FileStar Fact Sheet

Document management should simplify your life, free up time, increase client service, reduce risk and help you gain business insights...

So, why do so many systems complicate it instead?

ARE YOU TIRED OF:

- Hunting endlessly for documents on your network
- Searching through a folder-based document system
- Manually routing stacks of paper around the office for approval
- Using email as a cumbersome workflow tool
- Configuring and managing complex software platforms through IT consultants

With FileStar, you can streamline your document management and improve overall efficiency.

FILESTAR

- Replaces costly, inefficient processes with a secure, hosted workflow and document management application
- Gives you a non-proprietary, Microsoft-based platform that deploys quickly, intuitively, and easily
- Secures your critical documents in an SOCII-certified hosting facility
- Provides a state-of-the-art application that can be customized for less than a typical "off-the-shelf" application
- Requires little or no internal IT resources to support

Build a Single Source of Truth

- Integrate your business applications
- Incorporate your customer, vendor, property and employee data into FileStar
- Eliminate duplicate list maintenance
- Tie documents to source data
- Link documents in FileStar to your critical applications (image enabled) via our API

- Get custom reports and expanded search capabilities
- See all contracts expiring in 90 days
- View missing documents reports

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Add Your Important Documents Faster and Easier

- Find the documents you need with our simple data validation process
- Save time with drag and drop functionality
- Digitize assets with our scan to web features
- Email or fax documents directly into the system
- Use Millennia Group's scanning services on a project basis or as an ongoing service

Find Documents Quickly and Painlessly

- Find by keyword, including full text within PDF and Microsoft file types
- Search meta data in the system using drop-down menus
- Filter search results by any fields, e.g., filter a list of accounts payable by date range

Share Documents Quickly and Easily

- Share folders with Internal or External users
- Export search results to PDF or Excel
- Export files as a single, merged PDF with bookmarks to each document, or a Zip file with folder structure
- Email secure, encrypted links to documents (unlimited file sizes)
- Use Millennia Group for custom file exports

Control Users and Security Simply and Conveniently

- Manage all users and group access to documents and workflows
- Mimic users to validate setup and help desk support
- Export user-rights reports for a comprehensive view
- Use Single Sign-On
- Add two-factor authentication

Manage Workflows Easily

- Build workflows to streamline any process, from simple to complex
- Get notifications when new work is available
- See workflow history at any point in a process
- Backup even when you're out of the office
- Add digital signatures for paperless workflows
- Optimize performance with notifications and metrics reports

Customize and Manage Documents Easily

- Save search results to your own folders
- Monitor recently viewed documents
- See notifications and links to newly added documents
- View workflow queues on your home page

To learn how FileStar can help your business and simplify your life, contact us:

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