



SEARCHING
WORKFLOW
SECURITY

STORAGE
ELECTRONIC
CONTENT
MANAGEMENT
INTEGRATION

SOLUTION
INTEGRATION
ELECTRONIC
MANAGEMENT
SOLUTION

INDEXING
WORKFLOW

ECM
SEARCHING
SECURITY
CAPTURE

ECM
INDEXING
CAPTURE





The Document 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. Digitizing 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 the 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 ECM system is compliance with statutory requirements, since we help your organization to minimize 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.

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

The solution delivers fast and reliable capture scanning options through the enhanced connectivity between FileDirector *express* and the universal TWAIN driver. It's capability to perform intelligent searches makes precise and speedy retrieval easy.

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

Flexibility

FileDirector *express* is a modular solution and is therefore ideally suited to all types and sizes of business, from the single user up to the maximum of 10 users.

FileDirector *express* is in use daily in all types of industries and all types of companies. This allows them to efficiently keep track of all their incoming and outgoing paper work.

With audit trail and version control, FileDirector *express* 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.





Security

FileDirector *express* works with its own integrated accounts. What a user can see and do in FileDirector *express* is down to the permissions granted. Documents are stored in cabinets, which can be sub-divided into document types. 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 one of the FileDirector *express* groups, this does not by default give them access to any of the data stored in FileDirector *express*.

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

Installation made simple

The FileDirector *express* install process makes the integration simple into your existing IT infrastructure. FileDirector *express* uses standard components and so any current Microsoft operating system can be used to run the system. The data is stored in the location of your choice, no user has direct access to any of the information stored leaving you with the confidence that your data is secure.

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. Viewing documents cannot be more straightforward. Just double-click on the document record, and it will be opened. FileDirector *express* supports a wide range of different file formats. You can easily page through, view thumbnails, and look at any previous versions of the document, 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, wildcard and range searches. With the full text OCR 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.



Features & Requirements

Features

- 32 or 64 bit operating systems
- Microsoft SQL installed via install routine
- Full text OCR
- Document audit trail
- Lifecycle management
- Full version control
- Microsoft office integration
- Ad hoc workflow
- Twain scanner drivers
- Unlimited index fields
- Scheduled file import
- Image Printer

System Requirements

FileDirector *express* 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 7
- Windows 8

Supported Databases

Microsoft

SQL Server express Editions pre installed

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If you are interested in a customized version, please send us a short notice.

SAP® Certified
Integration with SAP NetWeaver®

ORACLE®

Gold Partner

Microsoft®
CERTIFIED
Partner

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