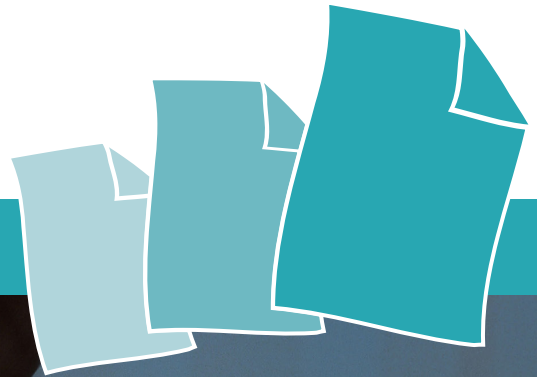# SENTRY*FILE*

Document Management

Version 5

+AutoCapture
& Workflow

Powerful and simple software to manage your documents

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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, automate 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.

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SENTRY*FILE*

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.

Web-Based Automated Document Capture.

SentryFile's unique AutoCapture feature allows automated document processing with Barcode, Zone OCR and Database Lookups from a completely web-based interface. The power of document automation with the convenience of a web application.

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.

Workflow and Automation

Create advanced document workflows to manage your document processing tasks and ensure that your business is operating smoothly

(Enterprise Edition only)
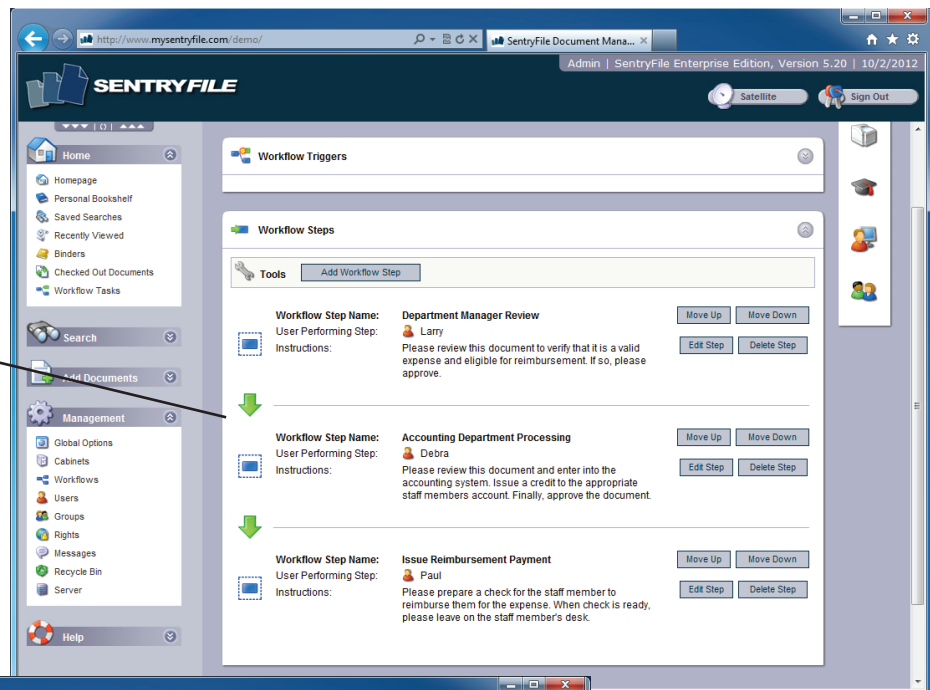
Automate document processing and filing tasks using barcode capture, ZoneOCR, Database Lookups, and the many other tools in SentryFile's AutoCapture feature.

(Corporate and Enterprise Editions only)

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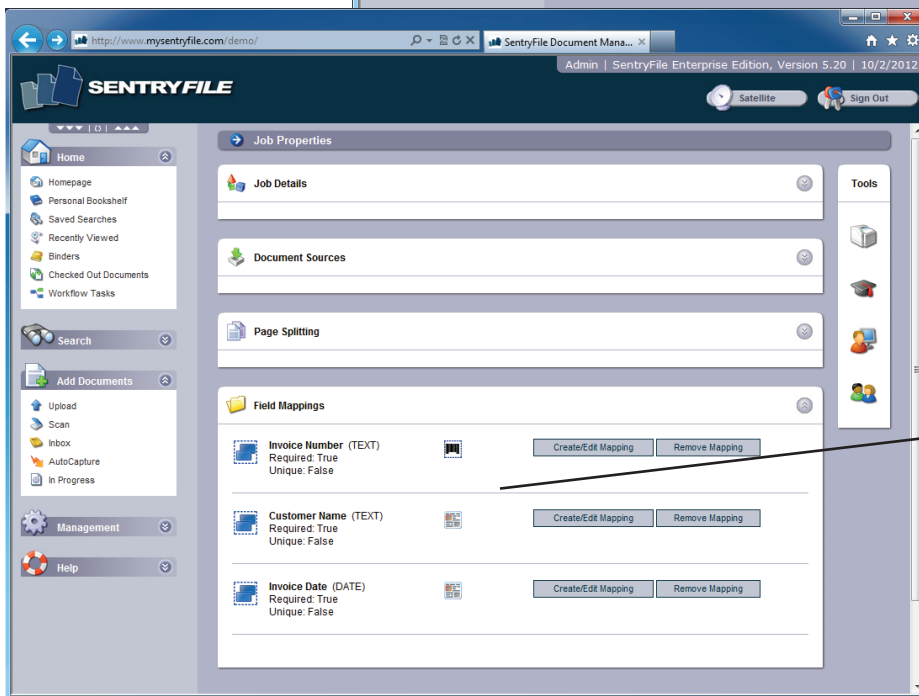
SENTRY*FILE*

SentryFile in action!

Browser Based

Server License - Unlimited Users

Free SentryFile Satellite
(Virtual Printer, Search Integration Revision Controls, and more)

Simple Nav Menus

Document Thumbnails

Records-Style Search Results (Grid View also included)

Advanced Document Management Features

Integrated Help, Training, Support, and User Community

Technical Explanation

Software platform

SentryFile is a web services based document system that includes a web browser user interface. The application is a set of ASP.net web pages. The software runs on Microsoft Internet Information Server (IIS) and the Microsoft .net Framework. Microsoft Index Server provides full-text searching capabilities. IIS and Index Server software is included with Windows.

Client computers access the system using Microsoft Internet Explorer. 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 in numerous ways. The system allows for authentication against a SentryFile internal userlist, Windows Active Directory, POP/IMAP mail servers, FTP Servers, or another SentryFile Server. The flexibility of our authentication module gives you the ability to ensure that "lost passwords" are a thing of the past.

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 SQL Server Database. If you don't own Microsoft SQL Server we include a copy of the Free SQL Server Express Edition. 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 are auto-converted to PDF format. 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.

Workflow

SentryFile's workflow features allow you to design business processes and manage the path the documents take through your organization. This eliminates lost work and provides accountability and transparency to your business processes.

Manage access

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

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Technical Explanation (cont)

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, Excel, and PowerPoint, 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 (We include the PDF iFilter with SentryFile). IFilters are available for a wide range of other products including Corel WordPerfect, XML, MP3 and more.

Backups

SentryFile can integrate within almost any backup system. SentryFile resides within a folder typically called "c:\inetpub\wwwroot\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

SentryFile is a cloud-ready solution and can be made available on the Internet. 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 if hosting for Internet access internally. After this, it is necessary to ensure that the IP address is available through any firewalls or gateways installed within your organization. Alternatively, you can host SentryFile with one of the many cloud providers available. 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.

Automation

Automatically file documents into SentryFile cabinets using advanced tools such as barcode capture, zone OCR, database lookups and other techniques. SentryFile's AutoCapture features make the filing process accurate and automatic.

Ask Us!

If you have questions about SentryFile's architecture please contact your SentryFile representative or visit http://www.sentryfile.com

Key Features

System Features
- Server License - Unlimited Users
- Web-Based - No client software required.
- ASP.NET Web Services API
- Microsoft SQL Server (Express Edition Included)

Search Features
- Intuitive Quick Search
- Advanced Index Search
- Full-Text Search
- Records-Style or Grid-Style Search Results

Document Features
- View, Print
- Email (WebClient and/or Outlook Integration)
- Append pages to PDF documents
- Document Notes
- Document Attachments
- Bookshelf (Favorite Documents)
- Saved Searches
- Document Binders
- Revision Controls (Integrated with OS via Satellite)
- Delete with Recycle Bin
- View Old Revisions
- Check-in / Check-out documents
- Recently Viewed Documents (History)
- Complete logging of all system activity

Adding Documents
- Support for TWAIN, Scan-To-Folder, Scan-To-Email, Scan-to-FTP
- Upload any electronic file format (Word, Excel, etc)
- Windows OS Integrated Uploads:
    - Context Menu "Send To" -> "SentryFile"
    - Virtual Printer (Print to SentryFile)
    - Hot Folder / Drag and Drop

- AutoCapture: Automated document capture
- Barcode, ZoneOCR and Database Lookups
- Web based interface
- Workflow: Automate your business processes

Imaging Features
- Optical Character Recognition (OCR)
- Zone OCR for Index Data Capture
- Rotate, Zoom, Fit Width/Height, Navigate Pages
- Append Pages
- Delete Pages, Split Pages
- PDF Conversion (PDF Image+Text)

Management Features
- System Messages
- Custom System Usage License
- Customizable Cabinet-Based storage structure
- 11 Index Field Types
- Unlimited Users
- Organize users into Groups
- 7 System Permissions
- 14 Cabinet Rights
- Granular Cabinet Rights
- Authenticate against Active Directory, POP/IMAP Mail Servers, FTP Servers, LDAP Servers, and more
- Recycle Bin with Restricted Access
- Automatic Software Update Wizard
- All system activity logged

Platform Features
- ASP.net
- Complete Web-Services API
- Runs on Microsoft IIS, Index Server, SQL Server
- SQL Server Express Edition Included
- Cloud-Ready

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