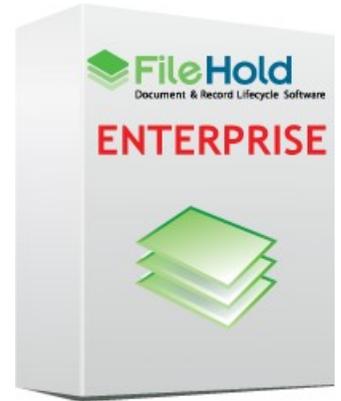FileHold Enterprise is the fast track to the "paperless office" for medium to large size organizations with more than 20 users.

FileHold Enterprise is scalable to support thousands of users and millions of documents using Microsoft Technologies Service Oriented Architecture and the .NET framework.

FileHold Enterprise

Out of the box features include:

- Secure access to documents: Use a web browser to gain access to documents from anywhere in the world.

- Simple and complex searches: From a simple Google-like search or an advanced search using metadata. Save the searches to create reports whenever you need them.

- Version control: Keeps everyone on the same page while preventing accidental file overwrites and deletion.

- Structured user rights: Users can only see the documents they have been given access to with a complete audit trail.

- Metadata tagging: Classify your documents with key data for document organization and easy retrieval.

- Document scanning: SmartSoft Capture intelligent data capture scanning software is provided with every sale of FileHold.

- Third party integration: Features to allow easy integration with other business applications. Fully documented web services API.

- Watched folders: Move files electronically into the library from local or network folders.

- Alert notifications: Subscribe to documents and folders and be notified of edits or new documents.

- Mobile FileHold: Manage your documents while out of the office with the easiest mobile document management software you will ever use.

- Document Naming Standards: Automatically create document names to enforce adherence to document or record naming conventions.

- Courier: FileHold Courier allows you to transmit documents for viewing or approving to people inside or outside the document management system.

- Document retention: Set up retention policies for archiving, deleting, converting to records, or document owner notifications.

- Document viewers: View documents directly without the need for native applications.

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FileHold
Document & Record Lifecycle Software

Enterprise document management software

FileHold has broken the paradigm of document management software being expensive, confusing, and difficult to install. Our pricing is based on a common sense idea — a low cost per user fee and a charge based on actual usage or concurrent sessions. It doesn't matter how your users are using the system; all features are available to all the users at the same low cost. There are no scan or storage volume fees in FileHold.

Access FileHold from anywhere you have internet access. Fast access to this information from anywhere, be it from the factory, remote office, taxi, or on public transportation, is vital for today's professionals. With FileHold, your vital corporate content is always available.

Installation and training options

FileHold software installation and training is typically done using remote communication technologies. Customers prepare their server according to the server installation instructions. Once the server is ready, FileHold has a 2-hour installation guarantee. Post installation, the training begins.

You control the implementation and training fees. FileHold offers three levels of 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 software features

- 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.

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

- Print to FileHold: Convert documents to a PDF and send your files to the document library using the a virtual printer functionality. This allows users to store documents directly into the document library from any application that supports the print function.

- FastFind: Use "hot keys" in third party applications to search the document repository.

- Microsoft SharePoint: Can be installed as a "web part" of Microsoft Office SharePoint Server or Windows SharePoint Services.

- Electronic Signatures: The ability to add electronic signatures to documents such as legal agreements is accomplished through a partnerships with manufacturers of electronic signature software such as Adobe Sign.

- Server Side OCR – OCR (optical character recognition) capabilities for PDF and TIFF documents which can be searched without the need of using scanning software to process the documents.

- WebCap: Remote users can scan and store documents from anywhere they have access to the internet.

- Guest Users: Several users can share a single read-only license to view documents.

FileHold
Document & Record Lifecycle Software