# 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:

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