FileHold *Express*

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

Some of our standard features include:

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.

FileHold
Document & Record Lifecycle Software
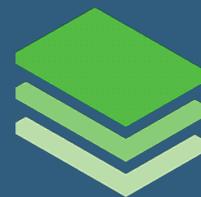
No Hidden Fees

FileHold *Express* has a one time fee of $3,750.00 USD for the server software, powerful scanning software, five fully empowered user licenses and six months of FileCare.

Fifteen more user licenses can be added for $200.00 each. FileHold *Express* comes with six months of free technical support (warranty) after which a FileCare technical support and upgrade may be purchased for an annual fee of 20% of the initial licensing cost.

Installation and Training Options

FileHold software is so easy to install that it is done using remote communication technologies. Customers simply prepare their server according to a provided Server Preparation Guide (SQL Server and Windows Server from Microsoft required). Once the server is ready and the installation of the software is completed, remote configuration and training begins.

You control the Implementation and Training fees: FileHold offers three levels of detailed implementation plans: Gold, Silver or Bronze. You choose the level of support you will need for your implementation. FileHold provides online help, documentation, video tours, and training materials for self-paced training and configuration.

Optional Modules

Some of our optional modules include:

Document Workflow: Document review and approval workflow for documents needing to be automatically routed through several authors, reviewers and approvers before being ready for general distribution.

Document Viewers: View CAD and over 200 document types directly in FileHold without the need for the native application.

Mark Up: Add printable watermarks, annotations, mark up, sticky notes and directly onto documents.

Redaction: Automatically black out sensitive information such as Driver Licenses numbers in documents.

Scanning and Auto Filing: FileHold XML auto filing routines automate the scanning of documents into the Library.

Active Directory Synchronization: For Microsoft Active Directory users, FileHold can provide a single point of user authentication.

Print to FileHold: Eliminate paper completely, send electronic copies of invoices or statements from your business applications directly to FileHold and have them filed automatically.

Microsoft SharePoint: The document management system can be installed as a "web part" of Microsoft Office SharePoint Server or Windows SharePoint Services. The software offers integration for SharePoint to users who want to implement the Paperless Office but need tools that are not inherent in SharePoint.

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