

# FileHold *Express*

For up to 20 Users



**FileHold *Express*** is the entry point to the “Paperless Office” for small business or departments that require a complete document management software solution or for large organizations who wish to start small. **FileHold *Express*** is easily upgraded to **FileHold *Enterprise*** that supports thousands of users.

## FileHold *Express* – “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.
- **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.

## No Hidden Fees

**FileHold *Express*** has a *one time fee* of **\$3,750.00 USD** for the server software, powerful scanning software, five fully empowered user licenses and six months warranty.

Fifteen more user licenses can be added for \$200.00 each. **FileHold *Express*** comes with six months of free technical support (warranty) after which a FileCare technical support and upgrade may be purchased for an annual fee of 20% of the initial licensing.

## 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.
- **Active Directory Synchronization:** For Microsoft Active Directory users, FileHold can provide a single point of user authentication.
- **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 *Express*** and **FileHold *Enterprise*** Document Management Software visit [www.filehold.com](http://www.filehold.com) or contact FileHold at [sales@filehold.com](mailto:sales@filehold.com) telephone 604-734-5653.