



Keyfile is a document management and imaging system that transforms traditional, paper-based document storage into an efficient, cost-effective electronic process.

Highlights

- ▶ **Work Efficiently and Economically** – Keyfile offers an efficient, intuitive solution to manage your documents that results in reduced costs, enhanced service and improved resource allocation.
- ▶ **Content Management** – Provides all the features necessary for an organization to manage documents electronically
- ▶ **Collaboration** – Enables dynamic information and document collaboration throughout the organization.
- ▶ **Privacy** – Ensures the privacy of documents by supporting multiple access levels
- ▶ **Tracking** – Allows an easy means to find the location of critical documents
- ▶ **Version Control** – Manages multiple revisions supporting retrieval of a document's history
- ▶ **Familiar User Interface** – Uses the Windows® interface to represent and allow efficient organization of critical business documents
- ▶ **Customization** – Extend Keyfile to easily integrate with critical business processes

Details

Work Efficiently and Economically

Keyfile completes complex document management processes quickly, dramatically reducing the time required to retrieve, update and store documents. As a result, work is more productive and accurate. Documents are stored in a central data repository, decreasing the risk of being lost. With Keyfile, organizations can eliminate the cost of physically routing paper forms while reducing the valuable storage space wasted on filing cabinets.

Better still, Keyfile fits easily into any office environment. It works with existing hardware and software standards to exchange data with current fax, scanner, editor, network software and optical storage devices.

Content Management

With Keyfile an organization's content is managed through one centrally accessed, tightly integrated system. This system includes services for digital asset management like reports, records, electronic documents, and images. Keyfile efficiently stores a wide range of content types, including traditional documents as well as text, video, audio, email, faxes,

scanned images and graphics. Keyfile allows the content to be logically grouped for easy reference while maintaining its native format.

Keyfile gives users the ability to easily search and retrieve information. Through the use of common standards, Keyfile improves operational efficiency and ensures business continuity thus preserving an organization's data. Keyfile supports information storage and archiving through its flexible device management.

Collaboration

Keyfile boosts productivity by delivering the right information to the right person at the right time by facilitating collaboration between users and departments. Allowing easy and secure access by customers, partners, and vendors located outside of the organization extends the usability and reach of an organization's data. Keyfile's dynamic information sharing capabilities streamline the review and approval processes in your business.

Privacy

Keyfile protects critical documents by providing a finely grained and multi-level security system. Ensuring the confidentiality and privacy necessary for your business through an easy to use administration interface, Keyfile guarantees that only those authorized to see a document can.

Tracking

Controlling access and maintaining accountability is critical to the confidentiality of an organization's assets. Keeping track of where documents are located throughout the Keyfile system is easy. An organization's user community has the ability to instantly know where and who has access to any object in the Keyfile system.

Version Control

If ISO 9000 compliance is a business requirement then Keyfile's version control system can help. Keyfile provides the ability to apply version control to a document. Supporting a document change history and individual version comments, Keyfile maintains document versions with ease.

Familiar User Interface

Keyfile's very powerful yet flexible working environment makes an organization more productive. Keyfile provides a common look and feel ensuring that non-technical users can begin using the product immediately. Adherence to a set of known concepts: documents, pages, folders, baskets, file cabinets, and a file room provide a consistent user experience. A tight integration with the Windows environment will reduce or eliminate the training costs associated with deploying a Keyfile solution.

Product Components

Keyfile Document Server (KDS): a highly tuned multi-threaded application that provides access to the organizations data.

Keyfile Internet Information Server Extension (KFIIS): provides accessibility to the Document Server via the Microsoft Internet Information Server.

Keyfile Object Database (KOD): a hierarchically organized object repository accessed and maintained solely by the Document Server.

Keyfile Workspace: a fully functional Windows shell integrated 32-bit application that provides the graphical representation of the organizations data.

Customization and Integration: both performance tailored LAN and Internet capable APIs to customize your organization's solution.

About Global 360

Global 360, Inc. is a leading provider of Business Process Management and Analysis Solutions for Global 2000 organizations. With more than two decades of experience, Global 360 provides organizations with a competitive edge by automating, measuring, and improving resource-intensive business processes across different communities, including customers, employees and partners. Global 360 provides organizations with the insight to make informed business decisions and the flexibility to quickly adapt to changing market needs through real-time metrics that ensure business objectives and customer commitments are managed effectively. Building on our strength in financial services, government and insurance, Global 360 empowers sites for more than 5,000 customers in 134 countries. Global 360 Inc. is headquartered in Texas with operations in North America, Europe, and the Pacific Rim. For more information about Global 360's BPM solutions, please call 1-214-520-1660 or visit the company web site at www.global360.com



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