**Document Contents:**

**Standard Features**

* Version Control
* Document Tagging or Metadata Capture
* User Roles and Security
* Searching
* Audit Logging and Tracking
* Document viewers
* Document Linking
* Calendar
* Mobile Access
* Document Scanning and Imaging
* Virtual Folders
* Work Offline
* Optical Character Recognition (OCR) and Indexing
* Matter Centric Filing (Auto Tagging)
* Email
* Reporting and document Compliance

**Optional Features**

* Workflow
* Fast Find
* Print Files tool
* Electronic signature
* Custom Document Naming and Number Sequencing
* Anonymous Portal
* Automatic Document Importation
* Web Cap
* Language Localization
* Rebranding

**Document Scanning and Imaging**

* Smart Soft Capture

**Images For Applications**

**Standard Features**

The System delivers essential, document, records and workflow management.  Following is a brief description of the many standard features that come with the software:

* **Version Control -** Document version control software provides: check in / checkout ability preventing documents from being overwritten or deleted as documents are updated by more than one party. All versions of a document are maintained by the software.
* **Document "Tagging" or Metadata Capture** - [Capturing metadata or "tagging"](https://www.filehold.com/features/standard/metadata) (key data about the document) is the key to successful search and document organization. The software has easy to use controlled document tagging insuring documents are classified.
* **User Roles and Security –**The System ships with a choice out of 11 different user security roles ranging from "read only" to "System Administration" to provide an appropriate level of user access permissions for workers at all levels.  Users see only documents that administrators want them to see.
* **Searching -** Search documents from a simple Google-like search or an advanced search using metadata. Save the searches to create reports whenever you need them.
* **User Audit Logging and Tracking –** The System tracks and records every user activity to ensure a complete audit trail of document activity in the software.  This document auditing capability ensures compliance and protects intellectual property.
* **Document Viewers** – The System comes with every registered user license and allows users to see an image of a document without the need to have the native software installed on their computer the viewers work with both the web client and the desktop application.
* **Document Linking -** Document to document linking builds parent or child relationships between documents and allows users to link and organize documents in logical groups.  Linking provides the ability to create document shortcuts to documents frequently needed.
* **Calendar**– Differentiate your daily tasks and become more proficient at accomplishing your document management goals.
* **Mobile Access** – Manage your documents while out of the office with the easiest mobile document management software you will ever use.
* **Document Scanning and Imaging –** The System ships with scanning and imaging software that support over 300 different scanners types to allow organizations to “go paperless”.  Basic and advanced third-party scanning software is supported for both simple and complex document scanning operations.
* **Virtual Folders -** The Virtual Folders feature in the software allows limitless aggregation of documents throughout the library into personal "views". A Project Manager might have a virtual folder containing project documentation, project legal contract documents, invoices, design documentation and emails even though each document is stored in different locations of the library.
* **Work Offline** - If you are traveling or out of the office and are not connected to the document management server, you can still [work on your important documents offline](https://www.filehold.com/features/standard/work-offline). The software will recognize the document changes and can be synchronized with the Library once you are back online.
* **Optical Character Recognition (OCR) and Indexing -** Using the scanning software that ships with the paperless office software users can convert the text on typed paper documents into editable and searchable information using Optical Character Recognition (OCR).
* **Matter Centric Filing (Auto Tagging) -** Metadata is automatically applied to a document when being added to a specific destination folder.  Matter Centric filing is a feature / term commonly used in the legal industry.
* **Email -** Email documents via attachments or links.
* **Reporting and document Compliance –** The System comes with many built in reports to give administrators information about the usage of documents and users.

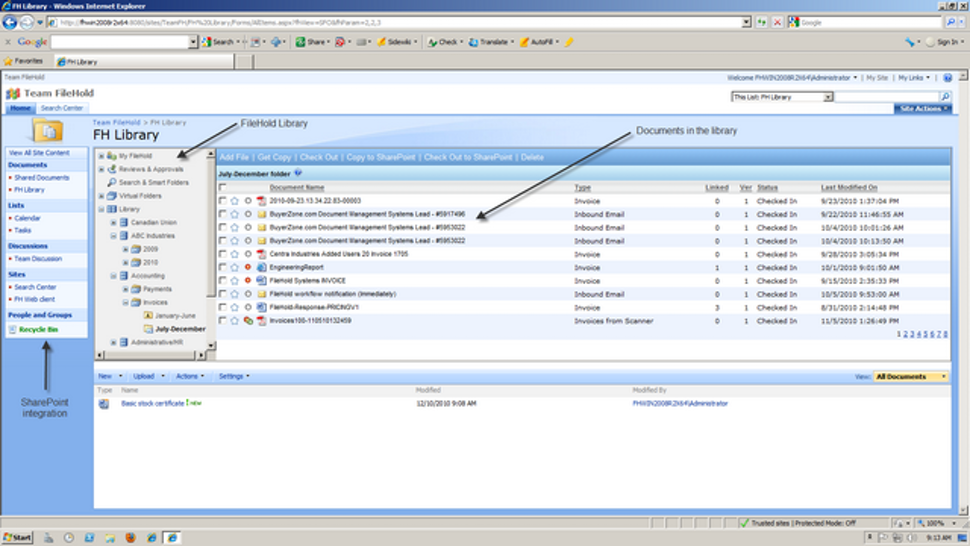
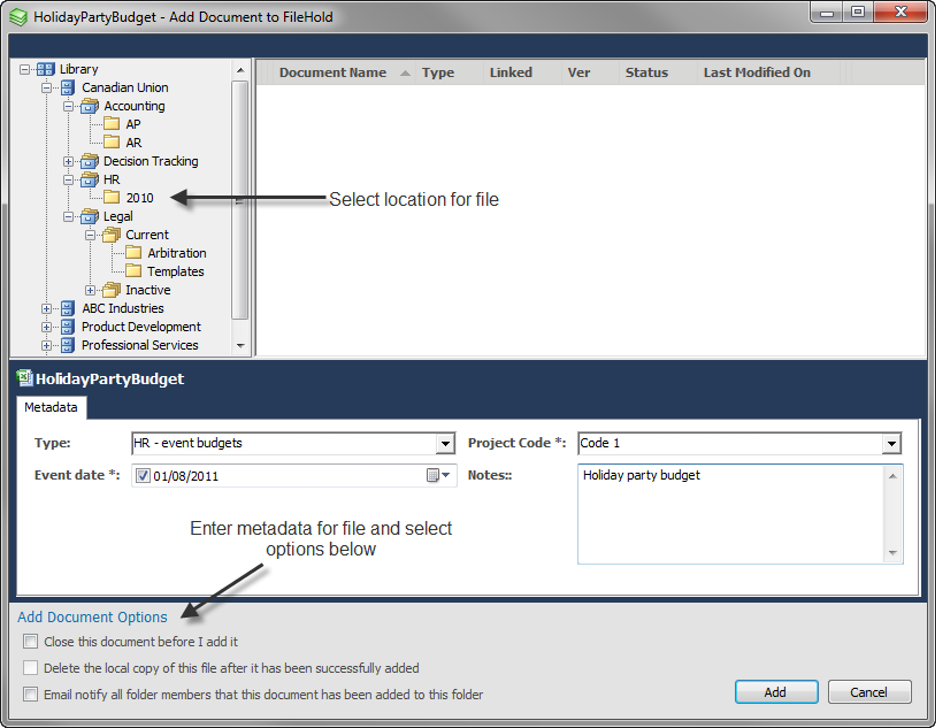
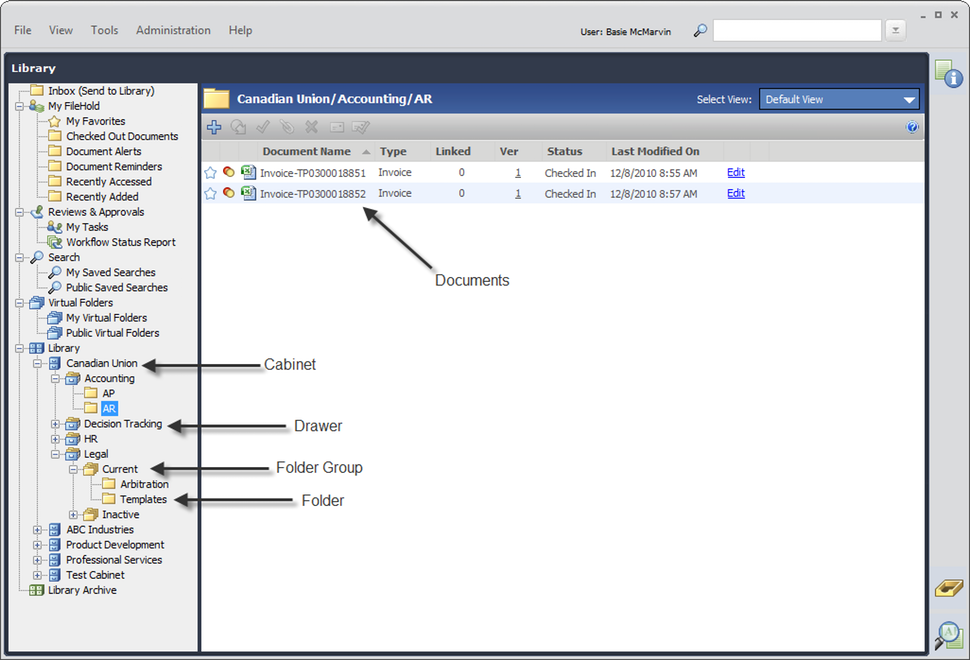
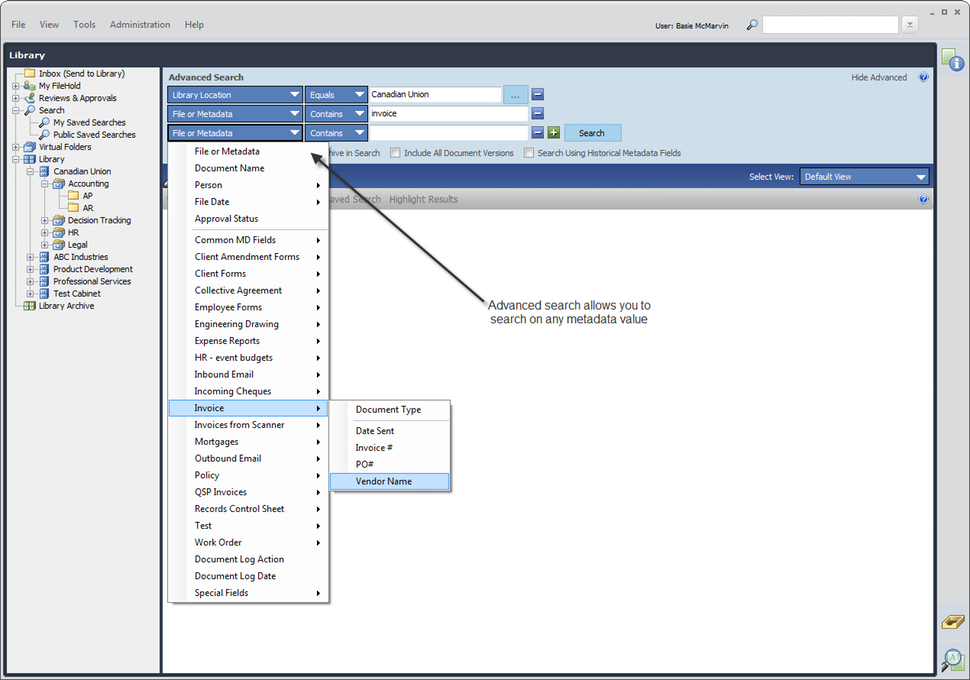
**Optional features**

* **Document Workflow** – Fully automated document review and approval workflow for documents needing to be routed through several authors, reviewers and approvers before being ready for general distribution.
* ***Fast Find*Search Function**– *Fast Find* allows users to establish "hot key" links from third party applications to the document repository. This "hot key" allows users to find any document stored within the document library with a single key stroke.
* **Print Files tool** – *Print Files* allows users to convert documents to a PDF and send your files to the document library using a virtual printer functionality. This allows users to store documents directly into the document library from any application that supports the print function.
* **Electronic signature –**isa part of the system workflow and approval process with documents stored in the library. When a document, such as a contract requires a signature they can be transmitted to Adobe Sign directly from the system workflow task.  Once the agreement is signed, Adobe sends the signed documents back to the system server. The signed documents are checked into system as new versions of the originals and the workflow task is completed.
* **Custom Document Naming and Number Sequencing** - The ability to name documents in custom ways and add auto sequencing numbers for version control and easy document identification.
* **Anonymous Portal** – Create a customized portal for external and internal access to the document repository without the need to login or have a full registered license. Workers can view documents in "read-only" mode and only see those documents to which they have permission. The [Anonymous Portal](https://www.filehold.com/help/system/create-anonymous-portal) is used in conjunction with limited register and portal alias user accounts.
* **Automatic Document Importation** – Allows importing a large number of documents into the document management system with minimal user intervention. It runs on the system server to facilitate the mass migration of documents. ADI is similar to the Watched Folders functionality but can also be integrated with various custom migration tools using an API.
* **Web Cap**– Remote users can scan and store documents into the document management repository from anywhere they have access to the internet. This feature appeals to organizations that have many remote offices or many mobile workers who need to scan documents such as contracts, bill of sales, expenses, or work estimates into the system.
* **Language Localization -** The user prompts in the software can be localized into different languages. The conversion work is typically done by the customer using the resource files that are provided who understands the language best.
* **Rebranding to customize the "look and feel -** Rebranding the logos and color scheme within the Web Client is available out of the box to customers. More elaborate customization to the web client and the desktop application can be made by the system developers to provide a unique look and feel that matched a customers or re-sellers exact requirements.

**Document Scanning**

The Software supports any TWAIN document scanner "out of the box" from the industry leading vendors. Learn more about document scanning. *This technical glossary of terms, is a resource for organizations who may want to add scanning to their document management software. This may be especially helpful for those considering the conversion of an existing archive of physical records into an electronic record repository.*  
  
**Anti-aliasing** - A process used to remove the stair stepping effect found in diagonal lines of an image. It involves inserting dots of an in-between tone along the edges.  
  
**Aspect Ratio** - The relative proportion of the length and width of an image. For example, if you scan an original that measures 4 by 6 inches, it will have an aspect ratio of 4:6, or 2:3.  
  
**Attribute** - Characteristics of a page or character, such as underlining, boldface, or font that can be captured by an optical character recognition (OCR) program.  
  
**Automatic Document Feeder (ADF)** - A device attached to a scanner that automatically feeds in one page at a time, allowing the scanning of multiple pages.  
  
**Auto Trace** - A feature found in many object-oriented image editing programs, such as Adobe Illustrator, that allows you to trace a scanned image and convert it to an outline or vector format.  
  
**Batch** - Actions carried out consecutively on a set of files.  
  
**Binary** - Base-two arithmetic, which uses only 1's and 0's to represent numbers. 0001 represents 1 decimal, 0010 represents 2 decimal and so forth. Binary numbers are used indirectly to refer to color depth, as in 24-bit or 8-bit color.  
  
**Bit** - The abbreviation for binary digit, either 0 or a 1. Scanners typically use multiple bits to represent information about each pixel of an image.  
  
**Bit Depth** - The number of bits used to represent colors or tones.  
  
**Bitmap** - An image represented as pixels in a row and column format. (Note that Adobe refers to a bitmap as a two-color image.  
  
**Calibration** - A way of correcting for the variation in output of a device such as a printer or monitor when compared to the original image data from the scanner.  
  
**Carriage** - The scanner component that moves down a page to capture an image.  
  
**CMYK** - The abbreviation for cyan, magenta, yellow, and black.  
  
**Compression** - Squeezing a file (especially an image) into a more efficient form to reduce the amount of storage space required.  
  
**Contrast** - The range between the lightest and darkest tones in an image. In a high-contrast image, the shades fall at the extremes of the range between white and black. In a low contrast image, the tones are closer together.  
  
**Data Compression** - A method of reducing the size of files, such as image files, by representing the sets of binary numbers in the file with shorter string that conveys the same information. Many image editing programs offer some sort of image compression as an optical mode when saving a file to disk.  
  
**Digitize** - To convert analog information, such as a continuous tone image, to a binary form that can be processed by a computer.  
  
**Dot** - A unit used to represent the smallest element a printer can image, but sometimes used to represent the resolution of other devices, such as monitors or scanners.  
  
**Dots Per Inch (DPI)** - The resolution of a printed page, expressed in the number of printer dots in an inch, abbreviated dpi. Scanner resolution is also expressed, somewhat in accurately in dpi.  
  
**Down sampling** - To reduce the amount of information in an image, usually to make it smaller or to discard some colors when changing bit depth. Also used when reducing the number of pixels in an image.  
  
**Dynamic Range** - The range of densities between the highlights and shadows of an image.  
  
**Export** - To transfer an image to another format type.  
  
**Filter** - An image transform tool used to process an image; for example, to sharpen, blur, or diffuse it. Often this is a plug-in in an image editor, but filters are also built into scanning software or hardware.  
  
**Gamma** - A way of representing the contrast of an image, shown as the slope of a curve showing tones from white to black.  
  
**Gamma Correction or Gamma Compensation** - The process of preconditioning or adjusting an image to correct for the gamma of the device used to reproduce the image, such as a printer or display screen. Without gamma compensation, the image will look too dark when printed or displayed.  
  
**Gang Scan** - The process of scanning more than one picture at a time, used when images are of the same density and color balance range.  
  
**Graphics Interchange Format (GIF)** - A compressed image format popular on the Web. GIF was the first commonly used image format, but was largely replaced by JPEG.  
  
**Grayscale** - Gray values in an image.  
  
**Halftoning** - A method of representing the gray tones of an image by varying the size of the dots used to show the image.  
  
**Interpolation** - A method of changing the size, resolution, or colors in an image by calculating the pixels used to represent the new image from the old ones. It is also being used to increase bit-depth claims on scanners (as in "Enhanced Bit Depth" or "Enhanced Color").  
  
**Invert** - To reverse an image's tones to its opposite value: to make a negative.  
  
**Joint Photographic Experts Group (JPEG)** - The JPEG format offers a compression scheme that makes the image file smaller than files in other formats by discarding some of the image information.  
  
**Landscape** - The orientation of a page in which the longest dimension is horizontal.  
  
**Legal size** - Paper or other media that is 8 1/2 inches wide and 14 inches long.  
  
**Moire** - In scanning, an objectionable pattern caused by interference of halftone screens, often produced when rescanning a halftone and the sampling frequency of the scanner (spi) interferes with the halftone or dither pattern of the original.  
**Monochrome** - Having a single color. Typically refers to a black and white image, but could be any single color image.  
  
**Noise** - Random information that distorts an image, especially the background distortion of an analog image before it is converted to digital format.  
  
**Optical Character Recognition (OCR)** - The process of converting printed characters into the ASCII characters and other attributes of a bitmapped image of text.  
  
**Optical Resolution** - The resolution of a scanner that is calculated by dividing the width of the scanned area by the number of pixels in the CCD. Optical resolution is also often called true resolution and does not include any interpolation to increase pixels.  
  
**Pixel** - A picture element of an image that refers to a single dot with in a digital photograph. A photograph is made up of thousands of pixels.  
  
**Pixels Per Inch (ppi)** - The number of pixels captured per inch by a scanner. This is a more accurate rate term than dpi (dots per inch) when applied to scanners because scanners capture pixels.  
  
**Portable Network Graphics (PNG)** - A loss less file format created to overcome deficiencies of the Graphics Interchange Format (GIF), such as the limited number of colors.  
  
**Portrait** - The orientation of a page in which the longest dimension is vertical.  
  
**Preview Scan** - A preliminary scan that can be used to define the exact area for the final scan. A low- resolution image of the full page or scanning area as shown, and a frame of some type is used to specify the area to be included in the final scan.  
  
**Raster Image** - An image defined by rows and columns of pixels. Scanners capture images as raster images, although some can convert them to vector images.  
  
**Raster to Vector Conversion** - The process of examining a raster image for lines and strokes, and creating a new image that looks the same but is made up of lines rather than pixels. When a person draws, they are creating a vector image. Vector images can be enlarged much more accurately and often have a smaller file size.  
  
**Resolution** - The number of pixels or dots per inch in an image. Also the capability of a scanner to resolve detail, which requires quality optics as well as high ppi or spi.  
  
**Sample Rate or Samples Per Inch** - The number of pixels per inch captured by a scanner.  
  
**Scanner** - A device that captures images or text and converts it to a bitmapped image.  
  
**Selection Area** - The part of a HP Deskscan preview scan that you select to be saved to a file or sent directly to a printer.  
  
**Sharpening** - Increasing the apparent sharpness of an image by increasing the contrast between the adjacent tones or colors.  
  
**Smoothing** - To blur the boundaries between tones of an image, usually to reduce a rough or jagged appearance.  
  
**Threshold** - A predefined level used by scanners to determine whether a pixel will be represented as black or white.  
  
**Thumbnail** - A miniature copy of a page or image, which gives you an idea of what the original looks like without having to open the original file or view the full size image.  
  
**Tagged Image File Format (TIFF)** - A graphic file format originally developed specifically for scanners. It can be used to store grayscale and color images and now is graphic standard image file format supported by most applications, printers, and scanners.  
  
**Transparency Adapter** - An add-on device used with a scanner to scan slides and other see-through media.  
  
**TWAIN** - A software driver interface between a scanner and other image capturing devices that lets you scan images from a scanning application directly into an application like Adobe Photoshop.  
  
**Vector Image** - An image defined by the beginning and ending points of each line.  
  
**Zoom** - To enlarge a portion of an image.

**Images for Applications**

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