

FileBound provides document scanning, importing and retrieval functionality. Documents can be scanned using the FileBound scan module Data Manager that includes all the industry standard index automation tools including barcode recognition, Optical Character Recognition and data matching from external sources. These conversion results are then uploaded to a target FileBound server to complete workflow processes and for storage and retrieval. FileBound also inherently supports distributed scanning environments with browser scanning tools and scan controls that can be embedded in other applications. Additionally, FileBound provides tools that allow for integration with other document scanning applications, fax servers, digital copiers and email platforms.

FileBound is a feature rich product that leads the Content Management industry for both functionality and affordability. Listed below are just a few of the key features.

System Highlights

Overview

- » 100% browser based. This means easy implementation, minimal support and effortless user adoption
- » Superior pricing module. FileBound is always Unlimited Users. Pricing is based on content levels
- » Solution is available as an In-House or ASP configuration
- » FileBound Data Center is operated from a world-class facility.
- » FileBound is a complete solution with comprehensive Content Management functionality. This includes Document Management, workflow, multiple points of integration, file tracking, e-forms, XML forms submission, COLD/ERM processing, Network monitoring and document processing.

Image Retrieval/Viewer

- » Complex search capabilities including global searching (any field in any Project), Full Text OCR searching, File and Document Notes field searches and the ability to save and recall queries
- » Add additional images or content by scanning in the viewer or browsing for digital files
- » E-Mail, Print and Export in an easy fashion
- » Checklists and "Pop-Up" edit capabilities
- » Launch Electronic Forms and Workflow process from viewer

- » Multiple view options such as vertical and horizontal screens
- » Secure viewing area (Clipboard feature) for auditors or other users outside the organization. This secure area allows the user to view only the images presented to them and no access to any other part of the system
- » Request images from record center, service bureau or off-site facility
- » Copy, Save, Delete, Lock, Replace etc. with authorized security rights
- » Zoom Area, Zoom In, Zoom Out, Fit to Width, Fit to Height, Best Fit, Rotate Clockwise, Rotate Counterclockwise, First Page, Previous Page, Next Page, Last Page
- » Magnifier and Navigator Windows
- » File and Document Notes areas
- » File Dividers (security rights by divider option)
- » Annotations - Notes, highlights, arrows, lines, squares, redaction, etc.
- » Memory and file caching for fluid document browsing
- » XML functionality allows many operations to be performed quickly and easily.

Requirements

- » Internet Explorer 5.0 or above
- » ActiveX Controls must be enabled
 - » The Document Viewer is an ActiveX control that will load upon the first use and remain present for each subsequent viewing session thereafter. In the event of an upgrade, the Image Viewer control will automatically update keeping the User current.

Data Manager (scanning module)

- » Easy to use, simple and intuitive yet Comprehensive Functionality
- » New File, Rescan, Insert, Save, New Batch, Delete, Page Up, Page Down, Rotate Clockwise, Rotate Counterclockwise, Reorder Pages, Drag-and-Drop, Zoom In, Zoom Out, Fit to Width, Fit to Height, Best Fit
- » Automated Batch Upload and/or Timed Upload for posting to the Internet
- » Image Retrieval Manager feature allows for scanning and posting User requests via low level workflow functionality
- » Add documents such as Word, Excel and PDF
- » Automatic scanning via bar-codes, page count and blank pages
- » Simple and quick indexing functionality. Indexes from database or import file, automated bar-code index capture and or full text OCR
- » Supports TWAIN or ISIS scanners plus imports from other scanning programs or Conversion Service Bureaus
- » Create CDs or DVD's with full function viewer, images and indexes via the Archive module

Administration

- » Complete Project setup, control, and maintenance of all system parameters including Indexes Workflows and Electronic Forms
- » Manage Users, Groups and security authorizations
- » Report generation
- » Ability to backup and restore system settings in an automated process