



FileDirector

Clear vision for your documents



Document management from Spielberg

The problem – or why DMS pays you back



Put an end to lengthy searches

It can become costly

- ONE IN EVERY 20 DOCUMENTS GOES MISSING
- EVERY YEAR, THE NUMBER OF FILES INCREASE BY 50%
- EACH DOCUMENT STORED COSTS AN AVERAGE OF 30 DOLLARS



The benefits of an intelligent document management solution are self-evident if you think, for instance, of the improved efficiency: documents are located, stored and distributed more quickly. What's more, staff do not waste time or money on duplicating or distributing documents. Digitising avoids all these unnecessary steps and gives your staff more time to concentrate on the essentials. On top of this, document storage costs are reduced because a considerably smaller storage area is required.

What is less well-known, but nevertheless at least just as relevant, are factors such as better security control, or new options for monitoring use of documents. You decide at all times who can have access to which document. Then there is also the improvement in customer satisfaction, as a result of fast response times. A further – and not insignificant – argument for our document management system is

compliance with statutory requirements, since we help your organisation to minimise the financial or legal risks which can be caused by lost, damaged or improperly used information. Thanks to Spielberg solutions, complying with the data protection requirements on retention periods and destruction of documents becomes much easier.

Whether you choose FileDirector SBE or FileDirector Enterprise – Spielberg has the right solution for you. Talk to us about how we can make your documents more secure, while saving you money.

You can find detailed information on our products at www.spiegelbergsolutions.com

REASONS FOR A DOCUMENT MANAGEMENT SYSTEM:

- Shorter response times to inquiries
- No unnecessary duplication of data
- Higher data integrity
- Compliance with all statutory requirements

SPIELBERG HAS THE SOLUTION:

- FileDirector Enterprise for SMBs and large companies
- FileDirector SBE – specially developed for small businesses and individual departments



The solution – FileDirector in use



Data capturing, keeping up with your pace

Data capturing in the blink of an eye

- SIMPLE DOCUMENT SCANNING
- EFFECTIVE INTEGRATION IN MICROSOFT OFFICE
- PROVEN ABILITY TO WORK WITH MULTIFUNCTION DEVICES
- RAPID RECORDING OF INVOICES USING FREEFORM



FileDirector delivers tomorrow's document management today. Its functions, optional modules, expandability and integration options make FileDirector ideal for SMBs and large enterprises. The SBE version, specially developed to suit the requirements of small companies and individual departments, also contains an unbeatable range of integrated functions for data capturing, searching and distribution.

FileDirector records electronic documents as flexibly and quickly as paper documents. The particular format and source are not an issue. No matter what applications your business uses – with the help of our tools, you can very quickly create interfaces to FileDirector. FileDirector integrates out of the box with Microsoft Office and Windows Explorer, meaning that electronic documents can be sent and catalogued there via mouse-click. Information such as filenames and

date are recorded by the software, along with the sender or subject-line of e-mails. FileDirector offers the same powerful functions for paper documents too: one and the same application allows the user to record documents and search them in an already-digitised format. This means that user work at all times with a familiar user interface, regardless of whether they are searching or capturing documents originally in digital or non-digital format – something that is a huge benefit in ease of use.

Comprehensively detailed information on all FileDirector functions can be found at www.spielbergsolutions.com

IMPORTING DOCUMENTS AND DATA

FileDirector imports practically any imaginable data, working in conjunction with Windows clients and servers:

Using individual specifications, documents can be imported from any data source from the client machine.

FREEFORM: HELP WHEN IT'S MOST NEEDED

Whether delivery notes, invoices or credit notes – FreeForm automatically recognises documents and even checks invoice numbers or possible VAT discrepancies.

This means that even large volumes of invoices can be indexed with ease.

Access – find documents without lengthy searches



Paper is patient. How about you?

FileDirector knows exactly where to go

- INDEX DATA SEARCH
- FULL TEXT SEARCH
- DISPLAYS A WIDE VARIETY OF DOCUMENT TYPES



FileDirector leaves you free to decide how to conduct your keyword search. You can use the defined index fields to search for information you need, either within an entire filing cabinet or within a given document type. You can also use full text search to locate the documents you need via their content.

The documents found are listed as hits that can then be sorted and filtered. If you double-click on a document in this list, it is displayed in a window. This makes the search result list a flexible and high-performance tool. The user can define the list format.

Document display via a miniaturised view or in original size offers ultimate flexibility for display. From the screen display, it is possible to send pages for printing, mailing, storage or copying, or even for a specific procedure – such as authorising an invoice.

FileDirector can handle a wide range of different document formats as standard. This means that if the software finds your search terms in a variety of different documents, you can display the files directly in FileDirector by double-clicking on them – even if you do not have the application installed that was used to create the document.

Please take a look at our demonstration showing how you can find what you are looking for more quickly using FileDirector, at www.spielbergsolutions.com



WEBCIENT - WORLD-WIDE INCLUDED

WebClient allows you to use practically all the advantages of FileDirector – wherever you happen to be. Using Microsoft Internet Explorer, you can access documents and thus, for example, take part in approval processes.

A unique feature is that you can even send locally-scanned documents to FileDirector installed back at base – which means the documents can be processed on there.

This represents savings in time and effort.

Security – answers to important questions



Because it's your valuable data!

Improved control

- RIGHTS ALLOCATION
- AUDIT TRAIL
- DIGITAL SIGNATURES



Any enterprise needs to protect documents against unauthorised access, copying, changes and deletions. FileDirector ensures comprehensive security for the documents it handles. To that end, the software makes use of a range of different mechanisms, working together across a number of levels.

The basic principle for all protection techniques is rights administration based on user and groups. To avoid unnecessary effort, FileDirector takes all the necessary information from Active Directory. The administrator then defines access to filing cabinets, document types, documents and functions.

Actual access to the documents handled in FileDirector is protected via a whole raft of proven and standardised encryption techniques. These include SSL encoding, for instance, with up to 168 bit codes, along with the use of digital

signatures and certificates. The security concept is rounded out through intermeshing the Windows operating system and FileDirector: Windows handles authentication, and FileDirector decides which documents the user is allowed to access.

All activities within FileDirector can be recorded to provide a full history. In addition, the history for each document is recorded and can be viewed.

FileDirector works to protect your vital documents. How does that work in detail? Visit www.spielbergsolutions.com

ACCESS RIGHTS

- Initially, by defining whether the user is allowed general access
- Additional privileges can be allocated or withdrawn individually
- Index field filtering, using the field content to define whether access to the corresponding documents is allowed
- Scan profiles can similarly be managed using rights

Data volumes can also be distributed from a central FileDirector server to branches (or vice versa). This increases speed of access to documents at sites where the data lines lack high-end capacity. It also increases the security of your documents through Site Replication.

Directives and guidelines – one less thing to worry about with FileDirector



Safety first

Compliance made simple

- TRACKING ACCESS, INCLUDING ACTIVITY LOGS
- ACCESS PERIOD MANAGEMENT
- CONTROLLING PROCESSES



No company can afford not to be up to the mark when it comes to regulatory matters. And the same applies to requirements relating to the security and recording of documents, retention periods and monitoring. FileDirector comes with a range of functions to help you control these processes. Take retention period management in FileDirector, for instance. It automatically checks the period during which a document needs to remain available, and what happens with that document after a specified closed retention period. You have the scope to define the retention period individually and to specify the documents for which this setting is applicable.

All user access is controlled by the FileDirector server, meaning that no user has direct access to the SQL or Oracle database or to the place where the data is stored. Therefore, documents and data can not be changed or deleted outside of

FileDirector. Naturally, FileDirector also keeps a log of all activities. Administrators can call up the history at any time to inspect any document activity.

Process management is similarly intelligent, always controlling the route a document takes through your enterprise. Absence functions and alert thresholds prevent processes from grinding to a halt, and overviews allow for comprehensible tracking as to what process stage a document is at. Customisable messages guide users through the daily flow of information, with system-generated e-mails to flag up documents awaiting attention.

A sophisticated security concept provides comprehensive protection for all documents handled in FileDirector. For more details on the security functions, please visit www.spielbergsolutions.com

THESE ARE THE RULES

For some years now, the term “regulatory compliance” has been an essential part of the day-to-day language used by companies listed on the stock market.

The most well-known is probably the Sarbanes-Oxley Act, which came about partly as a reaction to the Enron scandal and bankruptcy.

The respective directives and guidelines under the various sets of regulations are extensive, and failure to comply can have consequences for company management under both penal law and civil law.

FileDirector provides comprehensive support for permanently upholding compliance requirements in the area of document management systems.

Working together - FileDirector as a team player



Securing benefits together

More productivity through integration

- CODELESS CONNECTOR
- FILEDIRECTOR LINK
- WEB INTEGRATION
- SAP INTEGRATION



Stand-alone solutions don't bring about increases in productivity. That's why FileDirector integrates with outstanding ease into your existing applications landscape. No matter what the applications you use – we are sure to have the right link for those applications. Whether that requires a standardised link, a link via the WebServer integrated in FileDirector, or an interface to your SAP system.

Web integration: The WebServer is a constituent part of FileDirector that you integrate into your intranet or into the company's website. It allows any internet user, or particular customers, to have access to the respective documents. Naturally, the security settings for document access can be adapted to suit your own requirements.

Codeless connector: Link applications already used in your business to FileDirector WinClient, with absolutely

no programming needed. The only requirement is for a link, which can be quickly created, between the application index fields and FileDirector.

FileDirector link: Links can be used to call up documents in FileDirector from a company-internal application. In addition commands can be sent to WinClient to display existing documents or scan new documents. Specifically defined URL like commands contain the precise index data for a search or operation.

Are you curious to see whether FileDirector could fit into your team? Just get in touch with us – or you can find more extensive information about our document management solutions at

www.spielbergsolutions.com

OFFICE INTEGRATION

FileDirector integrates seamlessly into Microsoft Office products such as Word, Excel or Outlook.

At the same time, the software also integrates with Windows Explorer, so that all commonly used Windows functions can interact with FileDirector.

SAP INTEGRATION

SAP integration means that documents can be called up and stored directly from the SAP application.

FileDirector Connector is a full document recording and search application for use with the SAP ArchiveLink interface.

The luxury -
of knowing that ...



A good solution, with a good feel to it

Many useful additional functions

- VNP
- MAILSTORE
- IMAGEPRINTER



After implementing a new software solution, you don't want to have to spend a lot more thinking time on it. The solution needs to be easy to operate and to do its job. FileDirector does exactly that.

For example, FileDirector offers a virtual network printer (VNP), which converts printed data into image files and then saves them to a predefined directory. The data can be imported and archived from this directory using a schedule based FileDirector service running in the background. As an example, accounting software can automatically send the print data at the same time as the normal print request to the VNP, without the user needing to arrange extra settings or even initiate a duplicate print request.

The MailStore option in FileDirector automatically processes e-mails sent and received from an e-mail server via SMTP – for Microsoft Exchange 2007/2010, it even

works through integrating MailStore via transport agents. E-mails can be sorted and indexed by subject line, recipient or sender. For this, wide-ranging criteria can be specified for each of the categories, such as name and address of sender and recipient, or subject line.

Administrators are delighted to know that FileDirector can store your documents in containers. This saves massive amounts of time on data back-up. By choosing the maximum container size intelligently and using the option of encrypting and compressing data there too, the demand for storage capacity is also reduced.

How can FileDirector make your day-to-day work easier?

www.spielbergsolutions.com

IMAGE PRINTER

FileDirector ImagePrinter is a Windows printer driver allowing printing from any Windows application to FileDirector.

The driver converts documents either into TIFF or JPEG files, depending on the content of the printed file.

AS INDIVIDUAL AS YOU ARE

FileDirector offers you many attractive features, as you would expect from a mature software solution. In order to ensure that our standards fully meet your expectations, our experts are always pleased to explore individual customer demands, to advise you and to find a technical solution.

Try us out!

Individuality - one product, so many possibilities

Thanks to its extensive range of functions, FileDirector meets all of your requirements – today and tomorrow. Ease of use, scalability and a wealth of expandable components make FileDirector the perfect partner for businesses of all sizes. That said, we certainly don't stop there if other “off the shelf” products ultimately do not prove to be the solution.

Why not benefit from a detailed presentation of each individual function that FileDirector has to offer – or even just the ones which interest you the most at present? Simply get in touch with us, or visit us at www.spielbergsolutions.com

Our sales partners worldwide look forward to assisting you with your individual wishes and preferences, and to search for the most effective software implementations available.



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