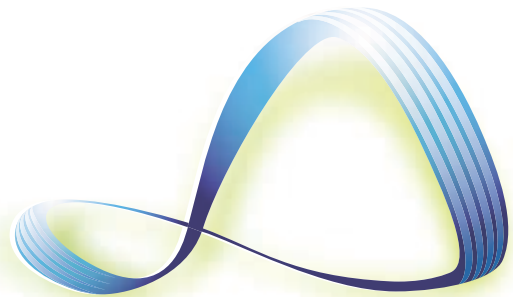


## TIME FOR CHANGE...

Switch to Electronic Document Management – save time, space, money and frustration.



**FILE stream**

DOCUMENT MANAGEMENT





"A quick return on your investment."

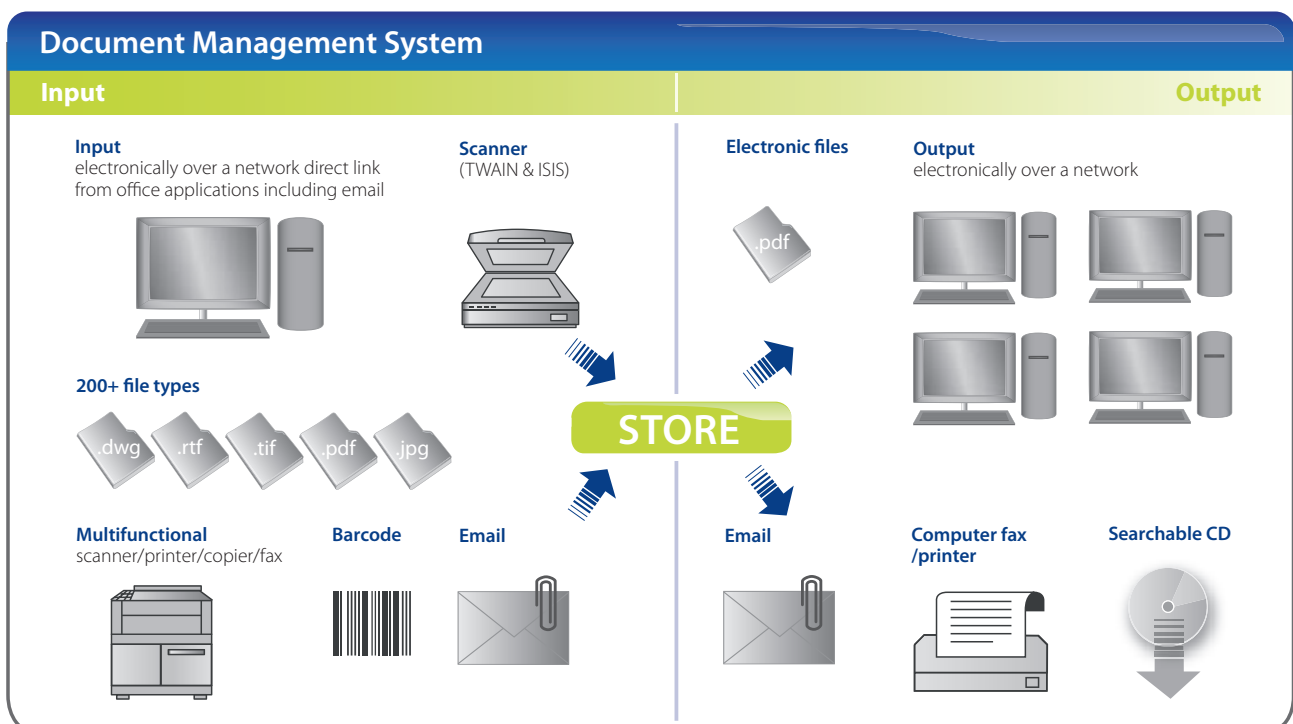
## About File Stream Document Management Software

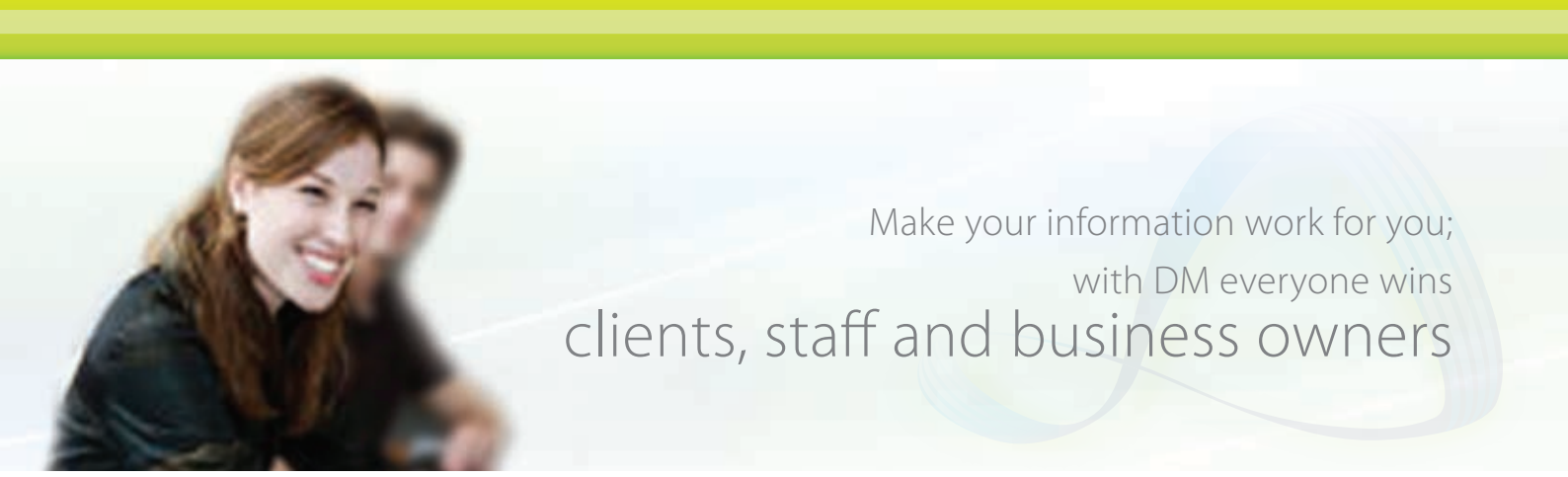
**File Stream Document Management Software** has been developed by a design team with a wide range of general business as well as technical experience. This is highly beneficial as often programs reflect the input and ideas of developers rather than day to day users.

Now you can file and index ALL your records in one consistent electronic filing structure - including scanned-in paperwork, MS Office documents, CAD Drawings and JPEG images. The advantages in efficiency will repay the investment in months rather than years.

Unlike many other document management software systems, ALL File Stream users have access to ALL standard program features unless the system administrator decides otherwise.

**File Stream document management** takes a very flexible approach to licensing. We offer both Fixed and Concurrent options. It also operates in terminal services and Citrix environments





Make your information work for you;  
with DM everyone wins  
clients, staff and business owners

## Why File Stream

Investing in a document management system today offers much more than it did only a few years ago. Then it was purely seen as an archiving tool. That is literally an electronic filing cabinet replacing the standard paper filing methods.

Today, many affordable systems offer much more than this. It is important when deciding which software to invest in, that you ensure its versatility will cover your future commercial needs.

### Works with your business and enhances existing systems

File Stream Document Management Software's adaptability will surprise you when used to enhance and work alongside existing office procedures. Indeed, many customers find it can replace current, outdated (often expensive) software. Others use it as a basic contact management or support call logging system.

File Stream offers users many flexible indexing options (including manual tagging and OCR - Optical Character Recognition) as well as a variety of powerful retrieval capabilities for all documents (Paper and existing Electronic files). In addition...

### Standard File Stream Document Management software allows users to:

- Create new Microsoft Office documents including their own templates.
- Search for existing documents, launch them to edit the content and when saved, they will automatically update in File Stream. A full audit trail and revision history is kept. Very useful when creating quotations etc.
- Set searchable coloured FLAGS against documents. Maybe identifying supplier invoices that have queries or need management approval
- Send messages to other users with links to documents stored in File Stream (avoids making endless copies by emailing queries)
- Use File Stream's own inbuilt diary to link documents to automatic reminders
- Annotate documents with customised stamps which automatically include the date and user's name. E.g. "Approved by" or "True and Certified copy"
- Add "NOTES" to documents using our in-built system, detailing date, time and originator. These can be viewed & added to by all users.



## File Stream Document Management Modules

We have a wide range of additional modules which serve to further enhance the standard functionality of our document management software. A selection of the most popular are detailed below with a short description.

### Workflow Module

The workflow module is ideal for the intelligent routing and tracking of documents sent to specific users in a predefined order. Time constraints can be set. The module includes a "Workflow Designer" tool to design and maintain each workflow process as well as a "Workflow Management" facility. There is no limit to the number of individual workflows allowed.

### Web Module

This additional module enables users to access File Stream via a standard web browser. The majority of File Stream tools are available over the web including SCAN, INDEX, SEARCH, Annotations and Workflow.

### Searchable CD

Documents in File Stream can be downloaded to a searchable CD, allowing third parties without a File Stream System to search for, view and print them.

### Advanced OCR Module

Allows users to create greatly enhanced unlimited Document Recognition and OCR Profiles which will enable documents of different styles to be automatically recognized and automatically filed by multiple index values into one cabinet. The OCR tools improve the OCR capture results considerably. Any required corrections can be easily made using the built in Correction Tool. Popular use of this module is the filing of supplier invoices.

### File Stream Document Management Barcode Module

Allows Barcodes to be read and documents to be automatically filed by the content.

## What our customers say...



As an IT company we employ our own software developers so we know a good piece of software when we see it. The system has a comprehensive workflow module and we quickly saw that this would streamline our processes making us more efficient. The software is very well written and easy to use so we knew the rollout wouldn't be a problem for our back office staff.



Jason Reid - Technical Director System Online



"As a College with over 500 employees and 13,000 students, we were desperate to find an affordable electronic document archiving system. File Stream has met all of our requirements and more. It's easy to use and a very stable piece of software. It has revolutionised the way that our Finance, Estates and Personnel departments work. We're looking at ways in which we can fully tap into the facilities offered by this excellent program."

**David Newman Learning Technology  
and Network Manager Coleg Glan Hafren**

"In 2003, with 15,000 supplier invoices and credit notes to process monthly and minimal storage space Anglia Farmers Limited needed a robust but flexible document management system. File Stream were keen to work with us to understand our particular needs and delivered a competitively priced product which performs extremely well. We are now processing 25,000 documents per month and currently (2009) File Stream is working with us to give our customers access to their documents over the Internet."

**Barry Crossan Admin & IT Manager  
Anglia Farmers Limited**

"I'd like to thank you for the support offered by File Stream since we invested in your document scanning and retrieval system two years ago. The simplicity of the scanning system, and the sophistication of the indexing has meant we were able to send 19 filing cabinets of company contracts into archive storage, whilst keeping access to all our vital contracts and other paperwork here in the building. The adaptable 'permissions' system also means all authorized personnel now have quick and easy access to this information on their desk-top.

We've also been impressed with the speed of you and your support team's responses to queries, and the accuracy of the document scanning that we have outsourced to you. In particular I would like to thank you and your team for your help and support during our merger with another company – with the huge increase in documents requiring scanning – and the move to our new offices."

**Diane Spivey Rights & Contracts Director  
Little, Brown Book Group**



RAD Software Limited  
8 Strathkelvin Place  
Southbank Marina Kirkintilloch  
Glasgow G66 1XT

T: +44 (0)141 776 4200  
E: [info@rad.co.uk](mailto:info@rad.co.uk)  
[www.rad.co.uk](http://www.rad.co.uk)



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