



Web Based Office Data Management

- ✓ Simple
 - ✓ Intuitive
 - ✓ Affordable
- Collaborative Document Management**

Product Overview

Professional organisations produce and process large amounts of documents. This information is stored as electronic and/or hard copy. The whereabouts of the information must be catalogued and stored securely so as to be retrieved quickly and easily.

FileCM gives organisations an integrated Office Data Management System, which manages electronic and paper information from your web browser. This information may include faxes, contracts, tenders, e-mails, drawings, spreadsheets, plans and even library books and company assets.

FileCM supports a fully definable file numbering system to suit your organisation, together with definable user entry screens.

Users can retrieve documents quickly via powerful "free text" content searches.

The FileCM Office Extensions allow FileCM to be integrated seamlessly into other applications such as Outlook e-mail and Microsoft Word.

FileCM supports forms based paper scanning.

Entry and retrieval is tightly coupled to FileCM's extensive security model, which can integrate with Windows security.

Capabilities

- Storage and retrieval of paper and electronic files
- User definable file numbering system
- Powerful query window for context and theme based searching
- Integrated with Microsoft Office, e-mail and popular applications
- Integrated workflow
- Archive and Disposal retention rules
- Check-Out / Check-In of paper and electronic files
- Security privileges to control submission, retrieval and viewing of all data
- Scanner support with batch options including character recognition
- Barcode integration
- Web and stand-alone operation
- End-user customisable Portal (web browser only)
- Integrated report designer
- Skins - allow you to change the appearance of your FileCM
- Designed to operate on Microsoft SQL Server, Oracle or Access databases
- Comprehensive on-line context sensitive help
- Affordable Microsoft Windows application



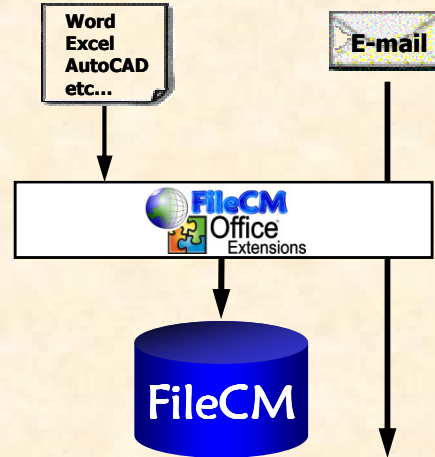
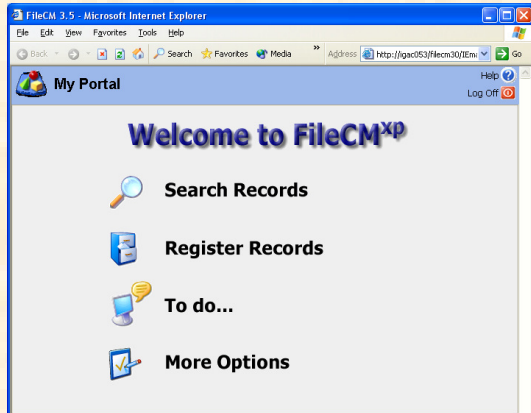
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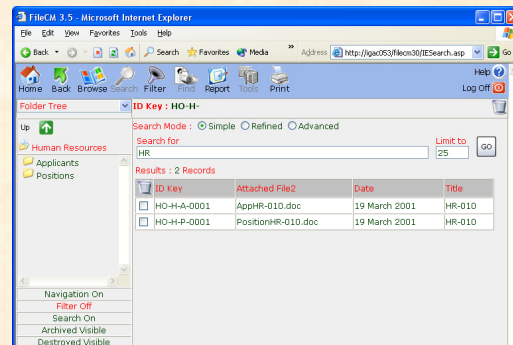
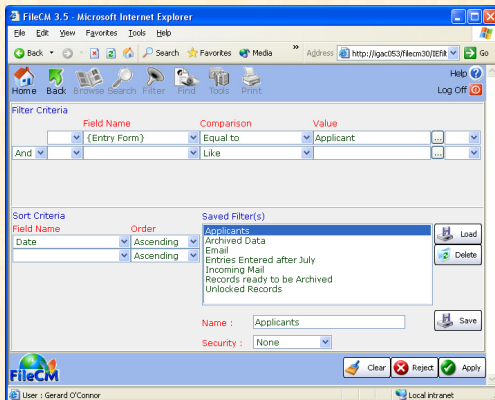
Storing Data

FileCM is designed to operate seamlessly from within other applications. It ships with templates for Microsoft Office applications and Outlook Mail.



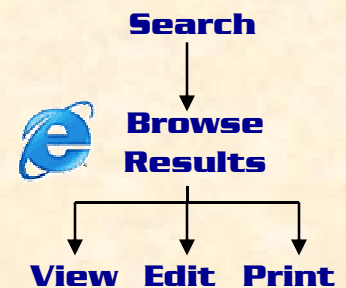
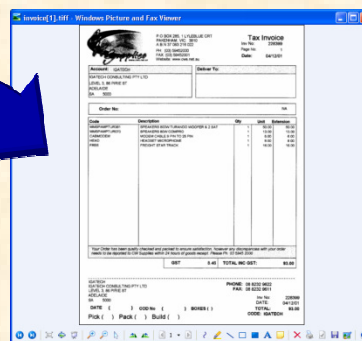
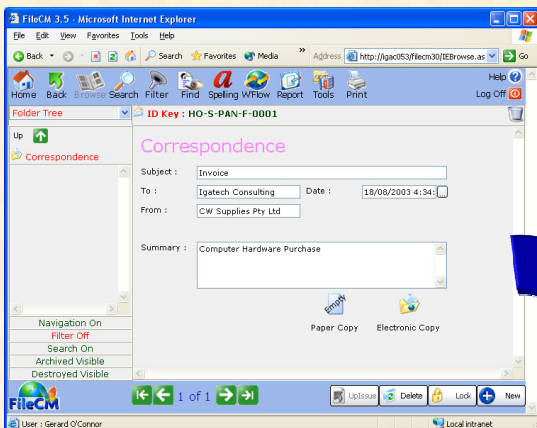
Searching for Data

FileCM lets you combine searching of user entered "metadata" with electronic content. Electronic content searches look at the contents of any attached electronic files (eg Word documents) assigned to your records. Searches can also be combined with filters to search within common data types, say "all sales data".



Browsing and Viewing Data

Search results can be browsed easily. Associated electronic files can be viewed and printed directly in the Web browser, or copied to disk.

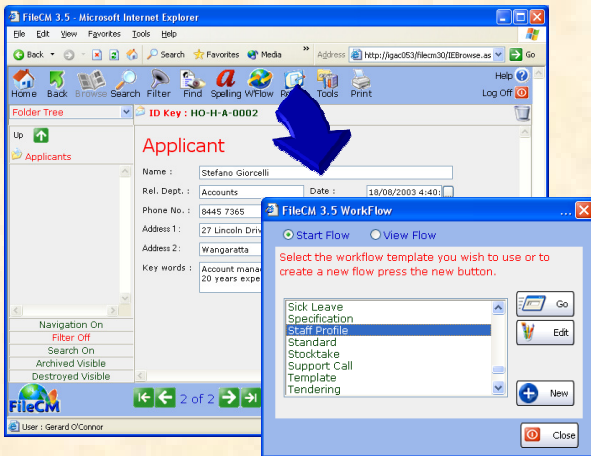


... and FileCM's security features ensure that only users with correct privileges can view, edit or delete.

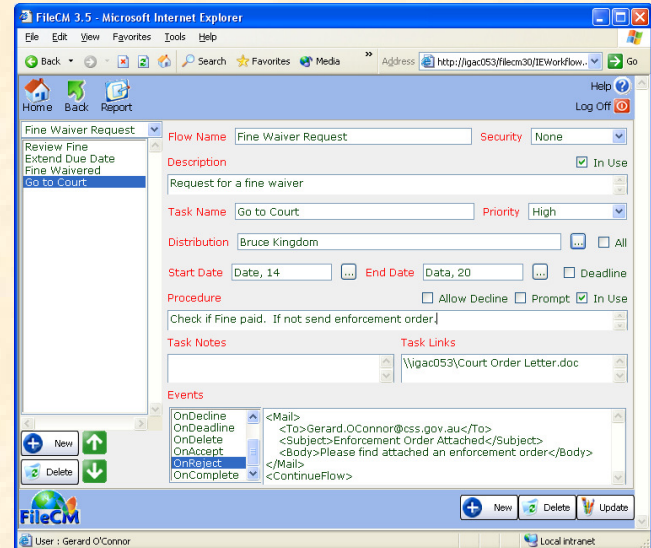
Workflow

Documents and work can be routed automatically in accordance with defined business processes, using FileCM's inbuilt workflow functionality. Serial and parallel operations are supported. Users can create ad-hoc, or use predefined flows, containing any number of tasks. E-mail notification is included.

Ad-hoc flows initiated from a record ...



The workflow template designer supports scripting.



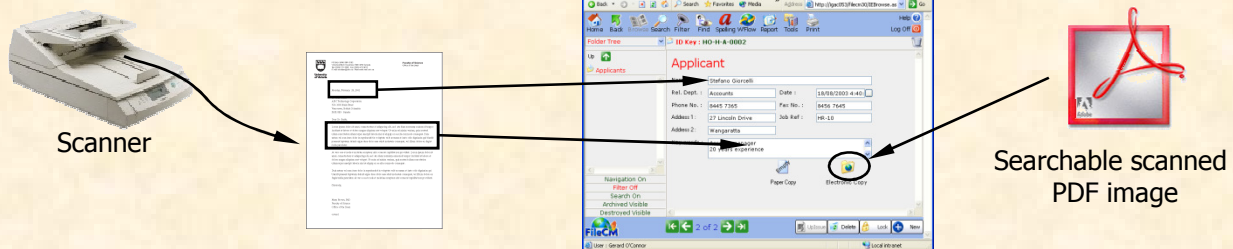
Users can monitor tasks assigned to them through their In-Box. The status of tasks initiated by a user are shown in an Active Task section.

Personal Portal

If you are running FileCM via the browser, you have access to the Personal Portal. This allows you to customise the way you access FileCM and other information through FileCM "Portlets". FileCM Communicator is one such portlet which is included to help you collaborate with other FileCM users in real time.

Intelligent Acquisition

You can automate the process of scanning paper, recognising text, and filing appropriately, based on predefined rules. Features include automated conversion of registered electronic files to other searchable formats* such as PDF and Microsoft Word.

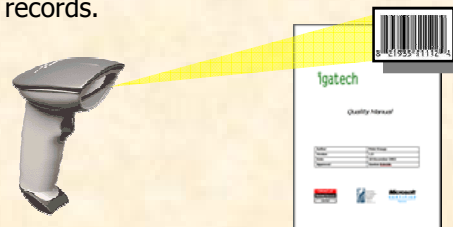


* FileCM integrates seamlessly with OmniPage 12 Office or higher to provide Optical Character Recognition (OCR) and conversion functions. OmniPage is an additional purchase.

Barcode Integration

The barcode interface enables users to classify records, people and places using affordable barcode technology. This technology can achieve higher throughput of physical records.

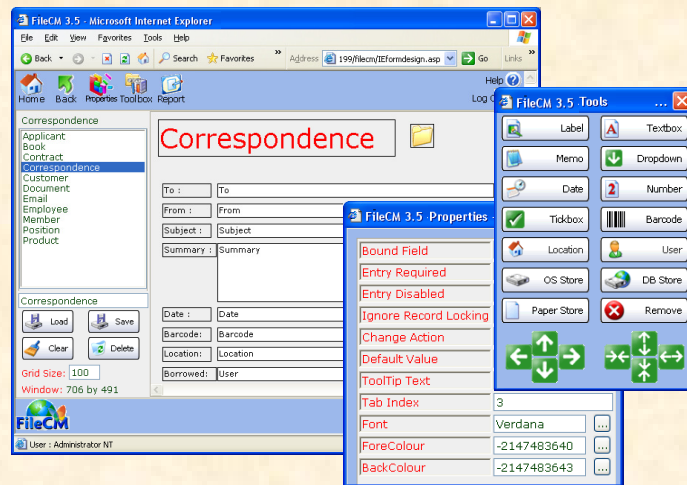
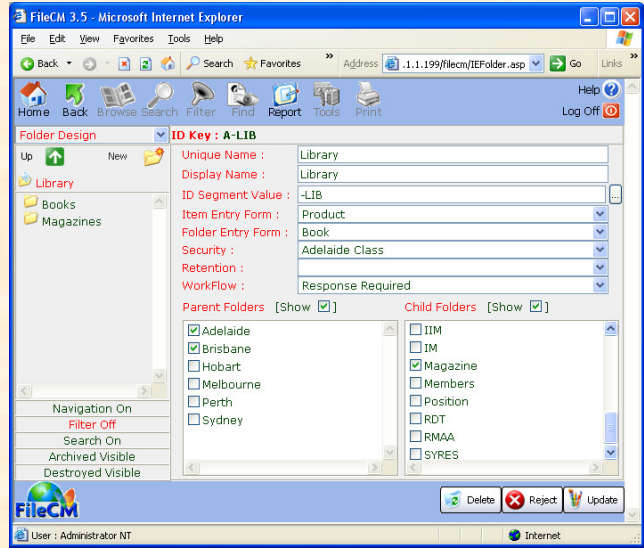
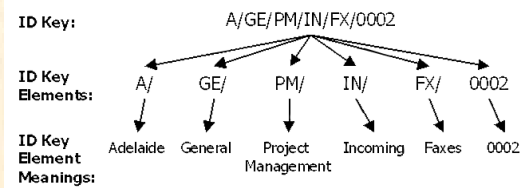
- **Track documents**
- **Identify people**
- **Define locations**



User Defined Configuration ...

Custom Numbering Schemes

Administrators can create custom numbering schemes as needed for their organisation. The key design screen provides the ability to assign access privileges to specific key sequences, the entry form against which the key information is entered, and an appropriate retention schedule for disposal.

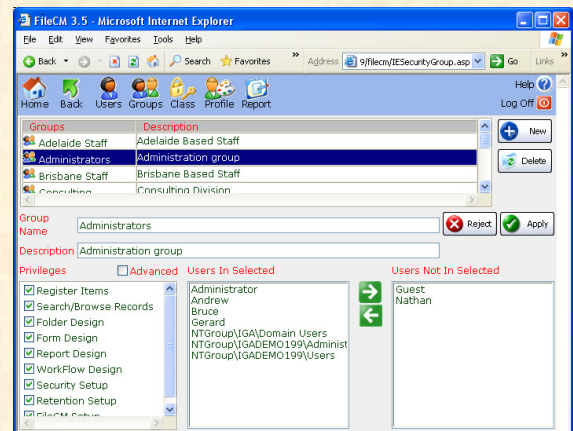


Entry Form Designer

Each numbering scheme is related to a form from which user data is entered. The Form Designer allows Administrators to create unique forms for individual categories (eg Faxes, e-mails, plans, tenders, contracts, drawings). The Form Designer supports Drag and Drop, to reduce design time. Forms are instantly available to the Web client.

Security Access Control

Access privileges are set by the Administrator. These privileges provide control over access to data, whether users can edit entries (Configuration Controllers), who can enter new data, delete data and so on. FileCM can use Windows™ Users and Groups to simplify allocation of privileges.



Choose your database...

FileCM ships with the Microsoft Jet database back-end. It is also specifically designed to run on more powerful servers such as Microsoft SQL Server and Oracle Server. (Database creation scripts supplied)

Reseller Details

