

# FileDirector

small business edition

Reduce costs, increase efficiency and securely manage access to the documents that support your business

FileDirector SBE offers a powerful, cost effective and easy to use document storage solution for small businesses, or workgroups where there are business critical business processes such as invoices, POD's and general documentation.

The solution has a powerful range of features to make the job of capturing and retrieving your vital business documentation an easy and straightforward process, making your staff more productive, and allowing you to provide a far high level of customer service, while also offering you the peace of mind that your documents are safe and secure.

FileDirector SBE can support up to 20 users, but has been designed so that it does not require a dedicated server or a Windows domain. The SBE server can be installed on to a Windows XP workstation, so that for a very small investment, you can implement a state of the art system. SBE uses MSDE or SQL Server Express as it database platform, which offers highly secure and stable data storage, with the minimum hardware requirements.

## Capture

With support for thousand's of scanning and digital input devices, and with predefined Scan Profiles, scanning has never been simpler. SBE can also integrate with eCopy ShareScan OP, allowing to send documents to SBE directly from your MFP. SBE's MS Office Integration takes just a click of the mouse to capture documents, spreadsheets and email.

## Retrieval

This is a simple task. Type in what you are looking for into the index fields, and you'll get a list of documents back, which you can then view. FileDirector supports over 200 different file formats. You can easily page through, view thumbnails of it, and look at any previous versions of it, if it has been revised. You can also open and look at several documents at once.

## Classification

This can be done manually, or taken from the documents themselves by zoned OCR and barcode reading. Index data can be imported from external files, or values can be automatically applied when importing or capturing documents.

*SBE does not use separate capture and viewing clients, its all in one easy to use program*



