FileDirector®
Electronic Content Management

V3

Electronic Content Management made easy…

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The ECM Solution

The benefits of an intelligent electronic content 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 electronic content management solution 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 FileDirector, complying with the data protection provisions on retention periods and destruction of documents becomes child's play.

Whether FileDirector *express*, FileDirector SBE, FileDirector Enterprise or FileDirector Cloud, 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 your demands.

The solution delivers fast and reliable capture scanning options through the connectivity between FileDirector, universal high-speed and TWAIN drivers. Additionally, FileDirector provides integrated scanner drivers for several Canon, Epson, Panasonic and Plustek models. 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, for self-employed person up to the multi-national companies.

FileDirector is in use daily in all types of industries and all types of companies. Several national government contractors rely on it in key central divisions and major charities 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.

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Security

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

What a user is allowed to 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.

Legal Regulations

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.

Integrated made simple

FileDirector integrates with outstanding ease into your existing application environment. 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 WebServer is a constituent part of FileDirector that you can integrate into your intranet or into the company's website. It allows you to grant either any guest on your website 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.

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 a wide range of different file formats. You can easily browse through pages, view thumbnails, and look at any previous versions, if it has been revised. You can also open and look at several documents at once.

Finding Documents

Of course, FileDirector provides several simple but effective options for finding documents.

You can search across a whole cabinet for the information you are looking for or just within a single document type. Either, just use the index fields that have been defined within the cabinet, each of it providing a range of parameters that can be set to do specific match searches, wildcard or range searches.

With the optional full text OCR installed, you can also search in the document for a word or phrase. The results will be displayed in order of ranking and highlighted on the document.

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Security

No Rights, No Access

FileDirector is a highly secure ECM solution that ensures that documents are only accessible to those user accounts that have been granted permission to them.

Active Directory

FileDirector utilises Active Directory users and groups for access control. No account can gain access to FileDirector without being a member of one of the FileDirector Groups. When a user account is a member of one of the FileDirector groups, this does not by default give them access to any of the data stored in FileDirector.

Where the preference is not to incorporate Active Directory, FileDirector also has its own proprietary security that works in exactly the same manner but is configured within FileDirector.

No Direct, Access to Data

FileDirector is a client server solution, with ALL requests from clients for data being serviced by the server application. User accounts do not require permissions to either SQL or the locations where documents are stored.

Keep your documents safe and secure

Communication Encryption

The FileDirector Server is an IIS web service and can therefore take advantage of IIS encryption features, to secure the data being sent to and received from a client. IIS can secure communication using up to a 128bit key, alternatively, certificates can be implemented to further secure the communication.
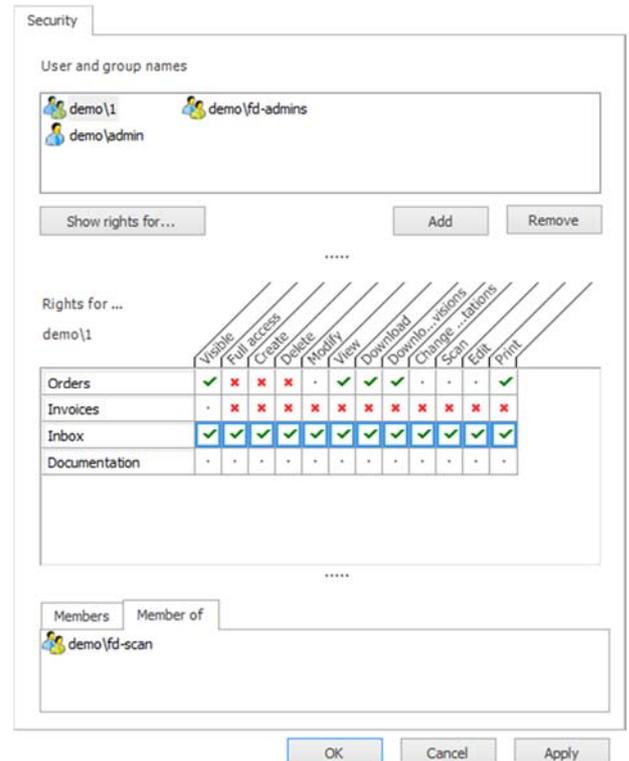
Cabinet Security

All documents, created in FileDirector, are stored in cabinets. Even if a user account is valid for FileDirector, unless the account or user group has been granted access to a cabinet, the account will have no access to a cabinet. Additionally, cabinets can be designed so that different document types and/or storage applications are created in a single cabinet. A user account or group can be assigned or denied access to each document type/application within a cabinet. Different levels of access can be assigned to an account or group for each document type/application they have access to. As an example, in one a user may be able to create documents, but in a second application that same account may only be able to retrieve and view documents.

A further level of security can be applied to secure documents, and this is done at application field level. Access to documents can be determined by the value held within fields, either allowing or denying access to accounts or groups.

Auditing

All activity within the FileDirector solution can be logged, and stored for future reporting. For each document, a history is kept that details the activities associated with the document. This history will list, for example, the accounts that have created, modified and retrieved the document. It will also show when those activities took place.

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WebServer

Why a Web Server

FileDirector WebServer allows users with the appropriate access permissions to search and view documents from anywhere you have access to the internet using most popular Windows browsers and also Safari on a Mac. The browser client not only has the search function but also full text search.

There is also an inbox for viewing specific documents that are received via a process, these can be commented on, added to and even authorized from the browser.

The WebScan feature allows you, on any Windows-based machine, to scan documents using any attached scanner. You can also attach documents from a file on the machine you are using or even create new documents.

In certain installations where the web functionality is sufficient for the day to day use of the system this means there is no need for any additional software to be installed. This drastically reduces the implementation time, management time and costs.

Access your documents from any where using a web browser
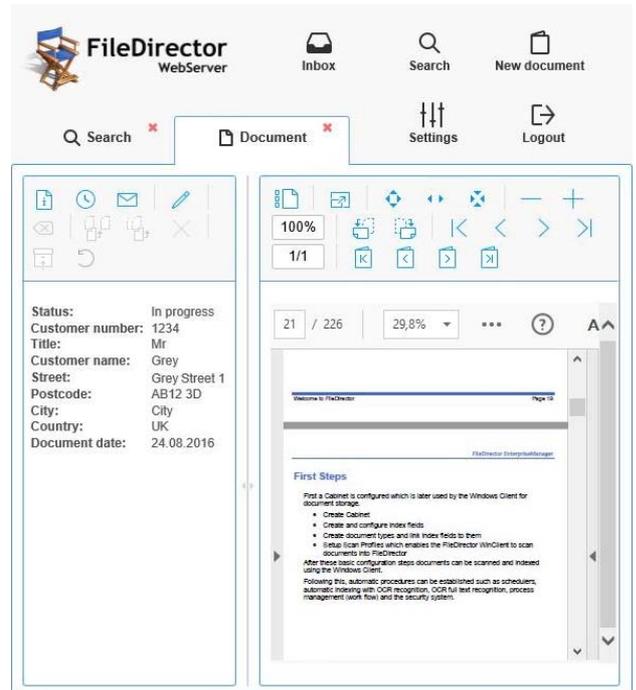
Integration made simple

Integrate FileDirector browser retrieval functionality into your intranet, or even your corporate web site. This is an easy task with FileDirector's web retrieval engine which is fully customizable, and can be set to require, or not require security credentials from users, although the documents available can be tightly controlled.

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BusinessProcessManagement

Why BPM

The path of a document through your enterprise can be simply managed with FileDirector. In the graphical process designer tool, the individual steps of a process are clearly represented. The print functionality of the process designer helps you with the documentation in quality management procedures.

User absence features and warning thresholds prevent processes from grinding to a halt, and it provides overviews for comprehensive document tracking through a process.

You can guide users through the daily information flood by customized, individual messages. Your mail system can alert users to new or waiting documents.

Guide your documents through company procedures automatically
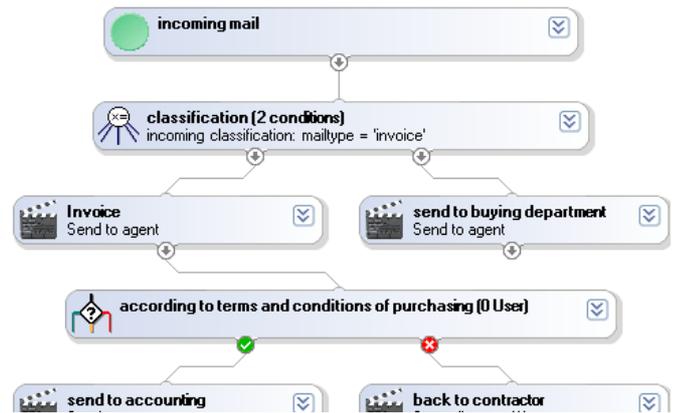
Easy Configuration

A process consists of several steps that are performed consecutively. Each process step can be individually configured to be worked on or whether an action is to be performed by one or more users. Defined tasks are specified for each user, for example approve, reject, comment or simply view (confirm notice).

If the task specified is carried out, the document is routed to the next step of the process depending on the structure of the process. Our BusinessProcessManagement controls the path of a document through the single process steps and keeps track of the status and location of a document.

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Features & Requirements

Features

- 32 or 64 bit operating systems
- **Microsoft SQL installed via install routine** (FD *express* only)
- **Microsoft SQL or Oracle database**
- Express, Small Business or Enterprise Editions
- Disaster recovery site replication
- Full text OCR
- Barcode and forms recognition
- Full audit trail
- Lifecycle management
- Full version control
- Microsoft office integration
- Microsoft Exchange connector (MailStore)
- SharePoint connector
- Codeless integration
- SAP certified integration
- BusinessProcessManagement (BPM)
- Advanced scanning tools
- Virtual network printer (VNP)
- Virtual printer (ImagePrinter)
- Supports TWAIN scanner interface
- Supports Highspeed scanner interface
- In built Canon, Epson, Panasonic and Plustek scanner drivers

System Requirements

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

Server

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

Workstation

Windows Vista
Windows 7
Windows 8
Windows 8.1
Windows 10

Supported Databases

FileDirector requires a SQL database server. The following database systems are supported. Where appropriate the latest service packs have to be installed.

Microsoft

SQL Server 2005 Editions
SQL Server 2008 Editions
SQL Server 2012 Editions
SQL Server 2014 Editions
SQL Server 2016 Editions

Oracle

Oracle9i® Editions
Oracle10g® Editions
Oracle11g® Editions

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