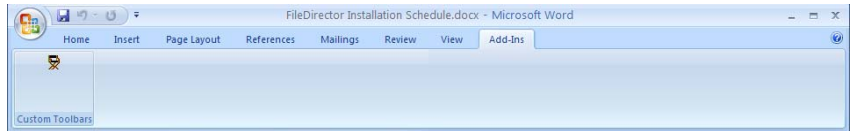
Integrate

Electronic Documents

Why not store all your electronic documents in FileDirector. This is a simple process with FileDirector's integration with Microsoft Office applications and with Windows Explorer. Just choose to send the document to FileDirector and you can then index the document, or have FileDirector take information, such as the file name and date automatically. When saving emails from Outlook, these can be indexed automatically, using the email data such as 'To', 'From', 'Subject' and even the email body.

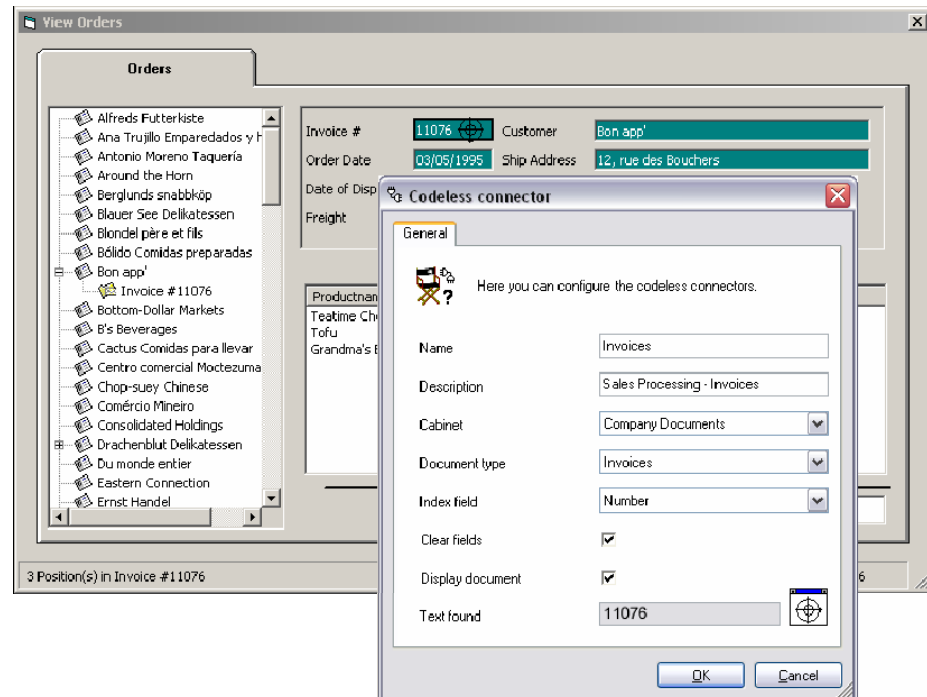
FileDirector can also automatically import documents from specified locations, so all the files held there can be imported at one time. This can be server based, or user controlled.

You can even 'print' documents to FileDirector, using our Windows driver, which you can select just as you would any other printer, or you can use Virtual network printing, where you can create several printers, and have Forms recognition performed on the documents to index them automatically



Integrate

The FileDirector Codeless Connector allows you to easily 'document enable' third-party applications, by creating links between data fields in FileDirector and the other application. Once done, from the other application you can search for documents, edit index data in FileDirector, and even tell FileDirector to scan documents, passing over the index data. All this, with not a line of program code required.



Web Integration

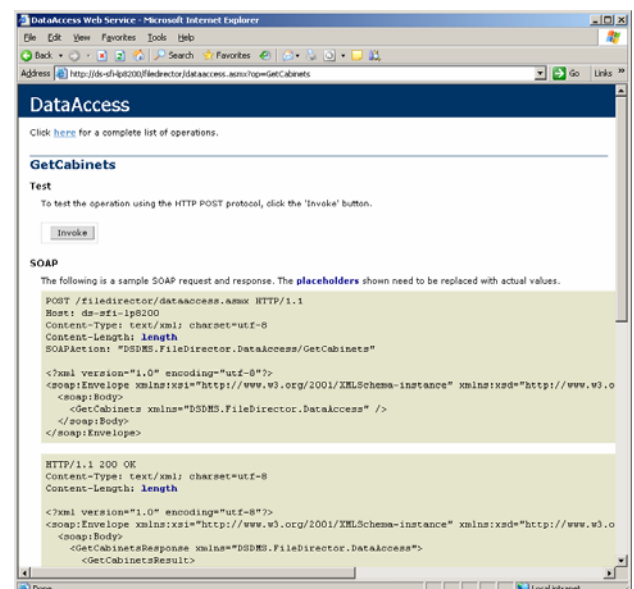
Integrate FileDirector browser retrieval functionality into your intranet; or even your corporate web site. This is an easy task with FileDirector's web retrieval engine which is fully customizable. The retrieval engine can be set to require or not require security credentials from users, although the documents available can be tightly controlled.

SAP Certified Integration

Need a Content Server for your SAP solutions? FileDirector has SAP® Certified integration with SAP NetWeaver®, and offers these functions: SAP HTTP Content Server 4.5, OLE/HTTP Front end and Barcode BAPI.

Built-in SDK

If you develop, or have your own applications developed for you, whether Windows or web based, then the FileDirector SDK will allow you to fully integrate with FileDirector. Create new documents, update them, retrieve them, manage security and more.



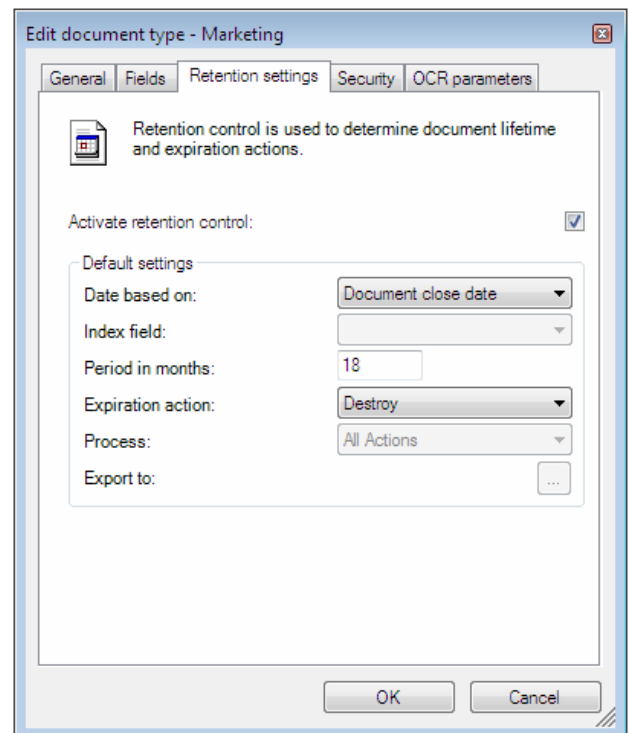
SAP® Certified Integration

Comply

Compliance issues such as; document access control; activity auditing; revision control; retention control; and automatic storage of emails are all easily achieved in FileDirector. If you need to save all your email traffic automatically due to compliance issues, FileDirector's MailStore option will connect to your mail server, and then store all new emails to FileDirector.

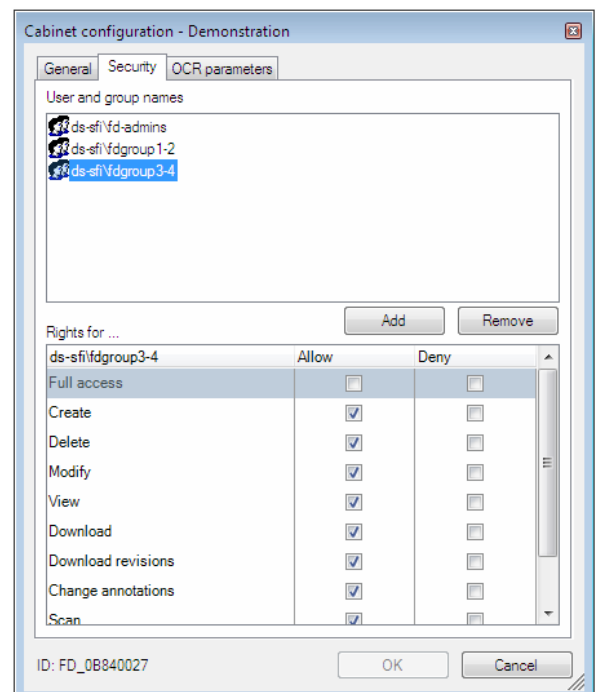
Retention Control

FileDirector has retention control as a standard feature allowing the administrator to set up the standards for retaining documents in the system. It also allows the control of other parameters such as time limits and disposal options.



Security

FileDirector works with Windows user accounts, so there is no need to maintain a separate user database. What a user can see and do in FileDirector is down to the permissions they have been given. Documents are stored in Cabinets, which can be sub-divided into Document Types, and index fields are associated with each Document Type. A user can be given access to a Cabinet, but may not have access to all the Document Types within that Cabinet. Additionally, a user may be able to create and edit documents within one Document Type, but only view documents in another. Also, if an index field is set to one value, a user will be allowed to access the document, but if it is set to another value, then the user cannot access the document.



Editing Documents

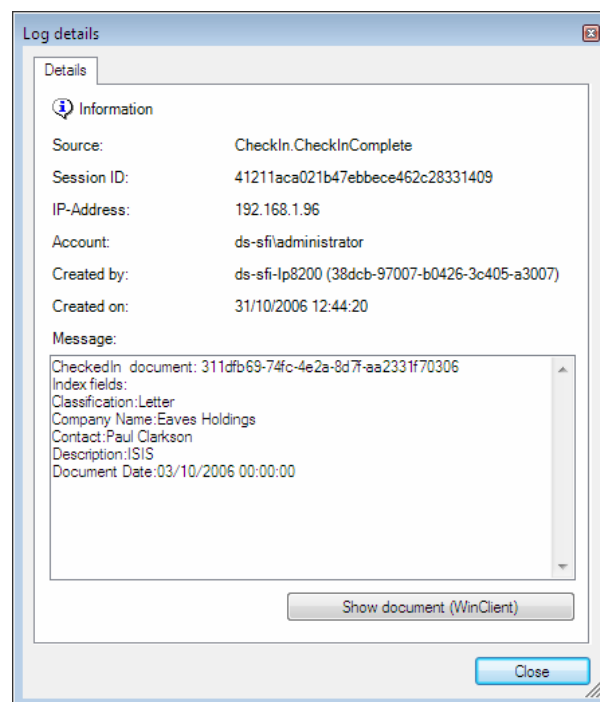
Before a document can be edited, it will be checked-out, which means nobody else can edit it at the same time. Also, when the document is checked back in after having been changed, the updated document is stored as a revision, and any revision of a document can be viewed.

A document in FileDirector can contain a mix of image and electronic documents (eg. Word) pages and any page can be edited. You can also insert, append, replace or delete pages.

If you are editing an electronic document such as a Word document, you must have the original application that created it. You can open the document in the original application, and once you start making changes to it, it will be automatically checked-out in FileDirector. It can then be automatically saved back to FileDirector as a revision.

On image pages, you can apply annotations, such as highlighting an area, or putting a sticky-note on the page. You can even create hyperlinks on the page.

Storage is not a problem with FileDirector. Working with Microsoft SQL or Oracle, it supports multiple document storage schemas, and can easily handle millions of records and documents.



Scaling to meet your needs

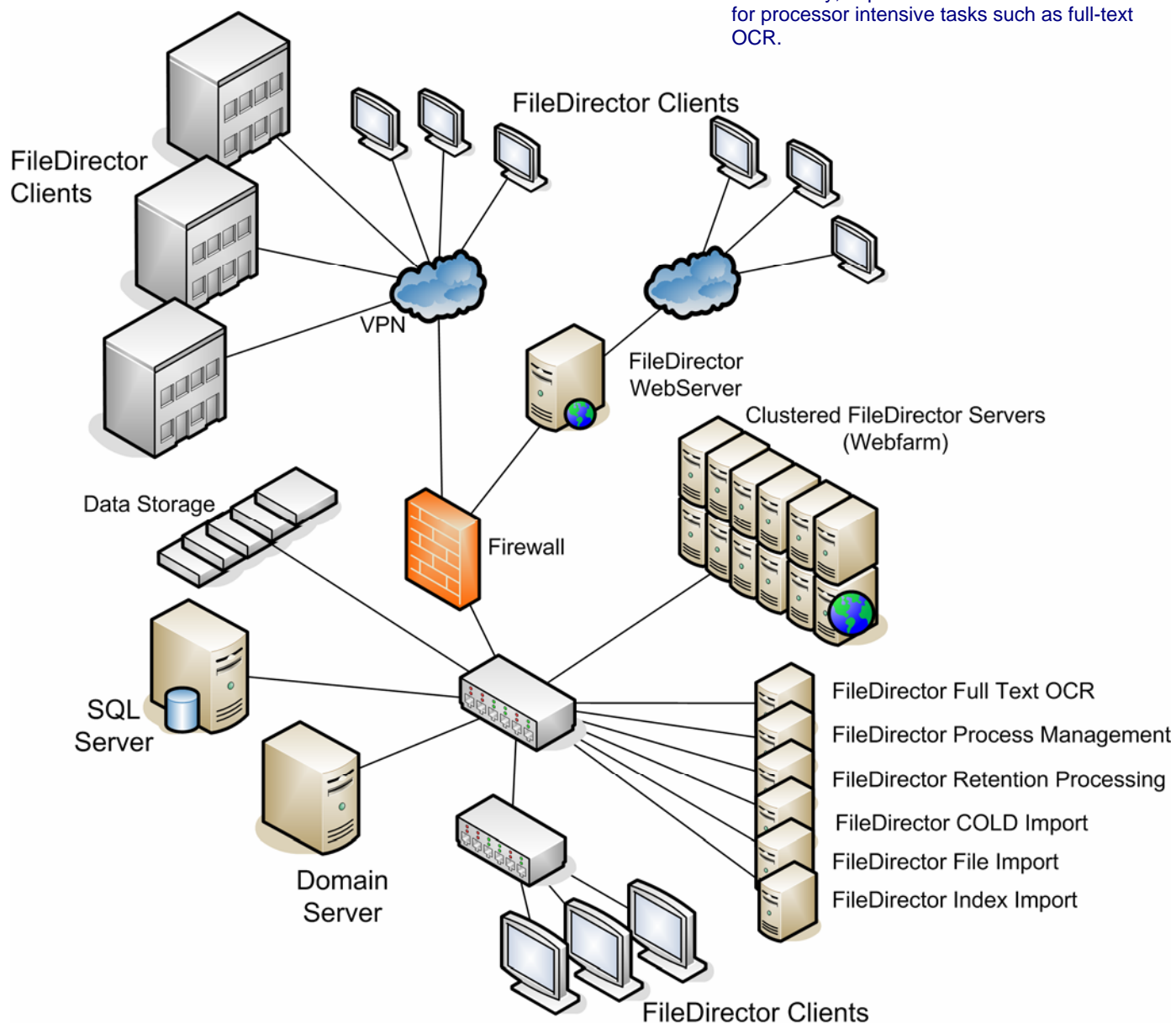
One of the major benefits that FileDirector offers is the opportunity of growth. No matter how big or small the organization is, FileDirector can adapt to meet demand. FileDirector encourages scalability externally as well as internally, allowing the growth of an organization's document management solution to be comprehensively universal.

Intranet/Internet Transparency

The FileDirector Client application uses the http protocol to communicate with the server, allowing you to scan, classify, store and retrieve documents, whether your workstation is on the local network or you are connecting over the internet .

Scaling

FileDirector supports up to 128 servers in a web farm, allowing thousands of users and transactions to be handled seamlessly. Additionally, separate servers can be used for processor intensive tasks such as full-text OCR.



You can use the FileDirector Windows or browser client, or develop your own clients using the built-in SDK or browser templates. Using these tools, FileDirector functionality can be integrated into your business processes.

Contact

Spielberg Solutions Australia

1st Floor
84 Albert Street
Osbourne Park
Perth, WA 6017

Tel: 08 9201 9272

Email: sales@spielbergsolutions.com.au
www.spielbergsolutions.com

For further information please contact
your Spielberg solutions reseller



Dieter Spielberg DMS GmbH

Wanheimer Straße 593
D-47249 Duisburg
Germany

Tel: +49 203 608880

