

# FileBound

[www.filebound.com](http://www.filebound.com)

Content Management Solutions

MAREXGROUP INC.





## FileBound Delivers Results!

Documents and information drive your organization, and your long-term success is dependent upon your ability to control, manage, and distribute them. Without the right solution it's very difficult to make informed decisions, process transactions profitably, maintain regulatory compliance, and manage growth successfully. The question is—how can you manage all these diverse needs?

## FileBound is the Answer.

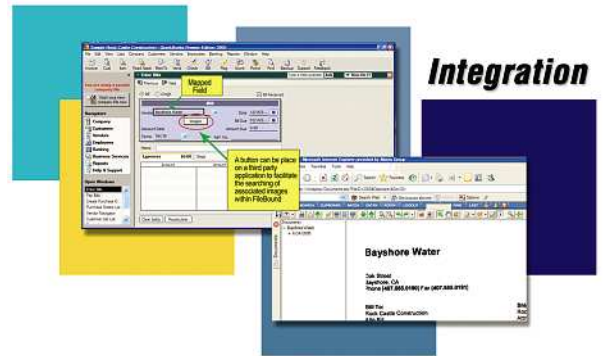
FileBound is an affordable web-based Content Management Solution that addresses these issues for organizations of all sizes. The challenge today is finding seamless solutions that control and manage information created from disparate sources and stored in many different forms. These forms often include paper files, archival box storage, document images, digital application files, computer print files, emails, faxes, website input, and many others. FileBound is designed to accept and combine this disparate content, organize it, distribute it via workflow, store it, and provide secure access when and where users need it.

## The components that make up the FileBound Solution include:

### Integration

FileBound allows integration of content management functionality with all other systems and applications. With these tools you can create links between FileBound and other applications for image retrieval, indexing, data validation, COLG, and web services. Calls can be made to deliver content to custom user interfaces and web portals. Content can be imported into FileBound from any of your core applications.

FileBound is designed to become an integrated part of an information management strategy as opposed to a stand-alone solution.



### Document Imaging

FileBound provides document scanning, importing, and retrieval functionality. Documents can be scanned using the FileBound scan module, which includes all the industry standard index automation tools of barcode recognition, OCR, and data matching from external sources. These conversion results are then uploaded to a target FileBound server to complete workflow processes, and for storage and retrieval. FileBound inherently supports distributed scanning

environments with browser scanning tools, and scan controls that can be embedded in other applications. FileBound also provides importing tools that allow for integration with other document scanning applications, fax servers, digital copiers, and email platforms.

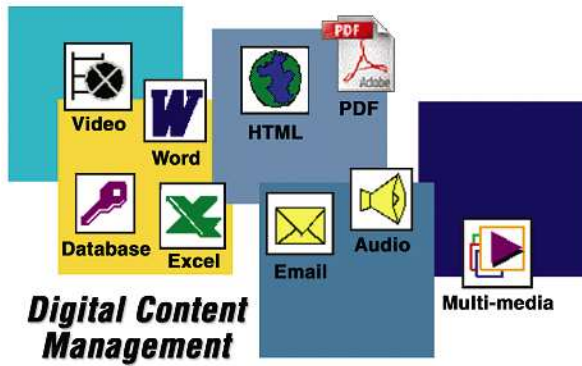


## Digital File Management

FileBound delivers the functionality to automate the importing and indexing of digital files from any source. Additionally, the FileBound Integration Toolkit provides direct native file importing from any of the Microsoft Office Suite applications. FileBound also supplies a print driver with direct print capabilities to FileBound, allowing conversion of the item to a TIFF image and indexing of images to an existing or new file within the system.

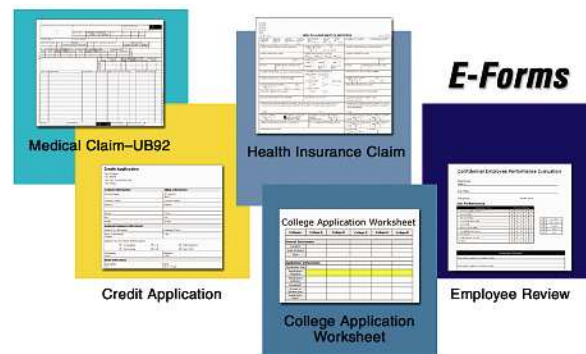
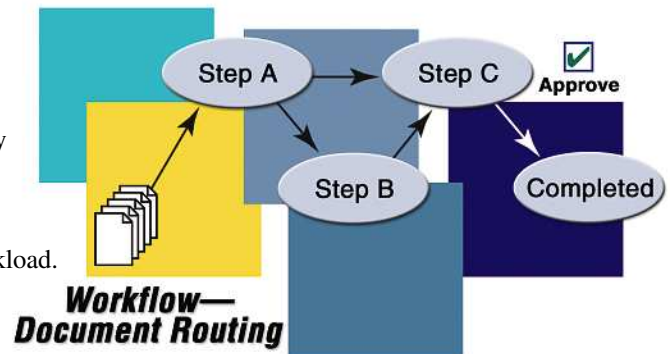
## E-Forms

FileBound allows you to create and store a library of on-demand forms to automate the creation, distribution, and filing of transactional forms. These templates can be configured as Word, HTML, or XML documents. To create a form within the system, data from the FileBound database or from external data sources can be merged into the form. The created forms can be routed down a workflow for completion or printing. The printed forms include a unique document ID barcode generated by the system and placed on the form. This allows completed forms to be tracked and auto-scanned into the system by reading the barcode. FileBound also has the ability to integrate with existing form creation applications. These forms are passed through FileBound prior to printing, which places the ID barcode on the form for auto-scan input into the system.



## Workflow

FileBound provides automated workflow functionality which allows organizations to re-engineer and streamline work processes. These processes can be employed in many applications to add management oversight to many tasks that are impossible to control in a manual paper-based environment. Since FileBound is inherently web-centric, workflow tasks can be distributed to knowledge workers across geographically diverse organizations, outsourced, or distributed according to the current workload.



## Physical file and box tracking

FileBound provides the ability to manage, access and control paper files and archival box storage.

FileBound delivers this functionality by being able to create color-coded file and box labels with barcodes. Files can be checked out to users within the system by reading the barcode on the label. Authorized users can access files in the system to view its current status. Any available file can then be checked out. If a file is checked out to another user, it can be requested from within the system. This initiates an email to the user currently in possession of the file, notifying them of the request. When the file is returned, it can be routed to the requesting user. FileBound also manages archival box

Whether your needs call for simple document imaging or complex content management, **FileBound Is The Answer!**

Searching for a solution priced and scalable from a few to many users, **FileBound Is The Answer!**

As an Outsourced ASP or In-house solution, **FileBound Is The Answer!**

If your needs call for e-forms with complex workflow processes, **FileBound Is The Answer!**



storage. If a file has been placed into a box and moved to an archival storage location, a user looking up that file in the system is notified of its current status and location. That user can request the file, which initiates a notifying email to the person responsible for fulfilling the request. The requesting user can specify the method of fulfillment including return of the file or box, faxing of specific pages, or having the system scan the file for quick image viewing online.

If you require integration with core applications, Microsoft Office, or external data sources, **FileBound Is The Answer!**

If you need to import images from digital copiers and fax servers, or provide distributed browser scanning, **FileBound Is The Answer!**

FileBound is the choice for affordable web-based content management.

# FileBound

### Our customers buy our solutions to:

- Gain control, manage and distribute document images seamlessly with all existing digital content.
- Streamline business processes using our affordable workflow module.
- Eliminate preprinted forms and provide web access to critical forms using our integrated e-forms capabilities.
- Integrate their core line of business applications to the documents and content that support them.
- Maintain regulatory compliance through secure management and tracking of information access.
- Outsource their content management needs.

**FileBound is easy to cost justify, implement, and maintain.**

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