

Product details

AN OVERVIEW OF SCANSTAR AND FILESTAR FEATURES

	Scanstar 1.0	FILESTAR 2.0
SERVER		
MS SQL Server 2005 Express included	●	●
MS SQL Server support via config setting	○	●
Email notification		●
Concurrent licence management		●
Seat licence management	●	
Active Directory Integration	○	●
CLIENT		
System administration	●	●
Document lifecycle control		●
Auto filing of documents	●	●
Auto naming	●	●
Linked categories		●
Email notification		●
File Watcher (running as a service)		●
File Watcher (running as a client)	●	●
Document version & revision control	●	●
MS Office/Outlook integration	○	●
OneClick Search (from any Windows application)	○	●
SCANSTATION		
Image cleanup tools	●	●
Batch processing and page manipulation	●	●
Optical Character Recognition (OCR)	●	●
Automatic template recognition	●	●
Conversion of image to Full Text searchable PDF	●	●
Separator page	●	●

Key: ● = Included as standard, ○ = Available at extra cost

Authorised Reseller

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document management simplified

REDUCE
SECURE
COMPLY

Would you benefit from document management?

IF YOU USE DOCUMENTS IN YOUR BUSINESS THE ANSWER IS DEFINITELY YES

If you distribute, store, or work with documents on a daily basis you will benefit from document management. The cost of handling, storing and distributing paper documents is considerable. It can take time to file paperwork and even longer to find it again, particularly if a number of people have access to them. Often overlooked is the additional cost of loss or damage to sensitive, non-replaceable and valuable documents – a true business risk. A document management solution will remove the risk and costs associated with paper handling.

Rapid retrieval, cost effective storage and bullet proof security are just a few of the obvious benefits. But ease of distribution and immediacy of information also improves response time to business demands, customer enquiries, financial enquiries (reducing debtor days) and much more.

The key to realising these benefits is to select a system that's quick to install, flexible to your needs, and above all simple to use.

REDUCE

Using advanced scanning technologies you will REDUCE the time taken to convert your paper into electronic documents. This in turn will REDUCE the time it takes you to find them, to distribute and store them. All of which REDUCE the associated costs and risk to your business.

SECURE

We all feel secure handling and distributing paper based documents, but just how secure is it? Experience tells us it isn't very secure at all. In fact loss, damage, alteration, sharing and even destruction of sensitive documents is all too easy whether accidental or intentional. Our solutions will remove these risks using user access security and multi layered file permissions. And of course this also secures any application documents too so your excel spreadsheets, presentations and word documents are protected.

COMPLY

Once your documents have been stored in Scanstar or FILESTAR any activity performed on them is recorded. This comprehensive audit trail remains for the life of the document (and beyond). This complete record of activity, tight security model, and lifecycle management mean your compliance concerns become a thing of the past.

KEY BENEFITS

- FAST INSTALLATION TIME
- EASY TO USE, EASY TO EXPAND
- RAPID RETURN ON INVESTMENT
- REDUCE TIME SPENT PROCESSING DOCUMENTS
- REDUCE STORAGE AND ARCHIVE COSTS
- IMPROVE ENQUIRY RESPONSE TIMES
- SECURE AND PROTECT YOUR PAPER ASSETS
- INCREASED ACCOUNTABILITY
- IMPROVED BUSINESS EFFICIENCY

Simple solutions for complex business

Scanstar & FILESTAR are fully featured multi-user document management solutions designed for the storage and retrieval of paper and electronic documents.

TURN PAPER INTO ELECTRONIC DOCUMENTS

The integrated scanning application uses state of the art technology to speed-up and simplify the task of scanning and indexing your documents. In its simplest form documents can be scanned at the device arriving automatically filed and ready for use without human intervention. For more specialist filing requirements our automatic recognition technology and the ability to look-up and use information from other sources reduces the need for manual keying and speeds-up the process.

FIND YOUR DOCUMENTS IN SECONDS

Our search technology enables documents to be found in seconds; using words that may appear in the document, its filing references, date, author, title etc. The benefits of finding information quickly and reliably extend beyond simple time savings. If you are using our 'One Click' search client, searching can be performed from any Windows application.

MANAGE YOUR EMAILS AND MICROSOFT FILES

If like a lot of people you spend the majority of your day working in Outlook or one of the other MS Office applications, our MS Office add-in client will let you directly access Scanstar or FILESTAR with a simple click of the mouse to manage your Word, Excel, or Powerpoint files. In Outlook you can even 'drag and drop' your emails with their attachments straight into Scanstar or FILESTAR.

SHARE INFORMATION SECURELY 24X7

Unlike paper, electronic documents are easily secured and managed centrally whilst allowing 24x7 access from anywhere in the world. User access permissions control which documents can be seen, and what actions can be performed on them. Electronic documents also benefit from a full audit trail, which records all activity performed by anyone accessing the document.

PROTECT AGAINST DISASTER

Many organisations have no back-up or disaster protection for their paper based records. This can represent a huge business risk. Once stored in Scanstar or FILESTAR your documents can be easily backed-up along with other network or computer based information.

