

Document Imaging, Workflow and Retrieval System

Is your company or department ready to eliminate hunting endlessly for documents on the network or in a folder based document system, manually routing stacks of paper around the office for approval or using email as a workflow tool? FileStar is the perfect solution to help you replace those costly, inefficient processes, add time and simplicity to your day and gain insightful process metrics.

FileStar is a secure hosted workflow and document management application that can be deployed quickly and conquered in minutes by any level of user. Our Microsoft platform gives you a non-proprietary application that requires little or no management from internal IT resources. Further, FileStar ensures complete security; it uses industry leading routers, SSL encryption, **encryption** at rest and an SSAE 16 Certified hosting facility with redundant power, hardware, and Internet connections.



The best part of FileStar is that you get a customized application for less than you would typically pay for an off-the-shelf application. That is because we created FileStar to be a flexible, state-of-the-art application that can be adapted for each client.

Here are some of the features and benefits for FileStar users:

- ❖ **Multiple ways to Add Documents to the System**
 - Drag and drop
 - Scan to Web
 - Email or fax documents directly into the system
 - Powerful multi-file import and indexing tool
 - Utilize Millennia Group's scanning services team on a project basis or as an ongoing service

All methods ensure documents will be easy to find later due to FileStar's simple data validation process.
- ❖ **Find documents in a variety of ways**
 - Find by keyword, including full text within PDF and Microsoft file types
 - Search on any of the meta data in the system using drop-down menus
 - Filter search results by any of the returned fields, e.g. filter a list of accounts payable by date range
- ❖ **Export search results in convenient formats**
 - Export search results data to PDF or Excel
 - Export files as a single, merged PDF with bookmarks to each document, or a Zip file with folder structure
 - Use Millennia Group for system wide or custom file exports
- ❖ **Custom Home Page Features**
 - Create your own Folders to save search results
 - See a list of recently viewed documents
 - See notifications and links to newly added documents
 - All of your workflow queues are on the home page
- ❖ **Participate in Workflows**
 - Get notifications when new work is available
 - See workflow history at any point in the process
 - Set a backup when you are out of the office

Administrators enjoy added convenience:

- ❖ **Manage users and groups**
 - User and group security over documents and workflows
 - Mimic users to validate setup and for help desk
 - Export user rights reports for a comprehensive view
 - Use **Single Sign On**
- ❖ **View the Audit Logs**
 - User and Document Access
 - List and Security Access
 - Workflow Access

FileStar offers great workflow and customization benefits:

- ❖ **Integrate with line-of-business applications**
 - Incorporate your customer, vendor, property, employee or other data into FileStar
 - Eliminate duplicate list maintenance
 - Ensure documents are tied to source data
 - Provide for additional search meta data
 - Link documents from FileStar into your critical applications (image enable) via our **API**
- ❖ **Get custom reports and expanded search capabilities**
 - **Reports** showing all contracts expiring in 90 days
 - Missing documents reports
- ❖ **Incorporate a workflow to streamline most any process**
 - Create custom workflows to ensure that your processes maximize efficiency and ensure compliance.
 - Build in digital signatures for a paperless workflow
 - Notifications & metrics reports for optimal performance

To learn more about FileStar and how it can help your business, contact us today: