

FileBound On-Site.  
Easy to cost-justify, implement and maintain.



FileBound On-Site is an affordable in-house Document Management Solution for organizations of any size. FileBound is designed to find, control, optimize and protect all types of important information.



**FileBound**<sup>®</sup>  
Document Management Solutions

# Adopt FileBound throughout your organization with Unlimited User Licensing.

## Integration

... with core applications



FileBound integrates document management functionality with all existing systems and applications. With the FileBound Application Integrator, you can quickly and easily map a field, create a button (or designate a hot key)

and query FileBound to display the associated images. Application Integrator also creates links between FileBound and other applications for indexing, data validation, Enterprise Risk Management and web services. Direct content delivery to custom user interfaces and web portals or import content into FileBound from any core application. FileBound is designed to be an integrated part of your information management strategy.

## Document Imaging

... flexible retrieval

FileBound provides robust and flexible document scanning, importing and image retrieval functionality.

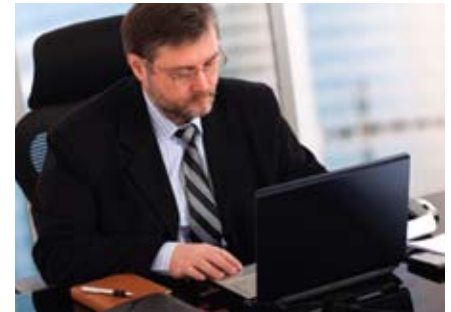


FileBound supports both centralized and distributed image capture environments while providing industry standard index automation tools such as barcode recognition, OCR and data matching from external sources. In addition, FileBound also supports images created from third party capture applications, fax servers, email platforms and digital copiers.

## Digital File Management

... integrate with any source

FileBound delivers the functionality to automate importing and indexing of digital files from any source. Additionally, the FileBound Integration Toolkit provides direct native file importing from Microsoft Office Suite applications. FileBound also supplies a print driver with direct print capabilities, allowing conversion to TIFF images and indexed to existing or new system files.

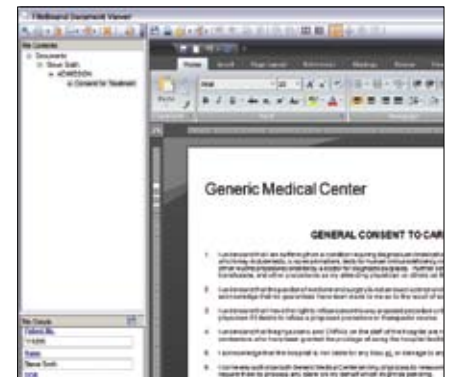


## E-forms

... automate transactions

FileBound can create and store a library of on-demand forms to automate the creation, distribution and filing of transactional forms. Templates can be configured as Word, HTML or XML

documents. Data from the FileBound database or from external data sources can be merged into the form and routed down a workflow for completion or printing. If printed, the forms include a unique document ID barcode allowing completed forms to be tracked and auto-scanned using the barcode. Forms also can be accessed from public websites or portals which allow customers, vendors or visitors to request information, submit applications or place orders.



## Business Process Management

...streamline workflow

FileBound workflow automates the collaboration and assignment of tasks to accelerate the completion of critical business decisions. This results in increased operational efficiencies, reduced costs and organizational scalability. FileBound provides automated workflow functionality allowing organizations to re-engineer and streamline work processes. Since FileBound is inherently web centric, workflow tasks can be distributed across geographically diverse organizations, outsourced or distributed according to workload.



## Physical File and Box Tracking

...organize paper storage

FileBound provides the ability to manage, access, and control paper files and archival box storage. Files can be checked-in or checked-out to users or requested from a central file room via email requests. Users can request archived files using email notification to the person responsible for fulfilling the request.



A user specifies the method of fulfillment including return of the file or box, fax specific pages or have the system scan files for quick online image viewing.

*Applications that benefit from FileBound workflow include vendor invoice processing, human resource hiring processes, medical transcription approvals, lab results routing, remote coding applications and loan approval processes.*



FileBound On-Site delivers affordable document management solutions.

- For organizations with internal IT infrastructure
- Scalable to any size organization
- Handles complex workflow processes
- Integrates with internal and external systems
- Imports images from multiple sources
- Streamlines business processes
- Securely manages and tracks information access

**FileBound**<sup>®</sup>  
Document Management Solutions



## The FileBound Difference

### Unlimited User Licensing

**With FileBound, everyone who needs access to your document management solution gets it.** FileBound provides this unique model so organizations can make adoption decisions according to the value users, departments or functional areas derive from the solution without user licensing constraints.

### Hosted, On-Site or Appliance

**FileBound is the right solution delivered the way you need it.** FileBound offers the broadest delivery options available. Everyone needs document management and with FileBound, you can choose to adopt it as a hosted solution using the FileBound On-Demand service. Or, implement it as a simple network appliance with FileBound Express. Or, license the solution and install FileBound on your IT infrastructure.

### Integrated Electronic Forms

**FileBound streamlines your business processes.** FileBound offers unique electronic forms capabilities to extend the value of the solution beyond your organization. With FileBound, configure forms for access by customers, vendors or website visitors to share or request information, submit applications or place orders. These forms and data become an on-ramp to automatic management, routing and processing.

### Configurable Workflow

**FileBound provides process control, reporting capabilities, scalability, and most importantly, cost-savings.** Most business processes are labor intensive and prone to human error. With FileBound that all changes. Using FileBound workflow you can configure your processing rules one time and the solution applies them consistently, every time a new item enters the process.

### Unlimited Customization Options

**FileBound can be deployed right out of the box or customized to meet specific needs.** FileBound is designed to become an integrated piece of your operational system. Built on our very own .NET object model, FileBound offers a customized user experience to meet your needs, including custom user interfaces, web portals, add-on functionality, one-click access or data sharing between FileBound and core systems.

