



# FileDirector

small business edition

Reduce costs, increase efficiency and securely manage access to the documents that support your business

FileDirector SBE offers a powerful, cost effective and easy to use document storage solution for small businesses, or workgroups where there are business critical business processes such as invoices, POD's and general documentation.

The solution has a powerful range of features to make the job of capturing and retrieving your vital business documentation an easy and straightforward process, making your staff more productive, and allowing you to provide a far high level of customer service, while also offering you the peace of mind that your documents are safe and secure.

FileDirector SBE can support up to 20 users, but has been designed so that it does not require a dedicated server or a Windows domain. The SBE server can be installed on to a Windows XP workstation, so that for a very small investment, you can implement a state of the art system. SBE uses MSDE or SQL Server Express as it database platform, which offers highly secure and stable data storage, with the minimum hardware requirements.

## Capture

With support for thousand's of scanning and digital input devices, and with predefined Scan Profiles, scanning has never been simpler. SBE can also integrate with eCopy ShareScan OP, allowing to send documents to SBE directly from your MFP. SBE's MS Office Integration takes just a click of the mouse to capture documents, spreadsheets and email.

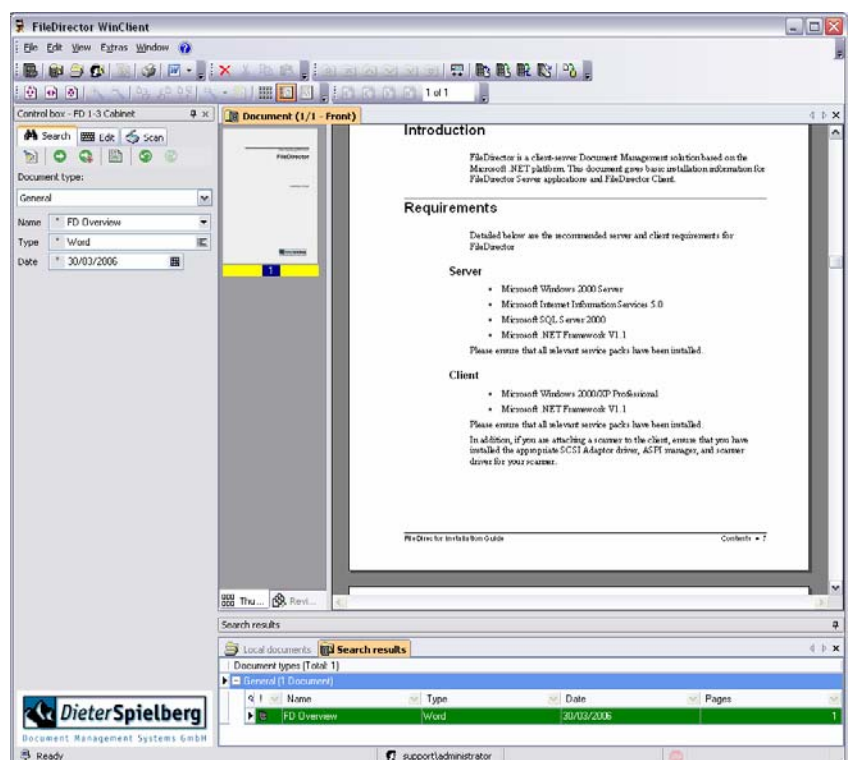
## Retrieval

This 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. 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.

## Classification

This can be done manually, or taken from the documents themselves by zoned OCR and barcode reading. Index data can be imported from external files, or values can be automatically applied when importing or capturing documents.

*SBE does not use separate capture and viewing clients, its all in one easy to use program*



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## Features

FileDirector has a host of features that make storing, managing retrieving and distributing your documents a quick and easy task. Below are the highlights.

- ▶ Virtually unlimited document Cabinets
- ▶ Virtually unlimited Document Types
- ▶ Virtually unlimited index fields
- ▶ Virtually unlimited documents within a Cabinet
- ▶ Advanced keywords
- ▶ Automatic field values
- ▶ Colour and Black & White scanning
- ▶ Supports thousands of scanning and digital input devices
- ▶ Scan profiles for default document scanning/import settings
- ▶ Image deskew, rotate and cleanup options
- ▶ eCopy ShareScan OP integration
- ▶ Document Append/Insert
- ▶ Duplicate index checking
- ▶ Document Check-in and Check-out with Revision Control.
- ▶ Document and index import Schedulers
- ▶ Built-in viewer which supports over 200 document formats.
- ▶ Comprehensive document viewing tools with Fit-screen, fit to width, rotate, zoom.
- ▶ View multiple documents, or multiple pages within a document
- ▶ Document Thumbnails
- ▶ Microsoft Office integration, allows documents to be saved to FileDirector from within Office applications.
- ▶ Automatic indexing with default values, file name, & email
- ▶ Email attachments can be saved separately to message
- ▶ Comprehensive security options
- ▶ Dedicated Capture licences
- ▶ Cost effective Retrieval licences
- ▶ Single application for storing, classification and retrieval
- ▶ Web access to documents
- ▶ Document Annotations, including hyperlinks
- ▶ User personal document lists
- ▶ Documents can be printed or faxed
- ▶ Email documents with user-defined automatic indexing and with original format or PDF attachments.
- ▶ Option Barcode/Zone OCR component for automatic indexing and forms recognition

## Requirements

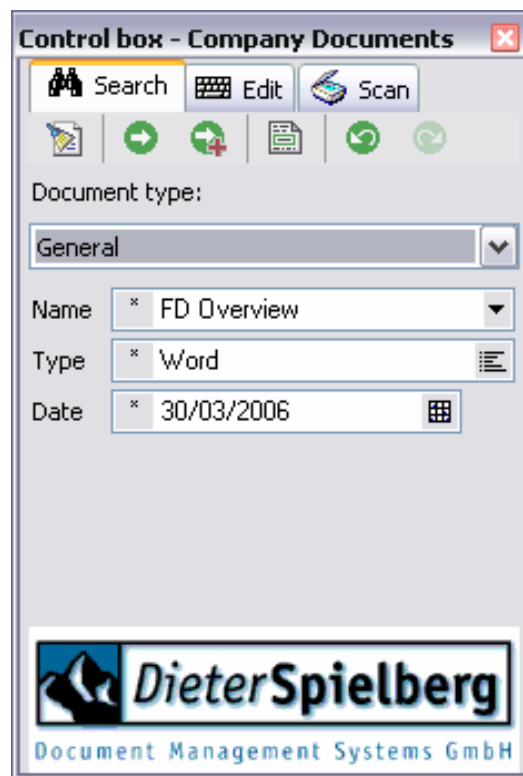
### FileDirector SBE Server

- ▶ Pentium 4 or equivalent based server or workstation with 512MB RAM
- ▶ Windows 2000 Server, Windows 2003 Server or Windows XP
- ▶ MSDE or MS SQL Server Express
- ▶ IIS
- ▶ Microsoft.NET Framework

### FileDirector SBE Client

- ▶ Pentium 4 or equivalent based workstation with 256MB of RAM
- ▶ Windows 2000 or XP Professional
- ▶ Microsoft.NET Framework

Document storage requirements are based upon the volume and types of documents to be stored. Your reseller will be able to advise you on your requirements.



*Capture, edit and search all from one simple to use window*

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