

We could have stopped at creating a **powerful Web-based file storage solution . . .**

Instead, we evolved **business technology** to the next generation



FileWorks Online addresses the business need for enterprise content management while providing greater flexibility for employees to work from any location.

FileWorks Online securely stores and protects files while providing remote business productivity tools, including:

- online document management
- electronic signatures
- integrated scanning software
- paperless faxing
- email links
- instant notifications

**[www.FileWorks.com](http://www.FileWorks.com)**



## The hub of FileWorks Online is a central, standardized filing system

With FileWorks Online:

- ✓ Eliminate the risks of maintaining sensitive documents on laptops or in paper format
- ✓ Access your files over the Internet with any laptop or pc
- ✓ Receive and send faxes online—without a fax machine
- ✓ Set up alerts to notify you when files arrive, documents are signed or faxes are received
- ✓ Make documents available to clients or work teams via the Internet
- ✓ Link remote or home offices
- ✓ Add Users and Guests to facilitate collaboration between employees, colleagues, clients, vendors and consultants
- ✓ Deploy files quickly among work groups and team members
- ✓ Send group notifications by email or text message to alert work teams when documents have been added or actions have occurred
- ✓ Control access to each folder, allowing folders to be private or shared
- ✓ Save money on off-site storage rentals, mailing, shredders and disposal services while cutting down on staff filing time

# Business Productivity Tools

## Scanning - Electronic Signatures

### Integrated Scanning Software

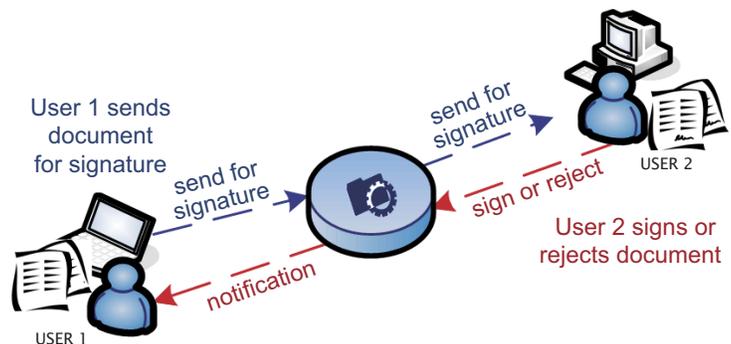
FileWorks Online's scanning software module quickly saves documents from your scanner directly into your FileWorks Online account. With the scanning interface:

- Scan multiple documents in one batch
- Select from pre-set scan options or define custom scan settings
- Rotate scans prior to saving them
- Index scanned documents with the indexing wizard while saving them to FileWorks Online
- Move on to other work as scans upload in the background

### Electronic Signatures

Electronic signature technology was recognized as a valid form of commerce in the United States by the E-SIGN Act in the year 2000. The European Union passed similar legislation in 1999.

Electronic signature technology allows you and your clients or contractors to sign proposals, contracts, purchasing agreements, hiring forms and other legal documents online. The signature is electronically linked to the document and is stored with the document in your account.



Electronic signature technology is a tool that can enhance your business approval process. Use electronic signatures to approve proposals, plans, designs, presentations, text, purchase orders and more.



## Email - Notifications - Fax

### FileWorks Online's Electronic Signatures

- Eliminate paper documents
- Accelerate the signing process to close deals and seal contracts in minutes
- Allow all involved parties to access and view the document and signature files
- Validate signatures with the signature validation tool
- Receive immediate notification by email or text message when a document is signed or rejected
- Save on express delivery or courier charges

The electronic signature technology employed by FileWorks Online conforms to W3C (World Wide Web Consortium) standards, exceeds U.S. ESIGN Act requirements and adheres to stringent European Union standards.

### Email

From viruses to the potential for monitoring, there is an inherent risk in sending information and attachments via email. Typically, email services do not encrypt email messages or attachments as they move through cyberspace. With FileWorks Online, documents remain protected. Instead of attaching documents to email, FileWorks Online sends the recipient a link that takes the recipient directly to the document. With notifications turned on, you will know immediately when documents are viewed, uploaded or signed. By sending email links, you avoid clogging email boxes or receiving email bounce backs because of attachment file sizes or formats.

### Notifications

Activating the notifications feature instructs FileWorks Online to immediately send alert emails or cell phone text messages when actions occur in the account. Each Account Owner or User can set Personal Notifications. In addition, Group Notifications can be set to send alerts to members of a work group or project team.

Set notifications to alert you when:

- documents are signed or rejected
- faxes arrive
- new Users and Guests are added to the account
- documents are viewed
- documents are saved to the account from the scanner, email or computer desktop

### Integrated Fax

Digital faxes are conveniently sent directly to and from your FileWorks Online account. The ability to send faxes is available with each account. Adding one or more toll-free fax lines to a FileWorks Online account enables the account to also receive faxes.

Using online faxing allows you to

- Send digital faxes from any location—no need for a fax machine
- Documents remain confidential and no longer sit exposed in fax machine trays or employee mailboxes
- Streamline filing by receiving incoming faxes to in your FileWorks Online account
- Receive instant notifications when faxes arrive
- Increase productivity—no more waiting by the fax machine to send or receive faxes
- Save money on fax lines, fax machines, maintenance, paper and toner
- Enhance your image by having a toll-free fax number for your clients

## About FileWorks

Starting in the healthcare industry in 1997, FileWorks has provided technology to handle confidential documents and records in addition to critical document management processes. FileWorks provides in-house and hosted solutions for enterprise content management.

With installations supporting millions of documents, the iFile software suite provides robust workflow capabilities for complex business processes. Combined with high-speed scanners and fax servers that convert documents to digital files, iFile creates an efficient and secure paperless workflow environment for medium- to large-scale operations.

To support the technology needs of companies of all sizes, FileWorks provides hosted Web-based enterprise content management through FileWorks Online. Utilizing the convenience of the Internet, FileWorks Online hosts documents and online business productivity tools (including faxing, electronic signatures, instant notifications and email links) for small- and mid-size companies and for departments or larger companies that want to outsource their IT infrastructure.

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# www.FileWorks.com

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## Ideal for . . . any business with client relationships, documents to file, contracts to sign or projects to manage.

Accounting  
Administrative Offices  
Auto Sales and Leasing  
Auto Rental  
Auto Repair  
Building Management  
Construction Management  
Consulting  
Contractors  
Event Management & Production

Estate Planning  
Financial Institutions  
Financial Planning  
Home & Vacation Rentals  
Human Resources & Benefits  
Insurance Industry  
Medical Offices and Suppliers  
Mortgage Brokers  
Moving & Relocation Services  
Professional Services

Project Management  
Property Management  
Public Relations Firms  
Publishers  
Purchasing  
Real Estate Agencies  
Real Estate Appraising  
Rental Companies  
Schools & Educators  
Sensitive Data Industries  
Title Companies  
... and more!

