

The logo for FileBound, featuring the word "File" in a smaller, italicized font above the word "Bound" in a larger, bold font. Three blue horizontal bars are positioned between "File" and "Bound".

*File***Bound**

FileBound ASP

WEB BASED RECORDS MANAGEMENT

FileBound

FileBound allows you to enjoy all the advantages of a complete records management system without the upfront capital investment. With the FileBound on-demand, software-as-a-service model, you get all the benefits of a unified, scalable solution without the high costs, risks, and complexity normally associated with records management software.

Every aspect of the FileBound solution was designed to enable rapid end-user adoption and results. With its intuitive Web interface, this low cost solution is simple to learn and use. FileBound is immediately productive and profitable.

Subscribing to our ASP service allows you access to the FileBound application, our redundant infrastructure and technical support staff. The FileBound data center is co-located within a carrier class facility, which provides you access to multiple telecom carriers, redundant power sources and world-class security.

Service Advantage – ASP

As an Outsourced solution provider, we assume all the responsibility for performance, upgrades and maintenance. Your solution is running on our state-of-the-art infrastructure which is continuously upgraded. We stake our reputation daily on the performance of our solution and your satisfaction. Our stated philosophy is to listen to our customers concerns, needs and desires to enhance your experience and evolve the solution.

FileBound's advantage is seamless maintenance and upgrades.

1. We can release bug fixes daily.
2. Major upgrades usually come out every 3 to 4 months.
3. Upgrades are rolled out to all customers overnight with no downtime in service.
4. Customer feedback gets incorporated into product in weeks instead of years.

FileBound is the answer

Imagine your critical corporate information, accessible from anywhere in the world and always up-to-date. Start using the power of the Internet to drive your document repository.



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Within the FileBound application you can:

- Track the location of paper files, record checkin-checkout activity, perform physical audits, notify users of pending requests and manage requests for files stored off-site.
- Scan paper documents in order to create digital images. Index the images using OCR, barcode recognition or data entry.
- Store any digital file seamlessly in a system folder along with paper file locations, microfilm locations, scanned paper documents and system generated e-forms.
- Retrieve any record by a database query that points to all associated information for that record.
- Reproduce the information stored for any record via printers, fax, e-mail or self-executable CD.
- Create workflows that can streamline and reengineer work processes.
- Generate and manage Electronic Forms to eliminate the cost of preprinted forms and automate the filing process.

ASP Workflow Diagram:



The FileBound ASP service is a complete outsourced content management solution that provides increased access to information and documents, organizational scalability and the tools necessary to build automated business processes. All this can be accomplished with minimal upfront capital and infrastructure investment, and can be fully provisioned and implemented in days.

Records and information within an organization can take various forms including computer generated files, paper files, microfilm or digital images. FileBound provides the solution to seamlessly manage them all. FileBound is an integrated records management system that bridges the gap between

digital content and paper documents. Within FileBound you can also configure automated business process workflows and generate reports that allow you to develop systematic audit procedures, manage information processes and comply with government regulations.

FileBound

The FileBound state-of-art data center allows our clients to house their critical documents and information in a location known for world-class Internet connectivity, unprecedented security and unmatched power. The FileBound data center was built with redundant power, redundant communications and redundant environmental. Through multiple security features, your information and documents are protected 24/7/365.

The FileBound data center is designed with raised floors and a redundant power source and backup. Through multiple security features, your systems are protected 24/7/365.

In addition, leading-edge climate control, fire suppression, connectivity and redundancies mean your systems are available when you need them. All of this with a focus on customer service, so you always have convenient access to your information at the FileBound Data Center.

Redundancy

- Three-foot thick concrete walls, floors and ceilings surround the inner bunker of the facility.
- The perimeter of the building is encased in 200mph, impact-resistant glass and designed to withstand a direct hit from a tornado.
- A dry-moat surrounding the entire building offers a final layer of physical security.

Connectivity

Key connectivity issues as they pertain to the FileBound data center are:

- Redundant, multi-homed connectivity. AT&T, UUNet and Global Crossing deliver fiber optics to First National Technical Solutions from distinctly separate points of entry. If one carrier experiences problems, traffic is re-routed instantaneously to alternate carriers.
- Three distinct DS-3 trunks provide failover connections.
- 2N power configuration not found in many centers
- Dual power sources ("a" and "b") in each cabinet

Security

Security of our data center environment should meet and exceed the security standards you should insist upon for the protection of your digital information. FileBound takes security to a new level, highlights include:

- Secured facility access through multiple checkpoints and systems.
- Closed-circuit video surveillance of corridors and data center.
- 24/7/365 operations support and security.
- Leading-edge firewall and intrusion detection technologies.
- Biometric iris-scan security systems and 'man-traps' at entrances to raised floor rooms.
- Access Card Reader security at all entrances.



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