



## Accelerate Your Business with Robust Document Capture, Indexing, and Secure Storage

---

Competitive organizations everywhere are focusing on ways to regain control of the critical documents and data that drive their business. Yet choosing a document management system that best fits your organization is extremely challenging in today's ever-changing business environment.

With File360 you can meet that challenge. File360 is a powerful, intuitive, and scalable document management system that enables your organization to rapidly capture, index, store, share, and protect your critical business documents, regardless of the application used to create them.

File360 provides a trusted information foundation for any size organization – from a single workstation to a large multi-department solution. It supports the entire spectrum of unstructured content and data including scanned pages, faxes, files, and multimedia objects.

File360 enables your organization to regain control over your critical information, improve the quality of your business decisions, and increase operational and process efficiency.

## Rapid Deployment Improves Time to Value

File360 is designed to enable your organization to rapidly create an environment for immediate data sharing and access. The embedded point-and-click application generator allows the system to be deployed without any programming, dramatically lowering the total cost of implementation and administration for every deployment in your network.

The modular design allows you to install only the features your organization needs today, yet easily add capabilities in the future. Furthermore, File360's APIs and Web Services allow customers to integrate document management functions directly into business and workflow applications.

Your current LAN environment will typically satisfy most File360 hardware and software requirements. Its open design and architecture use the power of Microsoft Windows® Server platform and support the most popular database packages, including native connections to Microsoft SQL Server® and Oracle® Database. For organizations leveraging the power of Microsoft SharePoint®, File360 offers Web Parts that enable access to the File360 repository.

## Flexible Document Capture Provides a Smooth Transition to Digital Document Management

File360 provides multiple options for adding documents to your system. File360 is designed to seamlessly interface with the most popular capture sub-systems. In addition, its online scanning capability supports low-volume or distributed scanning. As a result, your documents are transformed into accurate, retrievable information that can be delivered into your business applications and database.

No matter what hardware or enterprise applications you choose now or in the future, you can rely on File360 to ensure consistent capture and validation of your important information.

## Powerful Indexing Guarantees Fast and Accurate Image Retrieval

File360's indexing capabilities create an organized document filing system based on the customer choice of document identifiers, such as invoice number, customer name, account number, or document type. Furthermore, File360 offers a full text and keyword search feature that allows you to locate documents based on the text content.

The File360 application allows efficient key-indexing from a wide variety of document formats, including paper, office documents and images, as well as microfilm and microfiche. Document indexes can also be created from barcodes, optical character recognition (OCR), optical mark recognition (OMR), data mining from external databases, or by utilizing templates for manual entry and full text.

## Flexible Storage Alternatives That Meet Your Business Needs

File360 provides flexible storage alternatives that enable you to select the media or combination of storage media that best fits your business and legal document retention requirements. File360 is designed to support both online and offline storage, all major storage systems, SAN/NAS, and integration with EMC Centera®.

Output from business applications can be captured directly to the File360 repository. An intuitive job design application provides mapping of index information for automated data entry into the File360 database. Digital forms can be overlaid on data to re-create formatted documents sent to customers and to save space in the repository.

File360 customers can have confidence that their investment in data and images is protected as business needs change.

## Empower Your Desktop with Fast and Efficient Access and Sharing Capabilities

File360 has an easy-to-use interface that provides quick access to documents regardless of their media of storage. The File360 user has the capability to organize retrieved documents and print, fax, or email them. Documents can be routed as an internal folder or delivered as an external folder that is

### Key Features:

- Access via desktop or Web client
- Support simple applications or complex multi-department solutions
- Integrate support for computer output and data objects
- Comply with industry, state, or federal regulatory standards
- Ensure the confidentiality and integrity of your data

### Sample Applications:

- Medical Records
- Customer Files
- Legal Files
- Insurance Claim Files
- Personnel Records
- Court Records
- Land and Property Files
- Comply with industry, state, or federal regulatory standards
- Ensure the confidentiality and integrity of your data



a self-contained imaging system.

File360 also offers out-of-the-box thick and thin clients that leverage the newest Windows Presentation Foundation (WPF) and Microsoft Silverlight™ technologies, allowing for a rich and interactive user experience.

Web Parts further enable access to File360 from within SharePoint. In addition, custom clients can be built using the COM and Web Services interfaces. And any combination of these clients can be used to meet your business requirements.

## Ensure Regulatory Compliance with Powerful Document Management Security

Security and privacy are the watch words for many businesses these days, especially given the renewed focus on industry and governmental regulations (HIPAA, SEC, SOX, ISO, etc.). File360 provides a number of security features while allowing instant access to the information you need from any location.

File360 provides the capability to control access to the system's functions, and extensive application, document, and field level security. Advanced security is also available for your most sensitive documents. File360 can leverage Active Directory for those customers requiring a more streamlined authentication approach. This further increases return on investment by reducing the administration of the File360 system.

### About Global 360:

Global 360 helps organizations to better manage processes today and make improvements for tomorrow. Our leading process and document management solutions let you get more work done -- faster. Building on our strength in financial services, government and insurance, Global 360 empowers sites for more than 2,000 customers in 134 countries. Global 360, Inc. is headquartered in Texas with operations in North America, Europe, and the Pacific Rim.



#### CORPORATE HEADQUARTERS

5400 LBJ Freeway, Suite 300 • Dallas, TX 75240 • Tel: 214.520.1660 • Toll-Free: 877.825.8259 • Fax: 214.219.7218 • [www.global360.com](http://www.global360.com)