FileDirector®
Document Management System

V3

Document Management made easy…

The Document Solution

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 sending round 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 systems 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 provisions on retention periods and destruction of documents becomes child's play.

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

Efficiency

With FileDirector the capture, classification and distribution of documents is fast and more efficient. FileDirector is based on a modular system, which allows you to tailor your own solution, and as the company grows FileDirector can fully adapt to meet the demands.

The solution delivers fast and reliable capture scanning options through the enhanced connectivity between FileDirector and Canon's scanner range as well as the universal TWAIN and ISIS drivers. It's capability to perform intelligent searches makes precise and speedy retrieval easy.

FileDirector uses the most recent security mechanisms and is a powerful add on for the modern enterprise.

Flexibility

FileDirector is a modular solution and is therefore ideally suited to all types and sizes of business, from the single user to the large multi national.

FileDirector is in use daily in all types of industries and all types of companies. Multi national Government contractors rely on it in key central divisions, major Charities to keep track of all their incoming and outgoing paper work.

With audit trail and version control, plus retention processing, FileDirector ticks all the regulatory boxes. Add the flexibility to connect with your line of business applications and you have the complete end to end solution for your business.

Day to Day

Retrieving documents is a simple task. Type in what you are looking for into the index fields, and you'll get a list of documents back, which you can then view. Viewing documents cannot be more straightforward. Just double-click on the document record, and it will be opened. FileDirector supports over 200 different file formats. You can easily browse through pages, view thumbnails of it, and look at any previous version of it, if it has been revised. You can also open and look at several documents at once.

Finding Documents

You can search across a whole Cabinet, or just within one Document Type for the information you are looking for. Just use the index fields that have been defined within the Cabinet, and these can be set to do specific match searches, or wildcard and range searches. With the optional Full Text OCR installed you can also search for a word or phrase contained within the document. The results will be displayed in order of ranking and highlighted on the document.

Security

FileDirector works with Active Directory accounts, so there is no need to maintain a separate user database.

What a user can see and do in FileDirector is down to the permissions they have been given. Documents are stored in Cabinets, which can be sub-divided into Document Types, and index fields are associated with each Document Type. A user can be given access to a Cabinet, but may not have access to all the Document Types within that Cabinet. Additionally, a user may be able to create and edit documents within one Document Type, but only view documents in another.

The Rules

For some years now, the term "regulatory compliance" has been an essential part of the day today 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. FileDirector provides comprehensive support for permanently upholding compliance requirements in the area of document management. One of the FileDirector groups does not by default give them access to any of the data stored in FileDirector.

Integration made simple

FileDirector integrates with outstanding ease into your existing application landscape. No matter what applications you use we are sure to have the right solution to hand to link in those applications. Whether that requires a standardised link, a link via the web-server integrated in FileDirector, or an interface to your SAP system.

The web-server is a constituent part of FileDirector that you can 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.

FileDirector links can be used to call up documents in FileDirector from a host application and a request can be sent to the WinClient to display existing documents or scan new documents. Specifically-defined URL templates contain the precise index data each time to be used for the search or the scanning operation.

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Features & Requirements

Features

32-bit or 64-bit operating systems

Microsoft SQL or Oracle database

Small Business or Enterprise Editions

Disaster Recovery site replication

Full text OCR

Barcode and Forms recognition

Full Audit trail

Life cycle management

Full version control

Microsoft Office integration

MailStore Microsoft Exchange Connector

SharePoint Connector

Codeless Integration

SAP certified Integration

Integrated Process Management

Advanced Scanning tools

Virtual Network Printer

TIFF image printer.

TWAIN Scanner Drivers

ISIS Scanner Drivers

In built Canon Scanner Drivers

System Requirements

FileDirector is a Microsoft Windows based solution. The server is available for 32-bit and 64-bit operating systems. IPv6 is supported. The following operating systems are recommended:

Server

Microsoft® Windows® Server 2003 Product family
Microsoft® Windows® Server 2008 Product family
Microsoft® Windows® Server 2012 Product family

Supported Databases

Microsoft
SQL Server 2005 Editions
SQL Server 2008 Editions
SQL Server 2012 Editions

Oracle
Oracle9i® Editions
Oracle10g® Editions
Oracle11g® Editions

Microsoft®
CERTIFIED
Partner

Spielberg