

FileHold Enterprise

For Medium and Large Organizations



FileHold Enterprise is the fast track to the “Paperless Office”. **FileHold Enterprise** is based on Service Oriented, Microsoft Technologies and the .NET framework which can scale to support thousands of users and millions of documents.

FileHold Enterprise – Standard “Out of the Box” Features

- **Document Scanning Software:** Tested on over 300 document scanners to convert paper documents to searchable PDF’s
- **Secure Access to Documents:** Via Explorer or FireFox web browser access documents from anywhere in the world.
- **Mass Migrate:** From file-shares, third party applications directly into FileHold using “drag and drop” or XML importation.
- **Automatic Version Control:** Keeps everyone on the same page while preventing accidental file overwrites and deletion.
- **Structured User Rights:** To only the documents users have approval to see with a complete audit trail of document usage.
- **Metadata Tagging:** Apply unlimited metadata schemas individually or on mass. Tag documents via drop down boxes.
- **“Matter Centric” Tagging:** Automatically file documents into correct folders with.
- **Simple and Complex Search:** “Google” like and advanced search to quickly find text or metadata (save and re-use searches).
- **Powerful Reporting:** Leverages the power of SQL reporting Services to provide unlimited data mining of metadata.
- **Integrate with other Applications:** Features to allow easy integration with other business applications. Fully documented web services API to move documents between systems.

A Common Sense Fee Structure

FileHold has broken the paradigm of document management software being expensive, confusing and difficult to install. FileHold pricing is based on a common sense idea: a low cost per user fee and a charge based on actual usage or concurrent sessions. Customers determine user rights from “Read Only” to “Publish and Edit” without consideration to cost. There are no scan or storage volume fees in FileHold.

Installation and Training Options

FileHold software is so easy to install that it is done using remote communication technologies. Customers simply prepare their server according to a provided Server Preparation Guide (SQL Server and Windows Server from Microsoft required). When the server is ready FileHold downloads the software; the installation is completed and remote configuration and training begins. **You control the Implementation and Training fees:** FileHold offers three detailed implementation plans in the form of: Gold, Silver and Bronze options. You choose the level of support you will need for your implementation. FileHold provides on line help, video tours and Power Point training materials for self paced training and configuration.

Optional Modules

- **Document Approval and Workflow:** For routing documents for review and comment – complete with status reporting.
- **Brava Viewers:** View CAD and over 200 document types directly in FileHold without the need for the native application.
- **Mark Up:** Add printable watermarks, annotations, mark up, sticky notes and directly onto documents.
- **Redaction:** Automatically black out sensitive information such as Driver Licenses numbers in documents.
- **Scanning and Auto Filing:** FileHold XML auto filing routines automate the scanning of documents into the Library.
- **SharePoint Integration:** FileHold can be configured to be a “web part” of SharePoint giving customers the best of all worlds: collaboration, portals and structured document scanning and records management.
- **AD Synchronization:** For Microsoft Active Directory users, FileHold can provide a single point of user authentication.
- **Test Server and Back-up Deployments:** For redundancy and security FileHold has a low cost price structure for a second server and can provide consulting advice for sophisticated multi server implementations.
- **Print to FileHold:** Eliminate paper completely, send electronic copies of invoices or statements from your business applications directly to FileHold and have them filed automatically.

For more information on cost effective and easy to use **FileHold Enterprise** Document Management Software visit www.filehold.com or contact FileHold at sales@filehold.com telephone 604-734-5653.