



Scanning Solution Overview

FileHold Features Overview

FileHold provides secure, searchable libraries of electronic data for corporate documents and records. Features include;

- Version control is applied to every version of every document to prevent accidental overwrites & deletions
- Full-text & tag based search quickly finds what you need based on document content
- Tightly integrated with Microsoft Office 2003 for use with Word, Excel, Outlook, PowerPoint and Visio
- Work with your document from anywhere using a standard web browser or the provided desktop application
- Automated e-mail notifications and reminders alert users to documents needing their attention
- Workflow routes documents to co-workers for approval or comment. Sign-off sheets track who has approved which version of a document
- Import document en masse with easy to use controlled document tagging ensures documents are classified for recovery
- Ships with video tutorials and on line help for in house user training
- The Intuitive library mimics your current office filing structure. Easy to use & requires little end user training
- Out-of-the-box security with pre configured roles for Read Only users, Publishers, Librarians & System Administrators
- Flexible policies for record retention & destruction ensure you retain the documents, data and usage history needed to stay in compliance with SOX, HIPAA etc.
- Service Oriented Architecture supports thousands of users, millions of files
- Web Services API provides flexible integration with existing back office systems

Objective: convert space consuming paper to usable, compliant, searchable electronic information

Offices today are overwhelmed with information: 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.

"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 a standard feature of FileHold '07.2 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 3rd 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 document is stored, in a searchable form, in the FileHold Library and found using FileHold's Full Text Search engine.
- **Streamline the scanning process, increase scanning throughput** - Features like job separation and process automation streamline the entire batch scanning process from paper to repository. FileScan 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 can automatically detect and file documents based on filing rules established by the company. The FileScan Bridge makes use of; field masking, barcode recognition, zonal OCR and database lookup technologies found in 3rd party scanning software to deliver automated and accurate classification of scanned documents en masse.
- **Distribute the scanning load to remote locations** - FileScan supports the scanning of documents from scan station at remote locations that are not on the same network.

