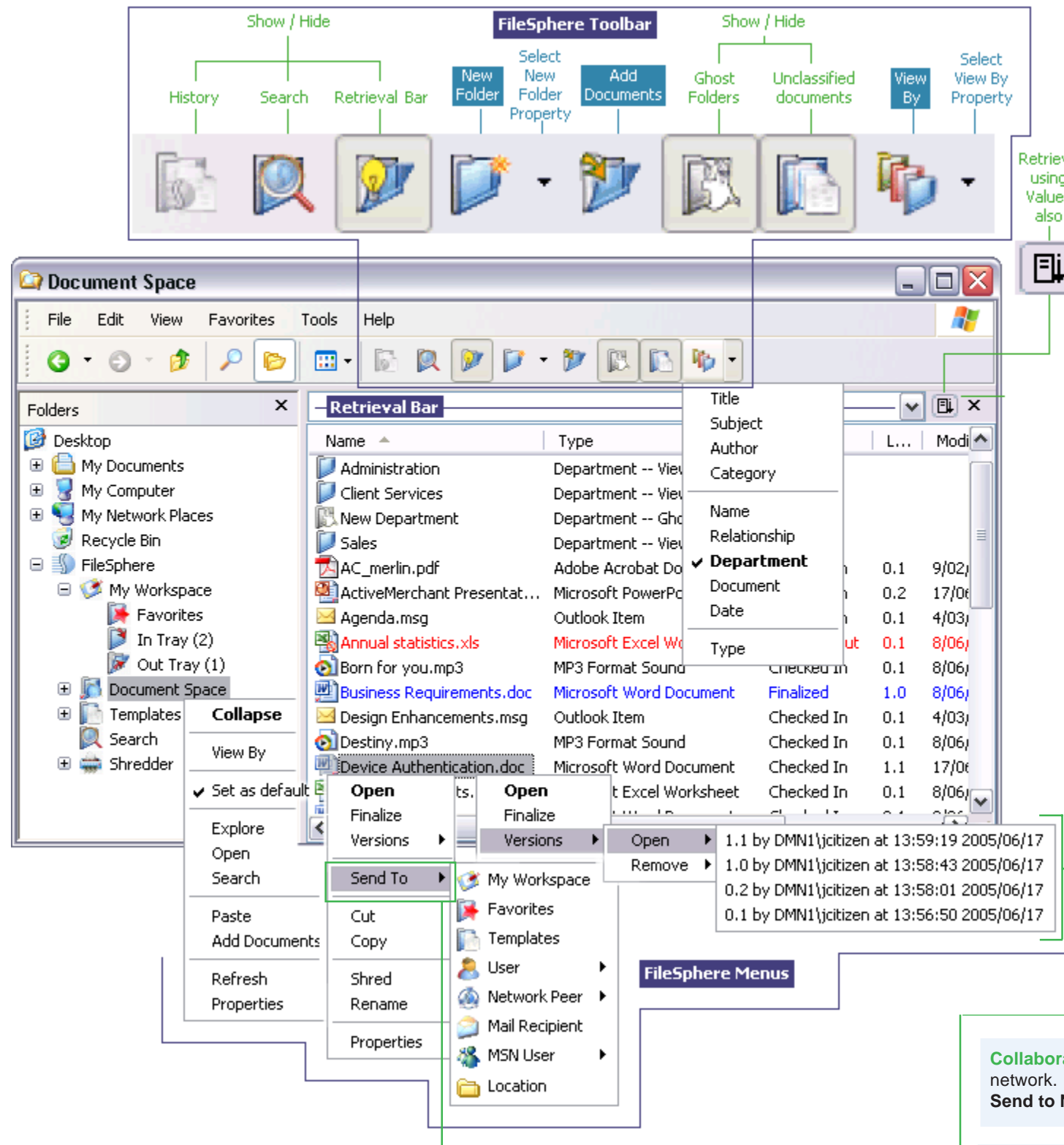


Take a look @ the Simplicity & Power of FileSphere

Easy access to FileSphere in Windows® Explorer & Microsoft® Office



View and manage all types of files from a single view:

- ◆ Document
- ◆ Electronic mail
- ◆ Message
- ◆ PDF
- ◆ Spreadsheet
- ◆ Presentation
- ◆ Text
- ◆ Image
- ◆ Scanned
- ◆ Video
- ◆ Music / Audio



Embedded in Microsoft® Windows® & Office



Emails, documents & files unified in one view

Retrieve documents faster using the Retrieval bar to swiftly navigate directly through View Folders - dynamic virtual folders

Quickly find documents that you want to work with by organizing and reorganizing documents into View Folders using the View By menu



Automated Classification

Colours and icons let you see document status at a glance

Easily see if your documents are Checked In, Checked Out or Finalized



Automated version management

Instant access to all previous versions from the same document view

Collaborate with other FileSphere users on your network. Right click on a document and select Send to Network Peer



Easy document sharing & collaboration

Send documents to a non FileSphere Location, work on them and then Return them to FileSphere while FileSphere automatically maintains version control.

Share documents with FileSphere users and non-users. Send and receive documents by email and MSN Messenger



Comprehensive audit trail

Send documents to My Workspace to check them out so that only you can edit them

Quick access to copies of important templates, master documents and proformas in your default Document Space by sending a link to Templates

Quick access to frequently used documents in your Document Space or a Network Peer by sending a shortcut to Favorites

Send document to another FileSphere User on the same system (thin client users only)

My Workspace holds documents that you are currently working with. They may be open or just checked out. **History** panel shows details of, and allows you to open, documents opened previously

Favorites provides quick access through shortcuts to documents in your **Document Space** or any **Network Peer** on your organisation's network

In Tray for documents sent to you by other FileSphere users. **History** panel shows details of, and allows you to open, documents received previously

OutTray holds documents you've sent to other FileSphere users, which they have not yet opened. **History** panel shows details of documents sent previously

Document Space is a central repository, where files are managed, classified and retrieved. Use the powerful **View By** function to find, classify and organize documents

View or **Virtual Folders** are the key to classification and retrieval of documents. Use the **View By** function within FileSphere to organise documents with common classification into **View Folders**

Ghost Folders are the equivalent to empty (or dummy) **View Folders**. They are created solely for the purpose of classifying documents.

Static folders are traditional Windows folders that can be used as containers and provide the **Migrate** function designed to assist in the transition of documents to FileSphere.

Templates is a reference folder for quick access to copies of important templates, master documents and proformas that are located in your default **Document Space**

Still prefer to search for documents? or to keyword search, use FileSphere's **Search** function to find documents within FileSphere

View deleted documents in the **Shredder**, FileSphere's recycle bin. You can restore or permanently delete documents from here. Quickly locate files in the **Shredder** using the **View By** function to organize deleted files into **View Folders**