TIME FOR CHANGE...

Switch to Electronic Document Management – save time, space, money and frustration.

FUTURE PROOF YOUR COMPANY

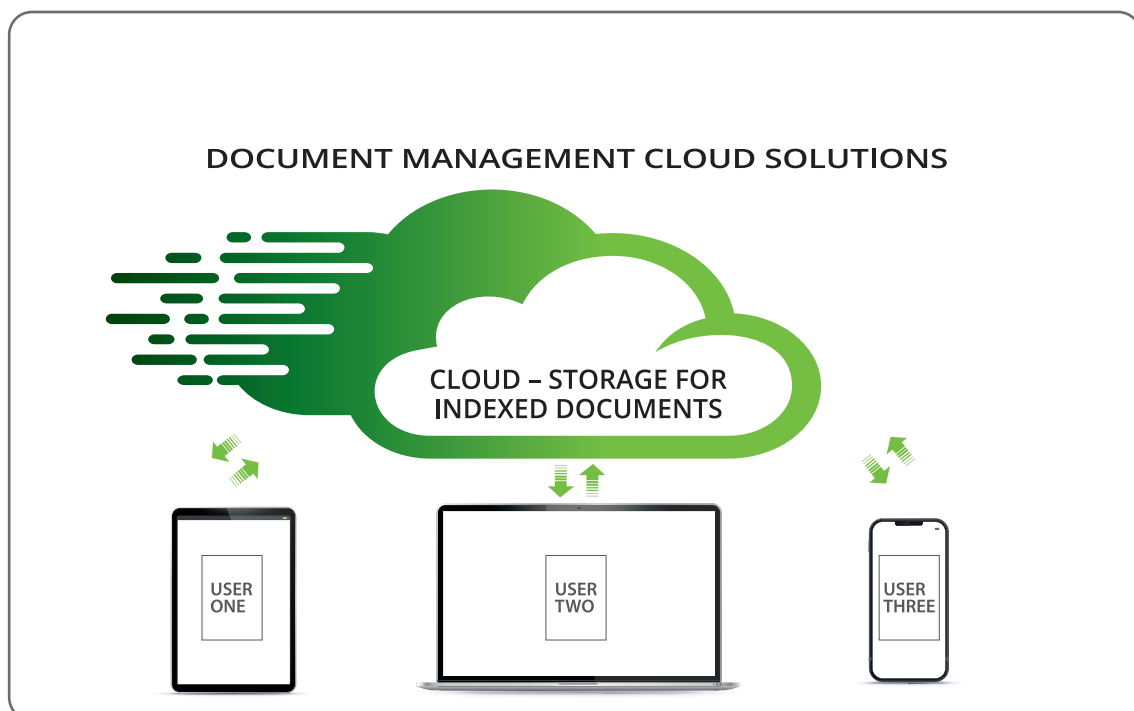## About File Stream Document Management Software

We've developed a range of industry-leading EDMS solutions that deliver value to businesses of all sizes and sectors.

Our network solution provides effective and secure document management for single users, small businesses, and cloud based services.

We ensure disaster recovery, complete scalability, document processing, and secure software while adhering to GDPR compliance.

And from less than £1.20 a day per user for 5 users, switching to a File Stream solution is both simple and affordable.

File Stream Document Management offers concurrent licensing and the software also operates in Terminal Services and Citrix environments. File Stream 5 has built-in AES 256 encryption and RBAC (Role Based Access Control) to protect documents from unauthorised access.

DOCUMENT MANAGEMENT CLOUD SOLUTIONS

CLOUD – STORAGE FOR INDEXED DOCUMENTS

USER ONE

USER TWO

USER THREE

Make your information work for you;
with File Stream 5 everyone wins
clients, staff and business owners

File Stream 5

File Stream 5 is Filestream's latest Document Management software and has been designed for today's working environments.

A wide choice is available to suit every requirement:

- A zero footprint interface allows access from Apple, Android and Microsoft devices.
- Documents stored in the cloud have certain advantages for businesses:
    - » 24 hour support
    - » Antivirus included
    - » Backup provided.
- On-premise enabled. File Stream 5 can also be installed on a network server.
- Payment options now include purchase, monthly or quarterly payments.
- Our standard 5 installation includes:
    - » Secure file encryption 256 AES as standard
    - » Access control (RBAC)
    - » Workflow to manage business processes
    - » Optical Character Recognition (OCR).

The software is practical and has an easy to use interface

Files are indexed in one consistent electronic filing structure – including scanned paperwork, MS Office documents, CAD Drawings and PDF's. The advantages in efficiency will repay the investment in months rather than years.

Unlike many other document management software solutions, 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.

All licenses are concurrent making them more flexible than fixed licenses. It means that anybody given permissions can access the system up to the number of concurrent licenses, and can be increased as required. File Stream also operates in Terminal Services and Citrix environments.

Why File Stream 5?

Investing in document management software today offers much more than it did a few years ago. Historically it was 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 future commercial needs and disaster recovery.

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 is very adaptable, allowing easy implementation across different company departments. 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, which is 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).

Some major features included with File Stream 5

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.

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...

signNow electronic signature

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

Searchable Media Module

Documents in File Stream can be exported to a storage device, allowing third parties without a File Stream System to search for, view and print them.

Tesseract OCR

This is the standard OCR (Optical Character Recognition) functionality included with File Stream 5:
- OCR any image type document such as PDF and TIF and search for documents by text content
- Automatic document recognition
- Automatically index by selected region
- Unlimited FREE use.

At a small extra cost, these modules are available to enhance productivity:

Advanced Azure OCR Module
- Suitable for complex or large volumes of documents such as invoices and delivery notes. Costing less than 3.7p per document to process a typical invoice, Azure OCR is just an extension of a Microsoft 365 account.
- Azure OCR employs artificial intelligence to continually improve accuracy the more documents that it processes.

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

What our customers say...

"As a College with over 500 employees and 13,000 students, we were desperate to find an affordable electronic document archiving system. File Stream has met all of our requirements and more. It's easy to use and a very stable piece of software. It has revolutionised the way that our Finance, Estates and Personnel departments work. We're looking at ways in which we can fully tap into the facilities offered by this excellent program."

Learning Technology and Network Manager, Cardiff and Vale College

"In terms of the on-boarding function, it's a legal requirement to have accurate and signed contracts for all our seafarers when they join a ship and for the duration of their employment. File Stream allows us to store all this information centrally so it's available both at sea and onshore. Manning agents are a bit like third party recruitment agencies and we have a number in India, Italy, the Philippines, South Africa and the UK. They hire seafarers for us and rotate them onto the ships. So, they scan the majority of SEAs for us once contracts have been signed and email them to us. File Stream then automatically processes these documents."

Senior Manager for Vetting & Compliance, Carnival UK (P&O Cunard)

"I would certainly recommend File Stream. 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. File Stream went above and beyond to help us and worked hard to integrate their software with our claims system."

Operations Director, Health Partners

Your local supplier