FILE stream

PARTNERS IN DOCUMENT MANAGEMENT

FUTURE PROOF YOUR COMPANY

FILE stream
DOCUMENT MANAGEMENT

REQUEST A DEMO

We help businesses of all shapes and sizes, across multiple sectors, to streamline their document filing and processing

Improved business process performance

Improved corporate and departmental communications

Improved security

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T: +44 (0) 118 989 3771
E: sales@filestreamsystems.co.uk
W: www.filestreamsystems.co.uk

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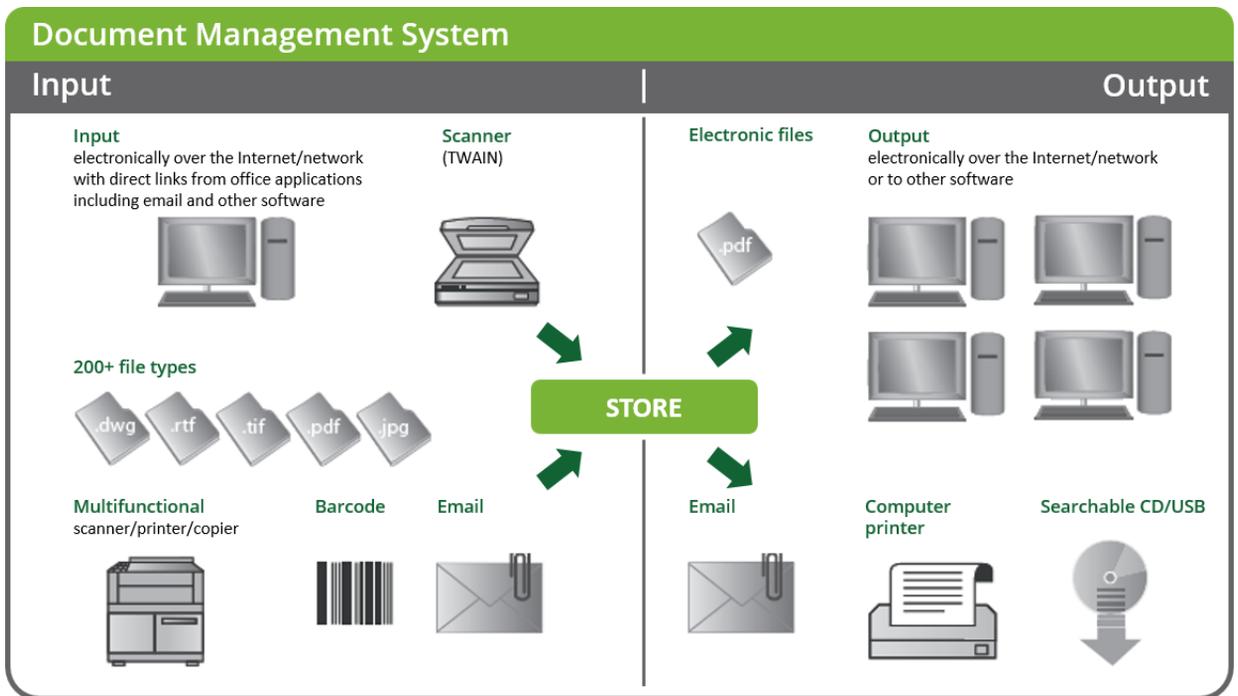
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About File Stream Document Management Software

File Stream Document Management Software has been developed by a design team with a wide range of general business as well as technical programming experience: This is a significant benefit to our customers – a great deal of thought has gone into making the system practical and easy to use in a routine office environment.

Now you can file and index ALL your records in one consistent electronic filing structure – including scanned-in paperwork, MS Office documents, CAD Drawings and JPEG images. The advantages in efficiency will repay the investment in months rather than years.

Unlike many other document management software systems, ALL File Stream users have access to ALL standard program features unless the system administrator decides otherwise. Our RBAC (Role Based Access Control) functionality allows permissions to be set at document level.

File Stream Document Management takes a very flexible approach to licensing in an effort to make sure customers can specify a system that best suits their needs. We offer both Fixed and concurrent options. It also operates in Terminal Services and Citrix environments.

Document Management System

Input			Output
Input electronically over the Internet/network with direct links from office applications including email and other software	**Scanner** (TWAIN)	**Electronic files**	**Output** electronically over the Internet/network or to other software

200+ file types
.dwg .rtf .tif .pdf .jpg

STORE

| **Multifunctional** scanner/printer/copier | **Barcode** | **Email** | **Email** | **Computer printer** | **Searchable CD/USB** |

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Why File Stream

Investing in a document management system today offers much more than it did only a few years ago. It was then purely an archiving tool: in effect an electronic filing cabinet replacing standard paper filing methods.

Now, File Stream offers much more than this. It is important when deciding which software to invest in, that you ensure its versatility will cover your future commercial needs.

Helps with GDPR compliance

File Stream Document Management Software already has multiple ways to ensure your business is GDPR compliant. All documents in File Stream are encrypted. There is also an audit history on all documents and RBAC (Role Based Access Control). Now we are able to offer a number of new and improved modules to assist with this even further. Including document retention, email capture and an electronic signature module.

Works with your business and enhances existing systems

File Stream Document Management Software's adaptability will surprise you. It can be used to enhance and work alongside current office procedures. Many customers find they can replace existing, outdated (often expensive) software or use our Product and WEB API tools to integrate File Stream with other software programs. In addition to its core function, it can be used as a basic contact management or support-call logging system.

File Stream offers users many flexible indexing options (including manual tagging and OCR – Optical Character Recognition) as well as a variety of powerful retrieval capabilities for all documents (paper and existing electronic files).

Standard File Stream Document Management Software allows users to:

- ⊘ Search for existing documents, launch them to edit the content and when saved, they will automatically update in File Stream. A full audit trail and revision history is kept. Very useful when creating quotations etc.

- ⊘ Send messages to other users with links to documents stored in File Stream (avoids making endless copies by emailing queries)

- ⊘ Use File Stream's own inbuilt diary to link documents to automatic reminders

- ⊘ Annotate documents with customised stamps which automatically include the date and user's name. E.g. "Approved by" or "True and Certified copy"

- ⊘ Office Documents can be converted to Image Files (PDF or TIFF)

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File Stream Document Management Modules

We have a wide range of additional modules which serve to further enhance the standard functionality of our document management software. A selection of the most popular are detailed below with a short description.

Document Retention Module
Allows users to set dates for automatic destruction of documents. Can be set as a policy per cabinet and against an index value, or as a combination of both. Administration confirmation can be specified as required before destruction.

Email Capture Module
Monitors an email address to automatically capture emails and files them directly into File Stream. Indexing to a specified cabinet by TO, FROM, DATE, TIME, SUBJECT, etc…

DocuSign Module
Electronic signing module allows you to send documents from File Stream to DocuSign for electronic signature. Encrypted at all times.

Workflow Module
The workflow module is ideal for the intelligent routing and tracking of documents sent to specific users in a predefined order. Time constraints can be set. The module includes a "Workflow Designer" tool to design and maintain each workflow process as a well as a "Workflow Management" facility. There is no limit to the number of individual workflows allowed.

Web Module
This additional module enables users to access File Stream via a standard web browser. The majority of File Stream tools are available over the web including SCAN, INDEX, SEARCH, Annotations and Workflow.

Searchable CD/USB Module
Documents in File Stream can be downloaded to a searchable CD/USB, allowing third parties without a File Stream System to search for, view and print them.

Advanced OCR Module
Allows users to create greatly enhanced unlimited Document Recognition and OCR Profiles which will enable documents of different styles to be automatically recognized and automatically filed by multiple index values into one cabinet. The OCR tools improve the OCR capture results considerably. Any required corrections can be easily made using the built in Correction Tool. Popular use of this module is the filing of supplier invoices.

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What our customers say…

"We needed a robust solution to index and store documentation which was easy for staff to use, flexible, secure, simple to integrate with other systems and offered good value for money. Filestream was chosen because it provided everything we wanted."

Amanda Dean
End-User Services Team Leader, University of Hull

"I would certainly recommend Filestream. We're not particularly technically minded people and the software is easy to use. Ultimately it comes down to good old fashioned customer service. Support has been first class. Filestream went above and beyond to help us and worked hard to integrate their software with our claims system."

Richard Bown
Operations Director, Health Partners

Our customers also include

METRO BANK   **BNP PARIBAS**   **UNIVERSAL** UNIVERSAL MUSIC GROUP   **CARNIVAL** CORPORATION & PLC

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