

Is this your Filing problem? Then let **FileStar** solve it



- **People are more productive when the documents they need are easy to find and share. This is true whether you're locating personnel records, monitoring contracts, or looking up customer statements**

FileStar is a multi-user document management system which simplifies storage and retrieval of documents.

FileStar's document scanning application converts paper into digital documents with minimal fuss.

Documents are titled and filed with a few clicks of the mouse.

When needed again, they are quickly retrieved by searching on index fields and content.

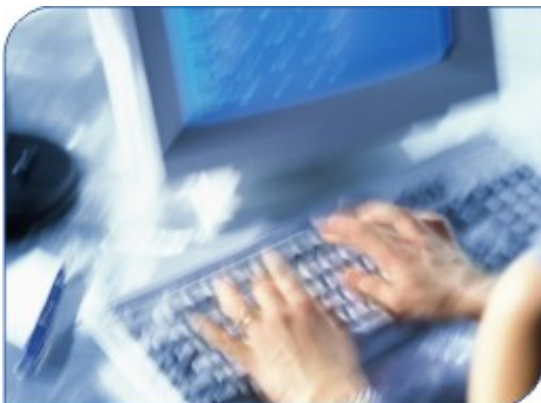
Scanning

Automatically convert scanned documents to pdf format. Content can be converted to searchable text using the optional OCR module. The OCR module includes an 'Auto-Fill' feature that lets FileStar automatically recognise and populate Category fields with data from the scanned document.



Document Filing

Import existing documents from your file system or scan paper documents directly using FileStar ScanStation. Create folders to organise document filing or use the 'auto-file' feature to automatically create a filing structure. Drag and drop documents and whole folders from Windows Explorer directly into FileStar.



Search and Retrieval

Documents are searched using a combination of basic properties such as title, date and description as well as content and custom attributes. Searches can be saved and reused. The results can be browsed by document detail or by viewing document thumbnails



Custom Attributes

Use 'categories' to create custom attributes used to index documents. Once categories have been defined, everyone in your organisation can use them to file and to search for documents.

Version Control

The check-in / check-out features of FileStar allow you to change document content in a controlled manner. When a document's content is changed, a new version of the document is stored. Older versions are retained so that changes can be reviewed.

Audit Trail

Document access is audited. The audit captures the name of the user as well as the date and time and the workstation the user was logged into. Audited actions include adding new documents, viewing and updating documents and deleting documents.

Permissions

FileStar uses a simple but powerful permissions model to control what information users can see and what actions they are allowed to perform. The security model is independent of Windows and is easy to manage and implement.

Email for a no obligation demonstration link