

# FileDirector®

Small Business Edition

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, because it decreases considerably the time taken to manage and access all of 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 or more employees.

# Capture

**Capturing information** is easy in FileDirector. With support for thousand's of scanning and digital input devices and with predefined 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.

The screenshot shows the FileDirector ScanClient interface. On the left, there's a sidebar with 'Scan profile' set to 'Forms Input', 'Document type' set to 'Invoices', and 'Name' set to 'Spielberg Solutions'. The main area displays a scanned 'Sample Invoice' from Spielberg Solutions. The invoice includes a barcode, customer details, order number (11102), invoice number (112990), and a table of products with quantities and prices.

Product ID	Product Name	Quantity	Unit Price	Discount	Extended Price
2	Chang	15	415.00	0%	6,225.00
17	Alice Mutton	6	425.00	0%	2,550.00
62	Tarte au sucre	50	445.30	0%	22,265.00
Subtotal:					40,840.00
Freight:					42.00.00
Total:					40,882.00

**Indexing documents** can be done manually, or taken from the documents themselves by zoned Optical Character Recognition (OCR) or barcode reading. You can even have multiple index records pointing to a single document.

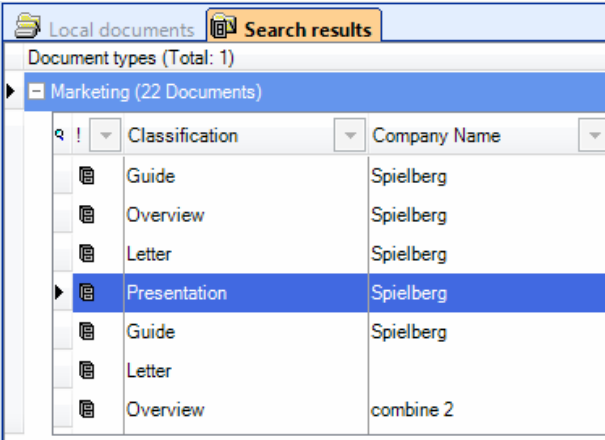
In addition, index information can be automatically imported from other systems. Also, index fields can be set for automatic values; such as date or counting fields.

The screenshot shows the FileDirector ScanClient interface with a 'Control box - Demonstration' overlay. The control box contains fields for 'Profile' (Marketing 5020 Locked), 'Document type' (Marketing), 'Classification' (Guide), 'Company Name' (Apex Solutions), 'Contact' (Rob Huston), 'Description' (Statup Guide), and 'Document Date' (04/10/2006). The background shows the same scanned invoice as the previous screenshot, but with the control box overlaying the right side.

# 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.



The screenshot shows the 'Search results' window in FileDirector. It displays a list of documents under the 'Marketing' category (22 Documents). The list has columns for 'Classification' and 'Company Name'. The 'Presentation' document by 'Spielberg' is selected.

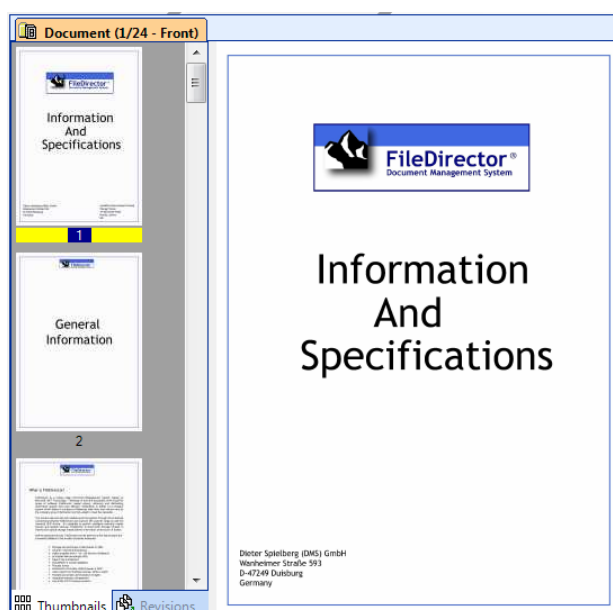
Classification	Company Name
Guide	Spielberg
Overview	Spielberg
Letter	Spielberg
<b>Presentation</b>	<b>Spielberg</b>
Guide	Spielberg
Letter	Spielberg
Overview	combine 2

## 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.



# Connect

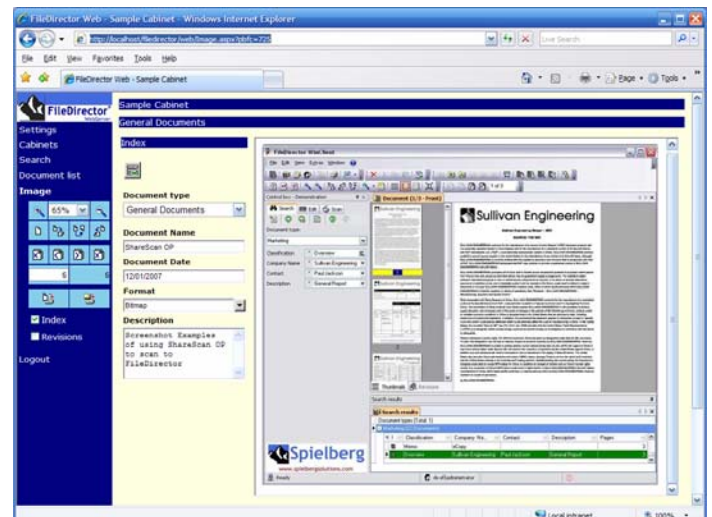
## Paper documents

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 MFP directly to FileDirector.



## 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, and can be set to require, or not require security credentials from users, although the documents available can be tightly controlled.

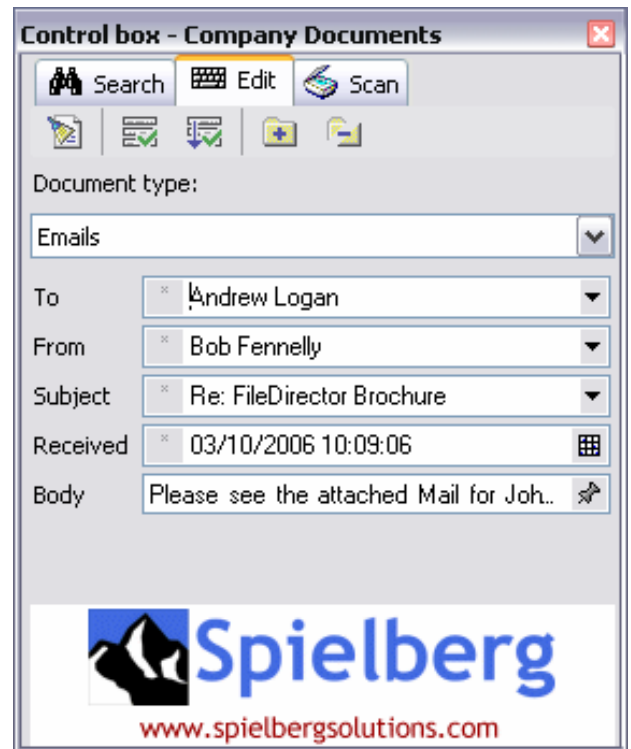
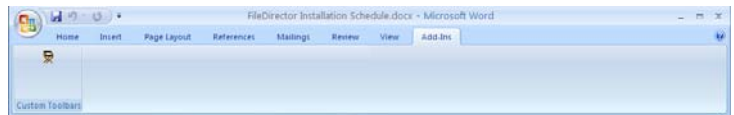




# Integrate

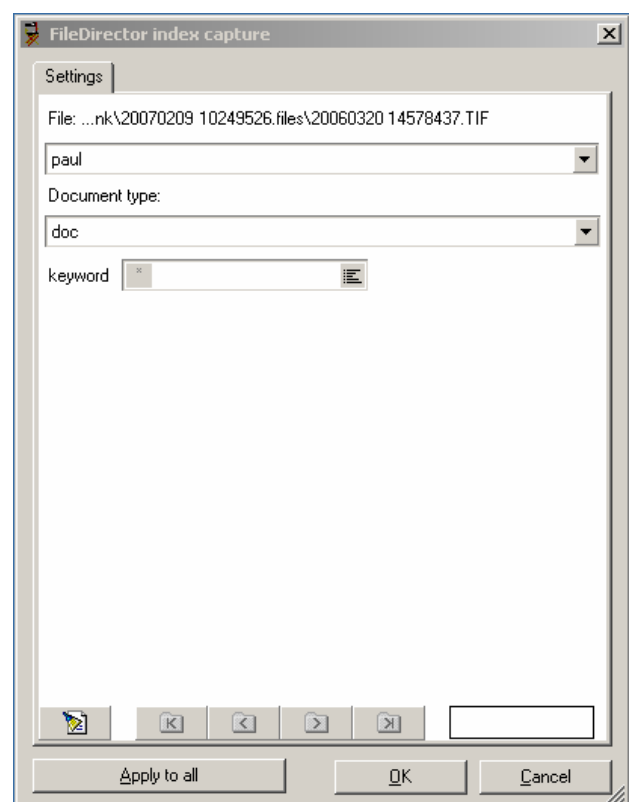
## Electronic Documents

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.

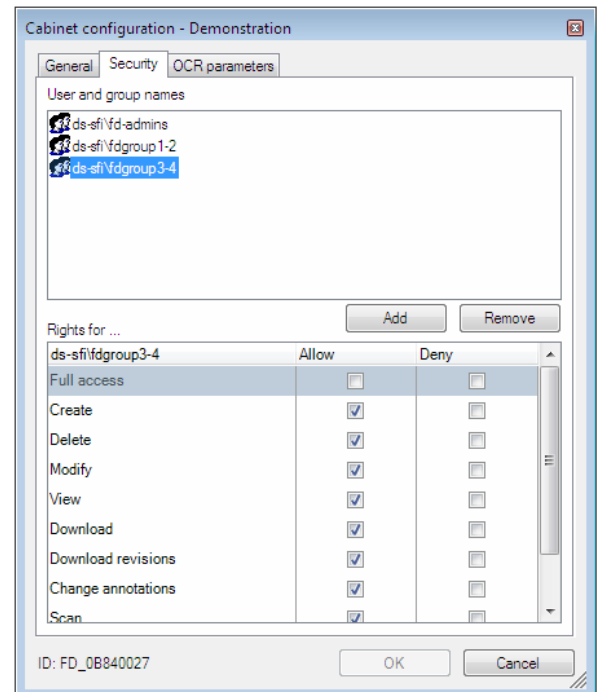
You can even 'print' documents to FileDirector, using our Windows driver, which you can select just as you would any other printer.



# Comply

## 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.



**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.



FileDirector SBE can easily be upgraded to FileDirector Enterprise. This gives advanced compliance features such as Document Retention and automatic email capture.

FileDirector Enterprise is a fully scalable solution which can be rolled out across any sized organisation. Your local Spielberg Reseller can advise you of all the benefits of this upgrade.

# Contact

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