



OFFICIAL PARTNER OF
FILEHOLD

ABOUT FILEHOLD

FileHold document management and records management software is an off-the-shelf solution that ships pre-configured with user roles and an intuitive and friendly file structure that mimics the physical filing hierarchy of Cabinet / Drawer / Folders. The software installation is fast and easy compared to "platform" based products that can require consultation and IT resources often measured in weeks and months.

FileHold document management software allows companies to embrace the "paperless office". The standard software features and optional modules will meet your company's needs.

The Management of Documents and Records from Creation to Disposition

Information is the key currency of business and government. In today's world documents and records are predominantly in electronic form and need to be controlled from creation to disposition – this is called the "Document and Record Lifecycle".

FileHold software manages the document lifecycle from the time documents are first created, throughout the workflow, and revision stages of their active life. When documents are no longer active they can be automatically or manually moved into electronic archiving (records). FileHold facilitates secure disposal when these archived documents are no longer needed.

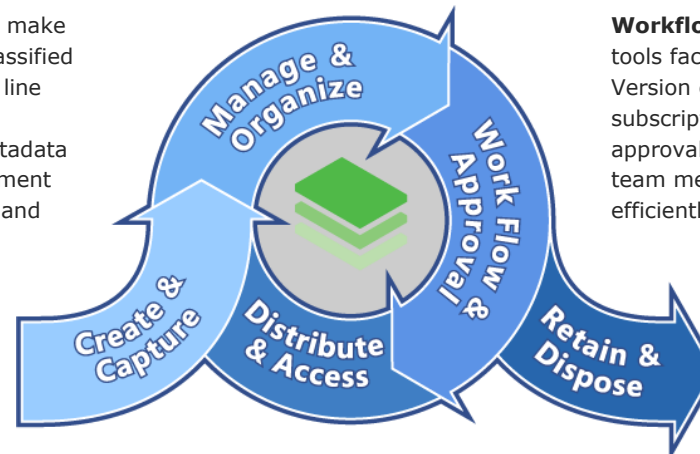
Paper based and electronic information in the workplace is growing at an uncontrollable speed. Keeping information secure, and when necessary, in regulatory compliance, is very challenging. The FileHold "Paperless Office" solution is secure, compliant ready, reduces cost, and builds process efficiencies.

The Document and Record Lifecycle

Following are the phases of the document lifecycle that FileHold software manages. At every step in the process the software provides advanced but user friendly tools to keep information current, relevant, and usable.

Organize and Manage — To make documents usable they are classified and consistently structured in line with the company's business objectives and vernacular. Metadata tagging is applied to the document allowing advanced navigation and distribution.

Create and Capture — The document and record lifecycle begins when electronic information is created by users on computers or is captured from the web, e-mail or fax transmissions. Paper documents are being converted to electronic form by using dedicated document scanners or Multi Function Centers (MFCs).



Distribute and Access — The powerful FileHold search engine indexes the text of every document prior to storage providing full-text and metadata search so that users can find documents in seconds. Documents can be retrieved via: email, a web browser, FileHold FastFind, Microsoft Office® and SharePoint® applications, information portals or through 3rd party applications.

Workflow and Approval — FileHold tools facilitate team collaboration. Version control, document linking, subscriptions, alerts, document approvals and workflow ensures that team members are able to work efficiently on the task at hand.

Retain and Dispose — Throughout the lifecycle FileHold ensures users are only working with current and effective information. Policies can be set by managers, with proper authorization, to automatically destroy documents to comply with corporate and regulatory records disposition policies.



FileHold Products



FileHold **Enterprise** is the fast track to the “paperless office” for medium to large size organizations with more than 20 users. FileHold **Enterprise** is scalable to support thousands of users and millions of documents using Microsoft Technologies Service Oriented Architecture and the .NET framework.



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** can accommodate up to 20 users and is easily upgraded to FileHold **Enterprise** which can support as many users as needed.

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 — Use Microsoft Explorer or Mozilla FireFox web browser to gain access to documents from anywhere in the world.

Mass Migrate — From file-shares, third party applications directly into FileHold using “drag and drop” or XML importation.

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.

Document Linking — Document to document linking allow users to link and organize files in logical groups.

OCR and Indexing — Convert scanned files into editable and searchable documents.

Watched Folders — Move files electronically into the library from local or network folders.

Document Subscription — FileHold document management software allows users to subscribe to and to be notified of edits or new versions to files or changes to folders they have subscribed to.

CONTACT US

Suite 250
4664 Lougheed Highway
Burnaby BC, Canada
V5C5T5
Tel: 604-734-5653
Fax: 208-248-2965

Email: sales@filehold.com

For more information on
any of our products or
services please visit us on
the Web at:

www.filehold.com

Copyright 2011 FileHold Systems Inc. All
rights reserved. The FileHold logo is a
trademark of FileHold Systems Inc in the
United States and other countries.

All other company, product and service
names, and brands are the trademarks or
registered trademarks of their respective
owners.