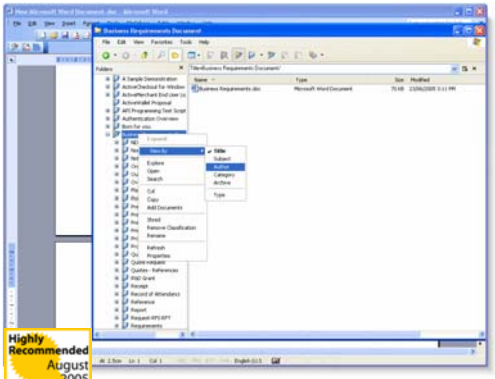

FileSphere Professional 2005

A simple solution for keeping tabs on documents.

Based around the concept of "Document Space" for file storage, the FileSphere Professional 2005 document management system maintains tight control over the movement of files within an organisation, while still making information available when required.

By adding metadata to files, the database can then be referenced for easier sharing and searching. Migrating documents into the system is simple, though testing showed some confusion with documents using a file extension reserved for a different application (the most common case is RTF WordPad documents masquerading as Microsoft Word documents). According to the developer, this bug will be fixed in the near future.

Once files are imported into the Document space, they can be organised using a range of customisable criteria. Under tests it proved extremely fast, listing files associated with a certain project, author, or created at a specific time.

Files exist in Virtual Folders under the main Document Space defined by metadata criteria, and actual files may exist under multiple Virtual Folders – since metadata is used to reference a file, its actual location is unimportant to the end user.

If you need a file housed on a server of another PC, the system will find and retrieve a copy, locking it into the My Workspace folder. When in My Workspace, other users can't change or save the file being worked on. A system for checking files in and out via email also exists - the file appears in a separate Inbox My Workspace and can be worked on as normal. Files can also be exported to a local folder or sent via MSN.

FileSphere integrates into Microsoft Office and Outlook, with newly created and received files automatically entered in the Document Space.

This system excels when it comes to flexibility for multiple users in a networked environment. Storing files in a central location with users working on versions that can be tracked is a valuable resource for companies needing to maintain detailed records. And serving files from a server is much easier to manage than backing up personal data on every client machine.

Nick Race

Details

Contact	**FileSphere**
Phone	**(02) 9913 3288**
Contact	**www.filesphere.com**
Price	**Professiona, $450 per seat; Enterprise, $1,250 including five CALS**
Intended market	**Business**
✔	**Fast, safe and slick document management**
✖	**Some wrinkles in the initial data migration.**
Verdict	★★★★☆