



**SECURE**



**REDUCE**



**COMPLY**

## DOCUMENT MANAGEMENT SIMPLIFIED

### What is Filestar?

Filestar is a scanning and archiving system that offers a simple and fast way to convert your paper archive in to searchable electronic documents that are stored on the cloud.

We've focused the product on simplifying scanning & archiving as that's what most of our experience tells us our customers want to do as a priority. There are 3 product options to choose from; Filestar LE, Filestar PRO & Filestar on premise. The LE and PRO are cloud hosted solutions whereas Filestar on premise is installed on the customers own I.T. infrastructure. You can store any type of document or file you wish in Filestar from paper scans to pictures or video's and all can be retrieved within seconds.

### Key benefits

- Get rid of paper storage.
- Retrieval of files in seconds.
- Simple user interface.
- Automatically process scanned documents.
- Reduce storage and archive costs.
- Improve enquiry response times.
- Secure and protect your paper assets.
- Improved business efficiency.

### 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, distribute and store them and also 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 by defining user access security and multi layered file permissions.

### Comply

Once your documents have been stored in Filestar Cloud 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 and tight security model mean your compliance concerns become a thing of the past.

### Filestar LE

If you just want to scan paper documents into a searchable online archive then Filestar LE is perfect for you. For a low annual rental you can start as small as a 1 user system with 100GB of storage which is enough for approx. 1 million scanned pages of text.

#### LE Key Benefits

- Scan paper documents automatically to Filestar.
- Every page of printed text is made fully searchable.
- LE works with any modern scanning device.
- Audit trail to show who's done what and when to your documents.
- Your files are backed up every day on the cloud.

### Filestar Pro

If you want more professional processing of your scans then Filestar Pro could be the right choice. Filestar Pro has the ability to recognise barcodes and can be taught to read text in specific locations on the page with zonal OCR. With the added ability to add electronic documents straight from Microsoft Office apps it makes Pro a better choice if you need full document management.

#### Pro key benefits

As LE plus:

- Zonal OCR and Barcode recognition
- Microsoft Outlook, Word & XL add-in
- Ability to email files into Filestar automatically.
- Option to add automated workflow processes.



# Filestar Product Matrix

	LE	PRO	ON PREMISE
<b>SERVER</b>			
Hosted server	✓	✓	✗
On Premise Server	✗	✗	✓
Multi user access (networked)	✓	✓	✓
100GB Storage	✓	✓	✗
Daily backup	✓	✓	✗
Email notification	✓	✓	✓
<b>CLIENT</b>			
Document lifecycle & retention control	✓	✓	✓
Auto naming & filing of documents	✓	✓	✓
Document version & revision control	✗	✗	✓
MS Outlook, Word & XL Add-in	✗	✓	✓
Web based client	✓	✓	✓
Concurrent license management	✗	✗	✓
Seat license management	✓	✓	✗
<b>SCANNING</b>			
File Watcher	✓	✓	✓
Optical Character Recognition (OCR)	✓	✓	✓
Zonal OCR Templates	✗	✓	✓
Barcode recognition	✗	✓	✓
Conversion of image to full text searchable PDF	✓	✓	✓
Batch Separator page	✓	✓	✓
<b>OPTIONAL MODULES</b>			
Workflow	✗	✓	✓
Email Drop addresses (email docs into Filestar)	✗	✓	✗