FileDirector ®

enterprise

Spielberg

An Adaptable Solution

Whatever the size of your business, implementing a document management solution will bring a host of benefits to it. This can give you a competitive edge.
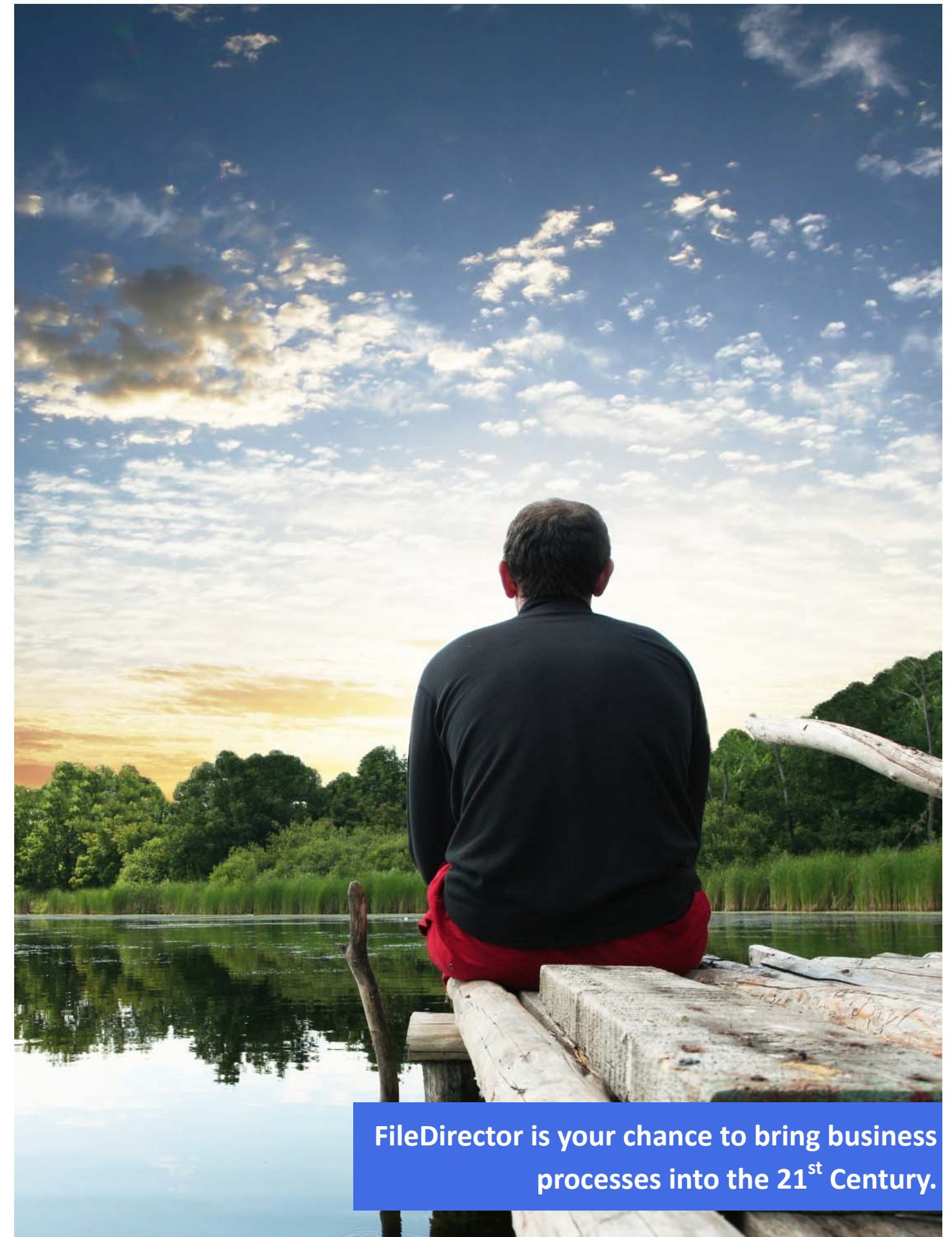
FileDirector is the future for the administration and distribution of information because it decreases, considerably, the time taken to manage and access all information within an organization. This can be achieved by centrally capturing all files and documents on electronic storage media. Alternatively it can be achieved by referencing all information intelligently which can be accessed faster, securely, at any time (via an intranet or the internet) and in the way that best suits your needs.

By using a flexible, modular approach, FileDirector adapts with the changing demands of your business whether you have five or five thousand employees.

The FileDirector interface allows you to use and deploy the software with little change to your IT infrastructure. The whole application can run directly from Microsoft Internet Explorer and nearly all functions can be used immediately, without any installation, providing the Microsoft .NET Framework 2.0 is installed.

The application software "WinClient" can be easily distributed to all of your employees. Simply send a link or distribute a web browser favorite and you can start working straight away.

Whether out of the office, or working from home, you can use the FileDirector web browser based WinClient to simply view and securely access your documents.

FileDirector is your chance to bring business processes into the 21st Century.

Working with Documents

Paper Documents

FileDirector has capture capabilities built into the standard Client software, so there is no need to run one application for capturing and another for retrieving. Scan Profiles can be created, which hold the settings for the capture device, and can 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 directly from your MultiFunctional Device or Photocopier to FileDirector.

Entering Index Information

If documents aren't referenced correctly finding them again can be a time consuming process. FileDirector Scan Profiles can be set to automatically perform Forms Recognition which allows the software to read information from the documents being scanned and fill the index fields for that type of document automatically. In addition, index information can either, be automatically imported from other systems, or documents can have full text recognition performed on them, so that you can search for a document based on its content. Index fields can also be set for automatic values, such as dates, or increasing numerical values.

Electronic Documents

Why not store all of your electronic documents in FileDirector? This is not a complicated task, thanks to the integration of FileDirector into Microsoft Office applications and in Windows Explorer. Simply send the document to FileDirector and you can index it instantly. Alternatively let FileDirector automatically detect information, like the file name and date.

Finding Documents

Using the defined index search fields it could not be easier to find the desired information within a whole cabinet or within a document type.
You can also use the "Full-text-search" option to find the desired documents by its contents.

The documents found are listed in the search results which can be sorted and filtered. Double-click in this list on the desired document, and it is shown in the display window.

FileDirector supports more than 200 different file formats, enabling you to display the document, even without the matching application.

Editing Documents

Before a document can be edited it must "checked out". This means that no-one else can work on it at the same time. Once the document has been changed it is stored as a "Revision" so that every change made is recorded.

A document archived in FileDirector can contain a mixture of scanned images and electronic documents, such as Microsoft Word Docs, the pages themselves cannot be modified but every record can be edited. You can also insert, change or delete pages.

In order to edit an electronic document, you must have installed the original application with which the file was created.

Annotations allow you to add remarks, highlight sections, insert stamps, signatures or memos. You can even insert web page links or other FileDirector documents into the document.

Designed to work the way you do.

Architecture and Security

Intranet and Internet Transparency
The FileDirector WinClient is simply a Windows application using the universal communication standard in a web browser. Unlike other solutions, this enables FileDirector to use its full functionality with web access, such as scanning or the editing of documents.

Open Sourced & Future Ready
FileDirector is a .NET based document management system which uses strictly open formats such as XML, SOAP, WSOL and HTTP. It is also flexible for the exchange of data outside of a customary Document Management System. With XML index information and metadata, various applications platforms can easily read, store and use the information. This allows your information to be available in future if required.
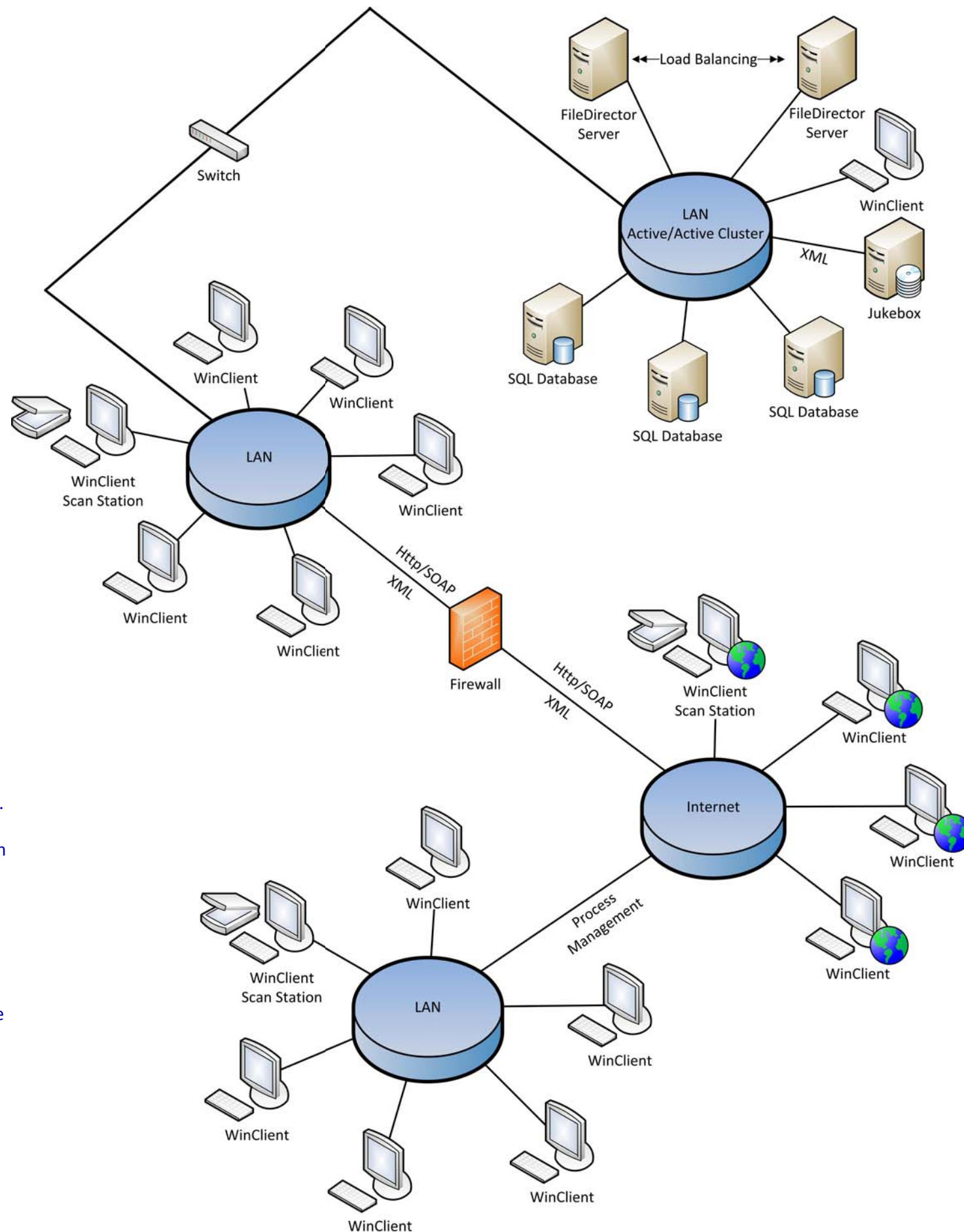
The Security Technology
FileDirector supports almost all available security technologies such as SSL on-line data encryption (up to 168 bits), digital signatures and certificates. Windows and FileDirector control access to the system. Windows authenticates and FileDirector determines which users may have access to the documents.

3-Tier-Security Model
FileDirector is securely programmed with a 3 Tier Model, this means that the FileDirector WinClient can use all of the programs features but the users cannot directly access the data source. The first tier is the Microsoft SQL or Oracle database. The second is the FileDirector server and the third the FileDirector WinClient incorporating the browser and/or the SDK. This architecture allows the system to run steadily and requires little or no maintenance.

The Scalability
To ensure that FileDirector is flexible in enterprises of every size, scalability was top of the developers feature list. In order to optimize the performance of the entire system, or to guarantee the permanent availability, both the database and the FileDirector server can be distributed over several systems. Additional servers can be provided for safe load-balancing or for redundancy.

Flexibility
No matter what type of capture is used, whether you use index data or full text and Microsoft SQL or Oracle, FileDirector is flexible and adaptable to your existing infrastructure.

Data Storage
FileDirector supports all types of document storage hardware. From Jukeboxes, SAN/NAS and hard drives to containers and many other memory systems.

Unix, Linux and Mac
FileDirector can already be used on all Windows systems (from Windows 2000 onwards). The .NET platform contains the interface for FileDirector which uses no proprietary software. Either workstations or servers running under UNIX, for example, are able to access the archived documents with little extra outlay. Using web browser access makes the system platform-independent.

FileDirector Features

Codeless Connector

The FileDirector Codeless Connector allows you to easily 'document enable' third-party applications. This is achieved by creating links between data fields in FileDirector and the other application. Once this is set up, you can search for documents from your primary application, edit index information and even tell FileDirector to scan documents which in turn passes over the index data. All this can be achieved without a single line of program code being required.

Business Process Management Made Easy

The route or process of a document through your enterprise can be simply achieved with FileDirector. In the unique graphical process designer tool, the individual steps of your process are clearly represented. The print functions of the process-designer help you with the documentation and quality management procedures. Users are prompted with personalized messages through the daily flow of information. The mail system alerts users to new, waiting and authorized documents and at any time it can be interrogated to find out at which step a document is situated.

Built-in SDK

With the SDK you can develop your own application or let a third party develop it, this can be either Windows or web based. The FileDirector SDK easily allows you to integrate many FileDirector actions. You can create new documents, update existing documents, search the entire document archive, manage the security and much more.

Simple Microsoft SharePoint Integration

FileDirector offers you a premium option to directly retrieve and load your documents into Microsoft SharePoint Portal Server.

Replication For Backup and Redundancy

One available option allows the FileDirector server to exchange documents with other FileDirector servers over HTTP(s) protocols. The Site Replication module minimizes your down time, which means data is always available, because it is already present on the backup server. Large amounts of data can be distributed by one central FileDirector server to another overnight. Access speeds to documents in locations with a slow internet connection can also be increased.

Indexing & Classification Of Many Documents Is Faster Than Ever

With the intelligent learning Freeform OCR you are able to process substantial amounts of information from a document source. With this function the capture of varied documents becomes quick, automatically analyzed, classified and indexed.

Web Integration

Integrating the function of a web browser query into your intranet or website with the FileDirector web server it is a simple task. If necessary the web server can be adjusted, in such a way, so that it requires the safety certificates for a user. This means the available documents are held under strict control.

A Performance Boost For Your Server

If your system archives directly onto hard disk, your hardware can experience slow-down. With the FileDirector Container Function it is easy to avoid performance issues with large document stores. It relieves your server during document supply and data protection processes. The FileDirector container moves your documents into so called "Container Files" and the size of these containers is definable. Whilst being archived the data is encrypted and compressed simultaneously.

Improve Your Business Efficiencies Through Process Management

E-mail Archiving & Simple Administration

FileDirector MailStore

The FileDirector MailStore is a system for capturing incoming and outgoing e-mail traffic. Compliance rules can demand that digital dialogue with business partners must be archived for a long period of time. If automatically generated e-mails from order systems are relevant, those for daily business processes for example, these can also be archived. Fax systems which are linked with a mail server can also be integrated into the document management system.

Explanation: FileDirector MailStore is based on the Microsoft SMTP e-mail protocol. Microsoft SMTP is the independent language used by many e-mail systems such as Lotus Notes or UNIX Postfix. These can also be used as a mail system if at least one Microsoft SMTP server exists In the e-mail relay chain. The sequence of the MailStore service and other SMTP events on the Mail server is defined by the administrator (usually before anti-spam and after virus protection solutions). Any filter rules defined previously can be adopted.

FileDirector automatically stores scheduled e-mails. All relevant e-mail fields such as sender address, receiver address, receiver and sender name, subject and time stamp etc are processed.
The access to e-mails can be defined by user rights. They can also be transferred to the integrated process management for further processing. The e-mails can be viewed either by the FileDirector integrated viewer or by the e-mail program already installed. E-mails can then be searched by defined index criteria.
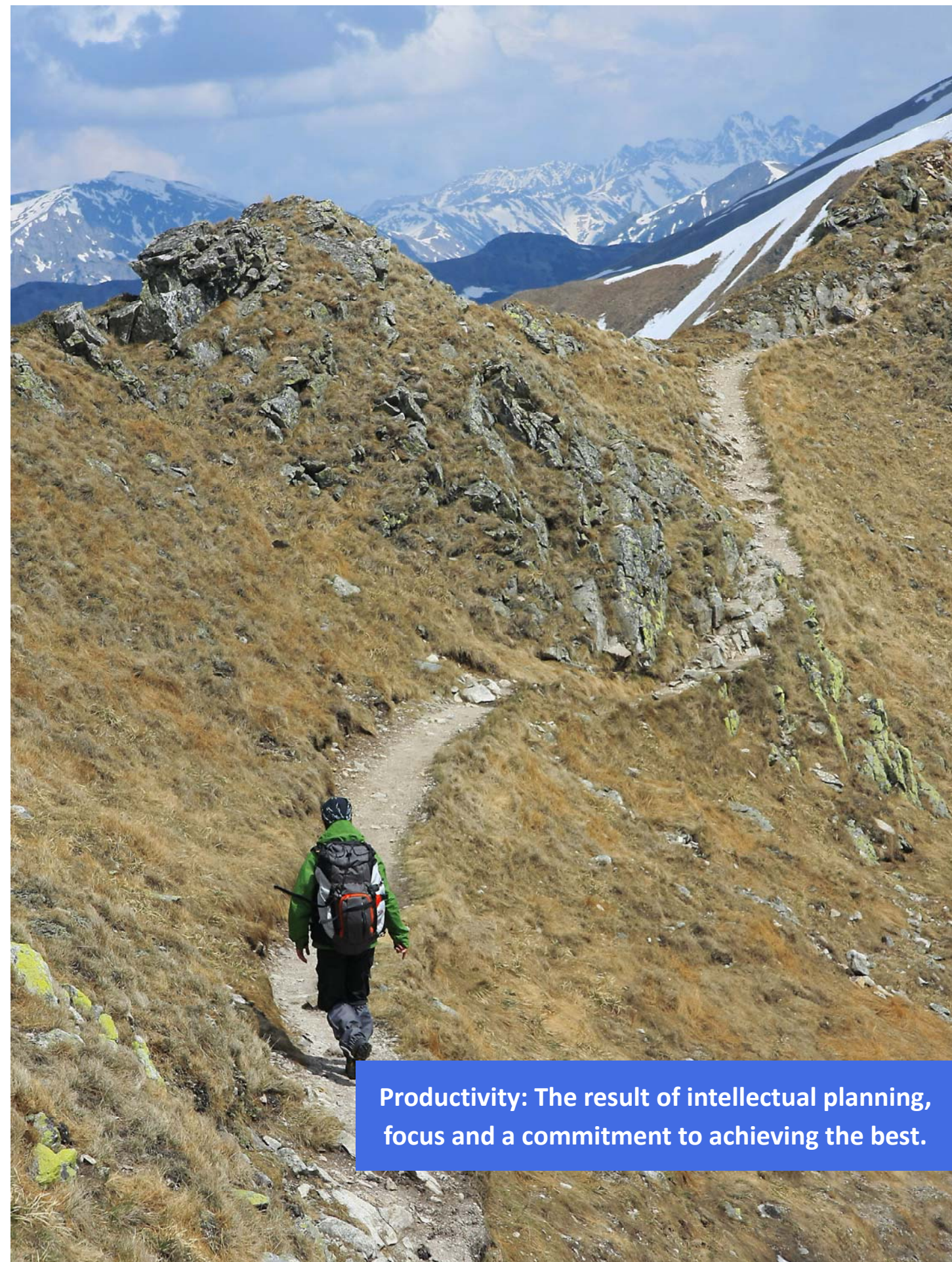
The FileDirector Server

System administration is easy with the FileDirector Enterprise manager. Just like the FileDirector WinClient application, the Enterprise Manager can be loaded in Microsoft Internet Explorer and used immediately. This allows you to administer each installation, either locally or if necessary, from a remote site, providing the relevant permissions are in place. Every feature of FileDirector can be controlled in the Enterprise Manager, except for some basic configuration.

With the help of the Enterprise manager you can pre-define the appearance of the FileDirector WinClient. The administration rights and configuration of the entire document management system are also controlled, including program sub functions and the process management configuration.

The entire system can be merged into your existing infrastructure. The user accounts and groups are simply inherited from your Active Directory, or SAM tree, and can also be used in FileDirector.

Compliance tools such as document access control, activity auditing, revision and retention control are all features that may be audited in line with any provincial or municipal rules regarding electronic document systems. An administrator can easily produce a report listing all user actions, machines used and events giving a fast response to any enquiry from the audit trail function.

Productivity: The result of intellectual planning, focus and a commitment to achieving the best.

Capabilities Summary

- Web Browser Supported Client
- Intranet/Internet Transparency
- Scalable From 1 To 128 Servers
- Microsoft SQL Server Or Oracle Database
- Active Directory/LDAP-Based Security
- Flexible And Simple Rights Administration
- User Defined Metadata Design
- Supports Thousands Of Scanning Devices
- Microsoft Office Integration
- Supports More Than 200 File Formats
- Revision Control
- Container Storage
- Site Replication
- DMZ Module
- MailStore
- COLD Module
- Retention Control Of Documents
- Document Annotations
- Linked Document References
- Server Based ODBC Links
- Built-In Documented SDK
- Codeless Application Linking
- Online/Offline Working
- Check-In/Check-Out Control
- Forms Recognition
- Free Form OCR
- Zone OCR Capturing
- Full Text OCR
- Process Management
- Sharepoint Integration/WebParts
- Virtual Network Printer (VNP-Colour)
- Image Printer
- SAP And Navision Interface

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