

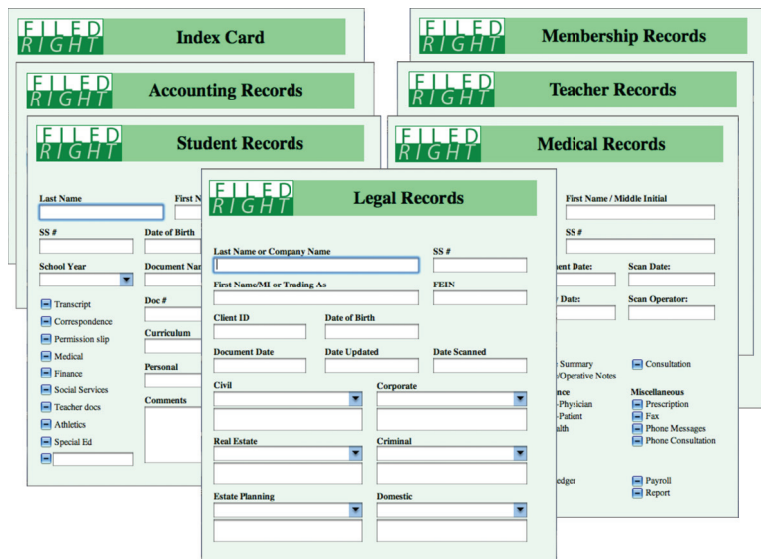
Businesses typically start small and grow over time. When a company consists of two or three people, storing shared files on a networked file server is a logical choice – buy a Mac Mini, set it up as a shared networked resource, and everyone can store and retrieve files from the server. However, as your business grows, the number of documents in the system grows, and the task of file naming and folder organization becomes more challenging. With everyone doing their own filing, mistakes are made and things get lost – and when enough problems have occurred, you eventually realize that you need some expert guidance.

We have decades of experience providing exactly that type of guidance. Our FiledRight® system was designed to provide secure document management services for small business using proven technologies that represent best-practices in the document management industry.

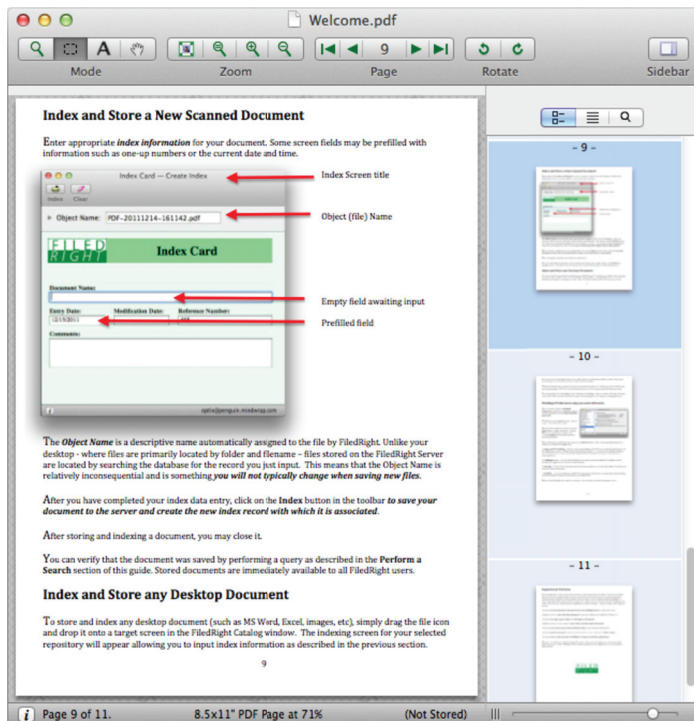
Deployment is a snap. Install the FiledRight Server on your shared Mac and use the included Admin Tool to select which indexing and query screens you need (included at no charge, or you can have us create a custom one to meet your needs). Install the client software on your user workstations and you can start getting your filing problems under control.

Unlike error-prone folders and filenames, each document stored on the FiledRight server is associated with a database index record. Each record consists of fields such as client name, SSN, address, or whatever unique data you wish to use to find and retrieve your files.

Your users can query on any field, find exactly what they need, and view it in seconds. No more tedious searches through folders for misfiled or missing documents.



Select from pre-built or customized index and query screens



View and edit your multipage, black-and-white, grayscale, and color TIFF and PDF files using the built-in Preview-style document viewer.

Want to store a complex project folder such as Illustrator document with external graphics? FiledRight automatically zips the folder when stored and unzips on retrieval.

Have filecabinets full of paper that you need to convert to TIFF or PDF? Each FiledRight client can become a full-featured scanning and indexing station simply by plugging in a high-speed Fujitsu document scanner.

Keep up with newly created files from any application - simply drag them from your desktop, drop them on the indexing screen of your choice, and enter a new index record. The file is automatically uploaded to the server and associated with the new record, giving you complete flexibility in the way you find and retrieve your files.

Your files will no longer be misplaced in some long-forgotten folder or tucked into some obscure location on a co-workers desktop.

They will be easy to find because they are **FiledRight**.

## Features

### A partial list of system features:

#### General:

- Quick and easy installation.
- Experienced customer support with 25 years of document management expertise.
- Native client for Mac OS X.
- Easy to administer users, security, and backup.
- Scan to multipage TIFF and PDF.
- Included index/query screens for common business purposes, custom screens available.
- RDBMS database indexing on your shared server.
- Easily view, edit, and redact files.

#### Server:

- Create multiple document repositories for different functions and departments.
- Easy to administer role-based security.
- Works with leading Mac backup tools.
- Automatic smart versioning of revised documents across multiple users.
- Admin tools for managing users, repositories, security, and index/query screens.

#### Client:

- Store and index files created by any application.
- Built-in extraction of email metadata for autoindexing.
- Easy to use document view/edit for multipage TIFF, PDF, and common image and text types.
- Scanning to industry standard multipage TIFF and PDF files.
- Featured support for Fujitsu scanners - see [www.fcpa.com](http://www.fcpa.com).
- Black and white, grayscale, and full color scanning.
- Built-in OCR to create searchable PDF files.
- Page-level editing (remove, add, merge) and selected information redaction.
- Interactive and customizable batch scanning.
- Image processing for cropping, deskew, resolution and depth change, despeckle, and autocrop.
- Mobile computing support - view/edit documents while at home or traveling.

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

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