

# SENTRYFILE

Document Management



**Powerful and simple software to  
manage your documents**



**CutCom**

Software for business.

## What is Document Management?

Information on paper.

Over the past century the traditional office has changed dramatically. New technologies such as telecommunications, computers, the Internet, and many others have improved office efficiency. Office staff can do more than ever before.

It is estimated that 80% of all business information is stored solely on paper. This part of the modern office has never changed. Paper documents are still filed away in traditional filing cabinets. Retrieving these documents can be an aggravating experience. Often documents are lost or misplaced. There is rarely a backup of this data. A disaster could easily destroy 80% of a business's proprietary data.

This is what document management is designed to improve. Document management is the process of digitizing your paper documents into a searchable online library of information.

The document management process integrates a number of technologies to create, store and manage your digital documents library. Computers are used to store and retrieve the documents and scanners are used to digitize your paper into electronic format. Computer networks allow access to your digital documents from remote locations, whether these locations are across the office, or across the world.

Once your data has been digitized, you can easily create backup copies to store off-site. This ensures that your business will survive any disaster.

The document management process also offers massive productivity improvements for your staff. Rather than digging through filing cabinets to find elusive information, simply search for the information from your computer. Once you have found the documents, you can print a copy or just read it on screen. Documents don't become lost since there is no need to re-file. Also, since the documents are now electronic, they can be viewed by many people at once. No more hunting for files in the office.

Staff that work from remote locations can gain instant access to the documentation that they require. No need to call and ask for documents to be faxed, just bring up the documents securely over the Internet, or your corporate virtual private network (VPN).

Document management can be used effectively by virtually any organization to improve staff efficiency, ensure business continuity in the event of a disaster, and to empower remote staff members.



## What is unique about SentryFile?

### New generation of business software.

SentryFile is pioneering a new generation of business software that offers unparalleled value by:

1. Minimizing the complexity of the software to ensure that staff require only minimal training.
2. Using only standards-based technologies to ensure that your data is always accessible no matter how future technologies change.
3. Reducing the client workstation requirements to ensure that you extend the lifespan of your current technology investment.
4. Simplified “server-based” licensing ensures that as your organizations grows you won’t incur additional software costs.

These concepts will ensure that SentryFile offers the lowest total cost of ownership of any software package your organization uses.

### Minimized complexity.

SentryFile is designed to be “as easy as possible”. This concept means each user, based on their rights profile, is only displayed interface items for features that they require. This keeps the interface clean from any items that are not required and can be customized on a user or group level.



### Standards-based technologies.

SentryFile is a completely non-proprietary system. This means that the application conforms to industry standards. This is crucial for businesses in the new economy. Information must be accessible no matter how future technologies change. With SentryFile, rest assured that your data is always YOUR data.

### Reduced workstation requirements.

SentryFile requires no additional software to be installed on your staff workstations. We use the existing software that you already have such as your Web Browser and your PDF Viewer. This lessens the stress on your existing technology and extends it’s lifespan.

### Server-based licensing.

Typically software is licensed on a per-user or client basis. This means that each person that uses the software requires a separate license. SentryFile however is sold on a per-server basis. You can install SentryFile on one computer in your organization and allow virtually unlimited number of users to connect from their workstations. No additional licenses are required.



## How does SentryFile work?

Scan, store, retrieve and manage.

The document management process involves 4 steps:

1. Digitize your paper using a scanner.
2. Index and file document in SentryFile.
3. Find and retrieve your documents.
4. Manage access to your documents.

Digitizing your documents.

Use a document scanner to “image” your documents into SentryFile. “Imaging” your documents is the process of converting the paper into an electronic computer image.

File your documents.

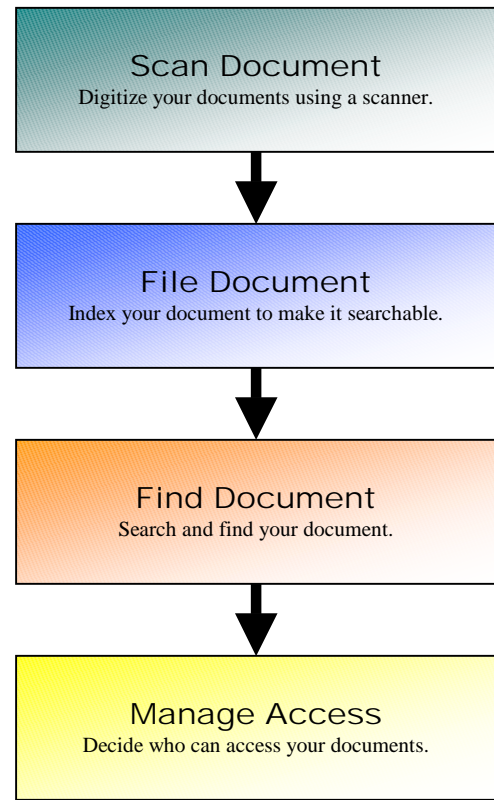
Filing your documents is the process of organizing and indexing your documents with important information. This way you can search on your index information to find your documents later.

Finding your documents.

Find your documents using one of SentryFile’s four high-performance search methods. You can perform quick searches to locate documents, full-text searches to search the contents of your documents, or index searches to perform advanced queries.

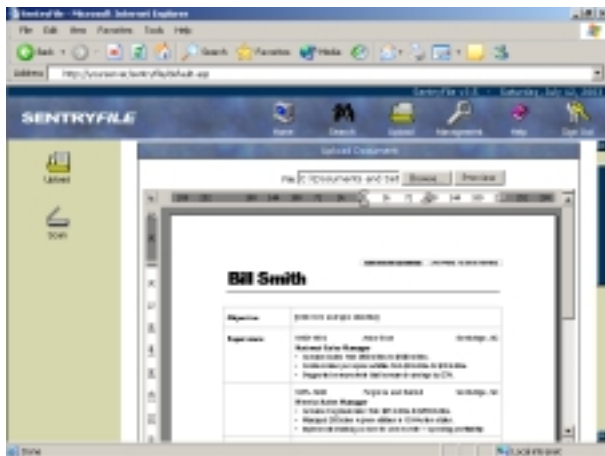
Manage access.

Share certain documents with your co-workers while keeping other documents private. You can give individuals, or groups of users access to specific parts of your digital document library. You can even prevent specified features such as printing, scanning, emailing etc. Audit access to your documents using the integrated logging feature of SentryFile.



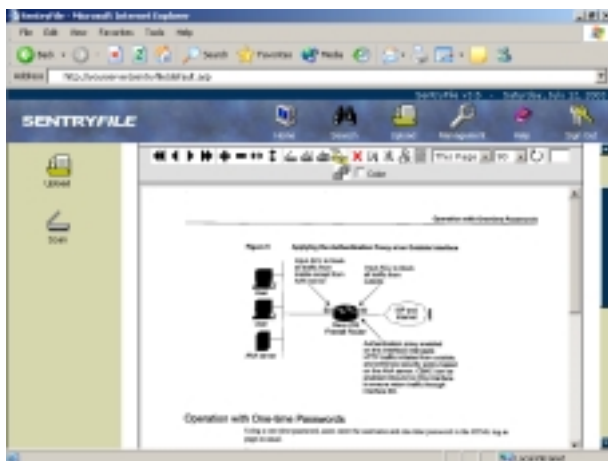
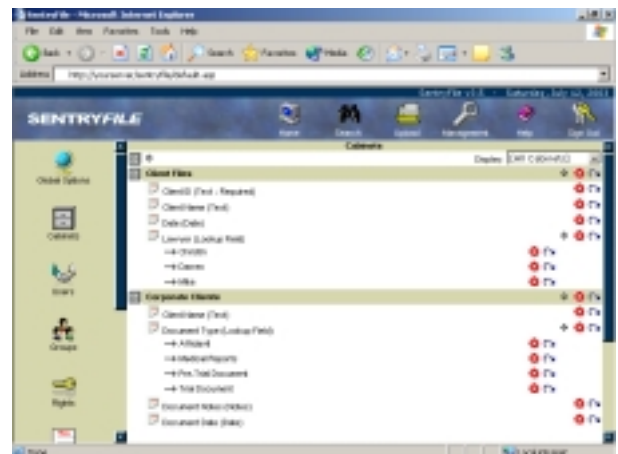
# SentryFile in action.

Customized System License.  
SentryFile allow you to create your own corporate privacy agreement. Before a user can sign on, they must accept the terms of your agreement.



Upload existing electronic files.  
With SentryFile you can upload your existing electronic files along with your scanned paper files. Virtually any file format is supported including MS Office, Audio, Video, and many more.

Virtual filing cabinets.  
Organize your documents into fully searchable online virtual filing cabinets. This allows you to mimic your existing filing system.



Scan documents.  
Scan paper documents using any TWAIN, Scan-To-Email, or Scan-To-FTP compatible scanner. Using these devices you can create virtual workflows that increase your staff efficiency.



## SentryFile user interface.

### Browser based.

SentryFile is a “browser based” application. There is no additional software to install on your staff workstations, just point your browser to the SentryFile server on your local area network.

### Simple main menu.

Along the top of the SentryFile application is the main menu. The icons are simple to understand and only the icons to which you have access are displayed.

### Context based sub menus.

Depending on which part of SentryFile you are using, a context based submenu is displayed on the left side. Like the main menu, only icons which you can access are displayed.

### Filing cabinet style records.

When search results are displayed they are organized as if you had opened the drawer of your filing cabinet. All the index information is clearly visible.

### Customizable colour scheme.

The SentryFile “look and feel” can be customized to reflect your corporate style. This allows you to maintain consistency between your corporate visual identity and the SentryFile application.

The screenshot shows the SentryFile application running in Microsoft Internet Explorer. The browser's address bar displays the URL `http://yourserver/sentryfile/default.asp`. The application's main menu is visible at the top, featuring the 'SENYRYFILE' logo and a 'Home' button. On the left side, there is a vertical sidebar with four icons representing different search and navigation functions: 'Quick Search' (airplane icon), 'Index Search' (document icon), 'Full-Text Search' (building icon), and 'Browse' (filing cabinet icon). The main content area displays three records in a filing cabinet style, each with a 'View' link. The records are as follows:

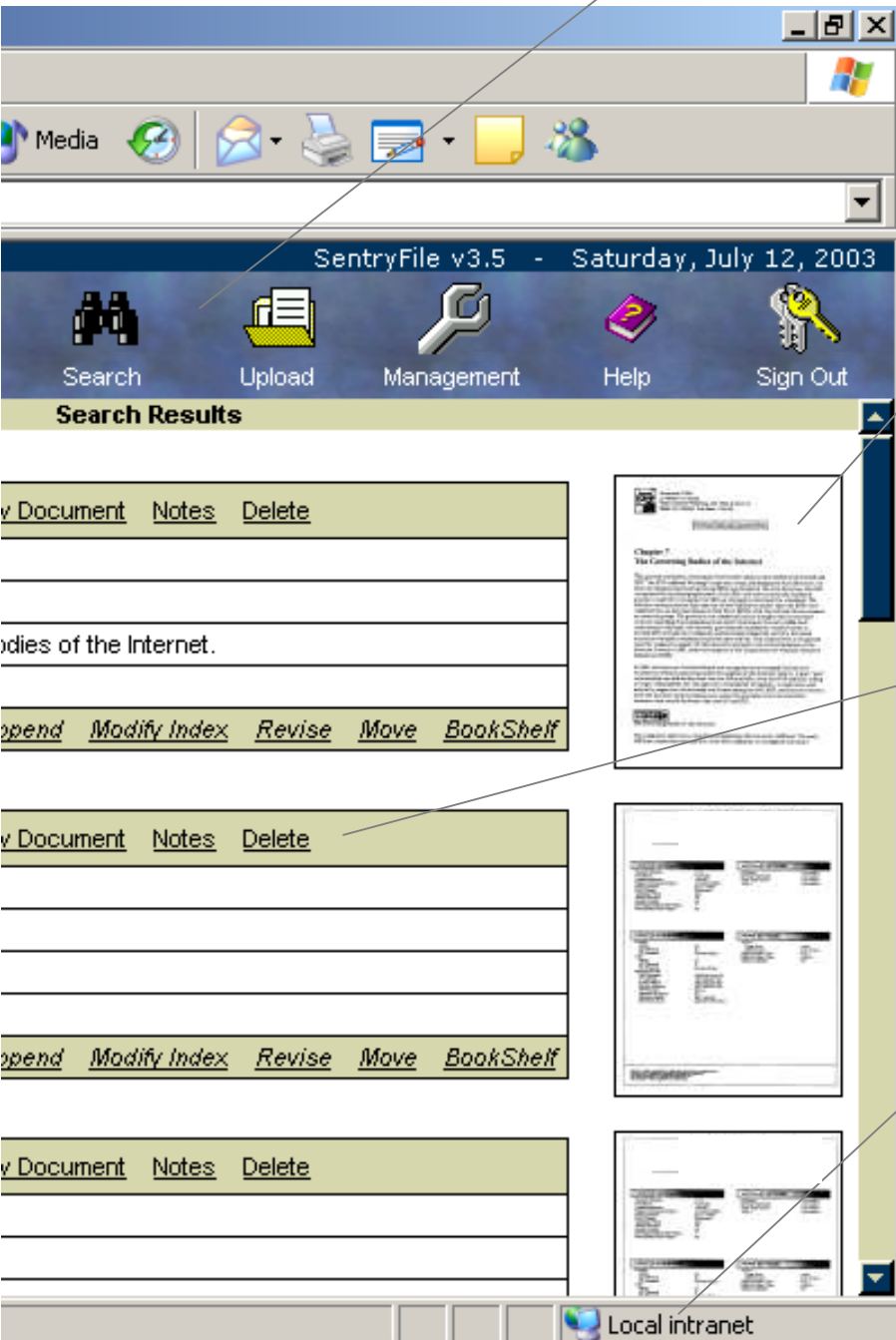
Record 1	View
Client Name	Anderson, John
Document Type	Pre-Trial Document
Document Notes	Research into Governing bo
Document Date	6/26/2003
File Name	webscandoc.pdf

Record 2	View
Client Name	Anderson, John
Document Type	Affidavit
Document Notes	Key Witness Interview.
Document Date	2/26/2003
File Name	webscandoc.pdf

Record 3	View
Client Name	Anderson, John
Document Type	Trial Document



Simple navigation.  
Since SentryFile runs in your web browser the navigation of the application is exactly like using the web. This means new users can learn the system in minutes.

Document thumbnails.  
Document thumbnails allow you to quickly identify documents visually. This can be helpful when searching for obscure documents as they can be recognized by their cover.

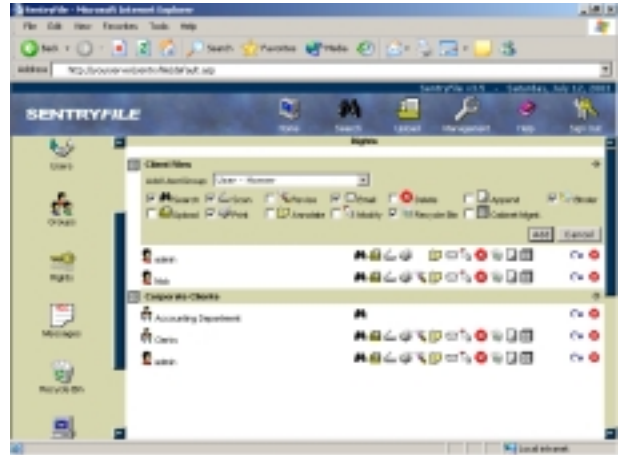
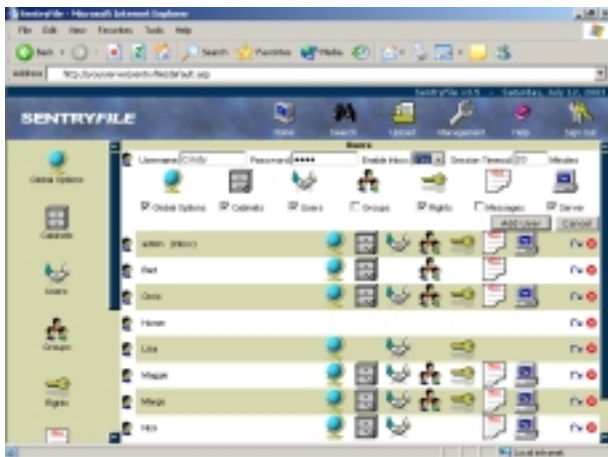
Customized rights.  
Documents may have a variety of different rights including print, scan, notes, delete, move and more. These rights are only displayed if you have access to them. This continues our theme of "as simple as possible".

LAN optimized.  
SentryFile is a browser based product however this does not necessarily mean that it must be run over the Internet. In fact SentryFile is optimized to run over your local area network (LAN).



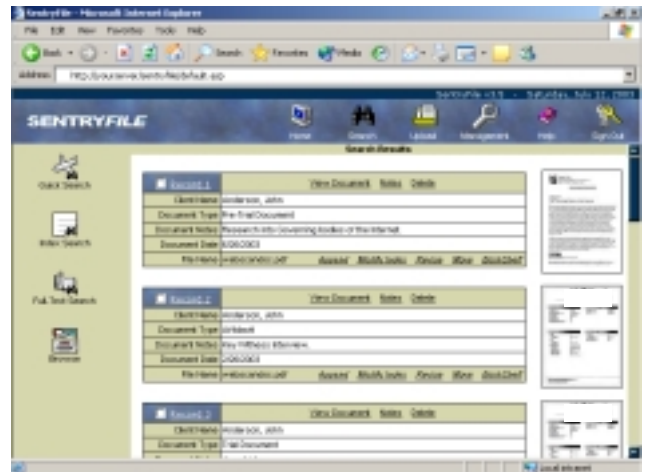
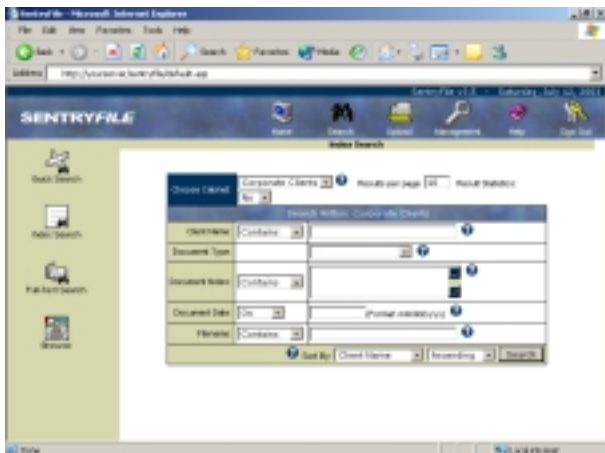
# Simple and powerful - not a contradiction.

Flexible user rights.  
With SentryFile you can be very specific on what features each users may have within each filing cabinet.



Unlimited users.  
Create as many users in SentryFile as you like. With our unique “server based” licensing as your organization grows, you won’t incur additional software costs.

Consistent search results.  
No matter which of our four powerful search methods you choose, the search results are always displayed in a consistent manner. This keeps things simple and easy to understand for your users.



Powerful search methods.  
SentryFile offers four powerful search methods to ensure that you find the documents that you are looking for.

## Technical explanation.

### Software platform.

SentryFile is a web-based document system written as a set of Active Server Pages (ASP). The software runs on Microsoft Internet Information Server (IIS). IIS version is included with Windows. The Microsoft Index Server provides full-text searching capabilities. This software is also included with Windows.

Client computers access the system using Microsoft Internet Explorer version 5.0 or later. If your client PC's already have Internet Explorer installed then there is no requirement to install additional client software. Simply provide your staff with a URL that points to your SentryFile server. All client workstations can scan documents to the system directly through Internet Explorer with an ActiveX control. This control provides imaging and Twain capabilities that would normally not be available in a web application.

### Users, Groups and Integration.

SentryFile can authenticate users against your Windows NT/2000 domain controller. This is achieved by removing the "anonymous" access option for the SentryFile application within IIS and setting the authentication scheme to "NT Challenge/Response". More is discussed about this topic in the Administrator's Manual.

Alternatively, SentryFile can maintain it's own user list. This is useful in situations where a NT/2000 domain is not available.

### Document Types / Data Storage.

Documents that are uploaded to the system are stored in their native format as flat files within the file system. They are not encapsulated within a database. All index data entered is stored in a Microsoft Access or Microsoft SQL Server based database depending on the scope of the project. Both are non-proprietary and all data within the database is left in its natural state (no encoding of the data values).

Tiff documents that are uploaded to the system can be converted to PDF format. There are administrative options within SentryFile that can allow you to auto-convert to PDF, make PDF conversion optional, or disable PDF conversion completely. Scanned document can also be recognized by our integrated Optical Character Recognition (OCR) engine. This will allow you to full-text search for documents that have been scanned and OCR'd.



### Full-Text Search.

Microsoft Index Server provides full-text search. Index Server works in the background with little or no administrative interaction required. Essentially, Index Server "watches" all documents within SentryFile. When new documents arrive they are indexed for full-text searching. Natively supported formats are all Microsoft Office Formats such as Word (DOC), Excel (XLS), and PowerPoint (PPT) etc. Other file types can be supported by installing appropriate IFilters. IFilters are typically provided by third parties free of charge. For instance, Adobe provides a free IFilter for indexing PDF documents with Index Server. IFilters are available for a wide range of other products including Corel WordPerfect, XML, MP3 and more.

### OCR Support.

Beyond our integrated OCR engine, SentryFile supports almost all third party OCR packages. Some of these packages work on the server-side such as Adobe Capture Server. Others work on the client side such as Textbridge, OmniPage and FineReader. Server-side OCR packages can be tightly integrated within SentryFile by using the "Process Folders" option. This option essentially places uploaded documents within a specific folder where the OCR engine can pick them up and process them. More is discussed in the Administrator's manual.

### Backups.

SentryFile can integrate within almost any backup system. SentryFile resides within a folder typically called "c:\sentryfile" or similar. To backup the system simply include the installation folder within your backup regime. Many current customers use technologies such as Tape backups, DVD backups, Network Attached Storage (NAS) and removable hard disk technologies to achieve their backup requirements.

### Internet Connectivity.

Your SentryFile installation can be made available on the Internet if you choose. Many of our clients prefer to have their installation only available on their private LAN. Making your SentryFile installation available over the Internet requires a full-time dedicated Internet Connection. After this, it is necessary to ensure that the IP address is available through any firewalls or gateways installed within your organization. SentryFile supports secure 128-bit encrypted connections, commonly used in e-commerce and online banking applications. In order to achieve this it is necessary to install a digital certificate within IIS, they can be purchased through companies such as Verisign, or you can generate one yourself.

### Ask Us!

If you have further questions about the architecture of SentryFile please contact us! We're more than pleased to help in any way. Email our tech support team: [support@sentryfile.com](mailto:support@sentryfile.com), or visit us online at [www.sentryfile.com](http://www.sentryfile.com)



# How is SentryFile "Non-Proprietary"?

## Why is this important?

Technology changes very quickly. It is important to ensure that the data you generate is stored in non-proprietary formats to ensure that you will always be able to access the information in the future. SentryFile is built upon industry standards that ensure that your data will be accessible in the future. Below is a listing of common proprietary technologies that are used in other systems. Make sure that whatever system you decide to purchase that they do not use proprietary technologies.

## Proprietary file formats.

In the IT world the word "proprietary" can mean future problems. Proprietary file formats make it virtually impossible to migrate your data to future application because the vendor controls your data. A proprietary file format makes you "a customer for life" for the vendor.

SentryFile only utilizes industry standard file formats such as TIFF (tagged image file format) and PDF (portable document format) for scanned documents. SentryFile support all file formats.

## Proprietary databases.

Similar to proprietary file formats, a proprietary database can mean that the vendor controls you data. This will make it virtually impossible to migrate to future applications. You are locked into your vendor for the life of your data. The issue is who owns the data – you or the supplier. With a proprietary database – you don't!

SentryFile utilizes Microsoft Access and Microsoft SQL Server 2000 databases. They are both industry standard and you can access them from outside of SentryFile if you choose.

## Encrypted index data.

The vendor may use an industry standard database such as SQL server; however they encrypt the data (and don't tell you). You are out of luck and have just bought a "vertical migration path" for the product. (That means that you are a customer for life of the vendor).

SentryFile does not encrypt your index data. The data can be easily viewed or exported to other applications.

## Seat licensing.

Software is licensed either on a "server" basis – a certain number of dollars for unlimited users, or seat licensing. Seat licensing means a per-employee (seat) fee. Your costs are not fixed. If another employee is hired you are required to purchase an additional seat license. Another version of seat licensing is "concurrent seats". A 10 concurrent seat license means that a maximum of 10 users can be on the system at any time. Suffice it to say that server licensing is simpler to understand, has no future cost implications and in the long run is less expensive and better for the customer.

SentryFile is licensed on a per-server basis. This means that you can install SentryFile onto one server and allow as many users to connect to it as is supported by your hardware.

## Hidden add-ons.

The idea is to sell the minimum software to get the customer started and then hit them in the future with additional capabilities that they absolutely will need. The best example is to exclude web access. For employees on the road, working out of their homes, working out of branch locations, or working at home after hours having web access is a huge benefit.

SentryFile is a complete package, there are no add-ons, everything is included in the package

## Enormous future mandatory support costs.

Some vendors require a mandatory support contract. Initially it may seem advantageous, however remember to explore the costs of support for the future add-ons that you may purchase.

SentryFile offers an optional annual support agreement that includes support, upgrades, updates etc. SentryFile also offers a per-incident support service.

## Restrictive support agreements.

For some companies if you have opted out of a support agreement, and after some years you request support, they will demand the current year's support payment plus any previous year's support payment.

SentryFile support agreements are not mandatory, you can purchase per-incident support whenever required.

## Proprietary hardware.

That word proprietary again! Some systems require proprietary computers, server, scanners (even some digital copiers). Not exactly "open architecture" When you are locked into a vendor, you have limited negotiating power.

SentryFile supports all Twain compliant scanning devices (Twain is an industry standard). All computer hardware that meets the minimum system requirements will operate with SentryFile, you do not need to purchase your hardware from a specific vendor.

## Unsupported or rare operating systems.

We suggest strongly that you implement a standard industry operating system. This may cost a little more now, but will save you in the future.

SentryFile runs on Windows 2000, Windows XP Professional, or Windows 2003 Server platforms, all industry standard.

## Conclusion.

Document management system can be complicated, be sure that you have considered the above mentioned points as the wrong system could have future expensive cost implications.

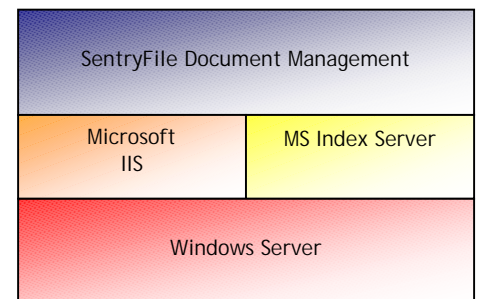
# What are SentryFile's Specifications?

## Features list.

- Completely Web Based
- Per Server Licensing
- PDF Support
- Supports All File Types
- System Messages
- Flexible User Rights
- Personal Bookshelf
- Inline Help Documents
- Personalized Corporate License
- Advanced Query Interface
- 9 Different Index Field Types
- Lookup Field Support
- Saved Searches
- Full Text Search
- Cross Cabinet Searches
- Document Thumbnails
- Browse feature
- Twain Support
- Scan-To-Email Support
- Scan-To-FTP Support
- Despeckle
- Deskew
- Negative Image
- Page Rotation
- Delete Page
- Append Page
- One step upload
- Integrated OCR
- Zone OCR
- Modify "on the fly"
- Email Document
- Recycle Bin
- Annotations
- Save To Disk
- User Groups
- Preview
- SQL Enabled

SentryFile Specifications	
User Interface	Browser Based
License	Server License
PDF Support	Scan as PDF, Upload user created PDF documents
Supported File Types	Virtually all file formats supported
OCR	Integrated Full OCR and Zone OCR
Web Server	Microsoft Internet Information Server (Included with Windows)
Full-Text Search Engine	MS Index Server (Included with Windows)
Database Support	Access 2000, SQL Server 2000
Secure Socket Layer (SSL)	Supported
Twain Scanners	Supported
Scan-To-Email Scanners	Supported
Scan-To-FTP Scanners	Supported
Scan Cleanup	Deskew, despeckle, rotation, delete page, append page.
Maximum Cabinets	No maximum
Maximum Users	No maximum
Maximum Groups	No maximum
Maximum Documents	16 million per cabinet.
Maximum fields per cabinet	No maximum

SentryFile System Requirements	
Server Requirements	Client Requirements
<b>Operating System:</b> Windows 2000 Server, 2000 Professional, XP Professional, 2003 Server. <b>Processor:</b> Pentium 2 300mhz or Faster. <b>RAM:</b> Minimum 128mb. <b>Hard Disk:</b> Minimum 50mb free for SentryFile Software. <b>Network Interface:</b> Required for network use. <b>Browser:</b> Internet Explorer 5.0 or later recommended.	<b>Operating System:</b> Windows 95 or later. <b>Processor:</b> Pentium 133mhz or Faster. <b>RAM:</b> Minimum 32mb. <b>Network Interface:</b> Required for network use. <b>Browser:</b> Internet Explorer 5.0 or later(full functionality). (other browsers supported with limited functionality)





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<http://www.sentryfile.com>  
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