Electronic Mail & Document Management

Electronic Mail & Document Management Solution

Recognising the information overload caused by the ever increasing volume of email and documents produced and received by businesses today, FileSphere addresses the limitations of current electronic document management systems, which are based on hierarchical folder based storage and retrieval. FileSphere revolutionises information management, rather than providing a band-aid solution, such as web-browser access to the same old structure.

Did you know that the way your files are stored on your computer, whether they're held by the file system, a database or managed by an EDMS, is just the equivalent of storing them in an electronic filing cabinet?

Think to yourself, how do you retrieve your files? You either need to remember where you stored them or you need to search for them.

Ask yourself, why do I need to act as an index to the files on my computer? Why can't I just tell my computer which files I want?

Take a look at the cold hard facts on the growing amount of information that you have to deal with: it is estimated that new stored information is growing at the rate of 30% per year globally and that over 90% of this information is stored on a hard disk1.

Consider also, a recent study of how the time of an average information worker is spent managing documents:

- 13.3 hours per week creating documents
- 6.8 hours per week filing and organizing documents
- 4 hours per week managing document routing
- 9.5 hours per week searching for information

Facts, which all point to the fact that an advance in technology is needed to improve efficiency and reduce the frustration associated with information management. It is also evident that such archaic methods of document management and retrieval are hindering the advancement of the information workplace. As a result, individuals are often unable to find the information they require or take an unacceptable amount of time to locate the document or file that they need.

FileSphere adds context to our files by automatically capturing a document's metadata properties. FileSphere allows users to customise and organise their retrieval methods to produce meaningful, targeted results. This significantly reduces traditional lengthy search times based on keywords, which often result in a long list of irrelevant results. It also eliminates the need to remember countless file locations.

Inspired by the work of Tim Berners-Lee (inventor of the World Wide Web), a significant advance has already been made with the development of FileSphere and its ability to revolutionise electronic document management and retrieval.

FileSphere is the first system to break away from the electronic filing cabinet paradigm, being based on the concept that computers should work in a similar way to that of our brains, by using a process of association and creating dynamic links between related information items, which are independent of location.

CEO and Chief Architect of FileSphere, Bahram Boutorabi, warns against band-aid solutions, "with their renovated filing cabinet offerings of faster, enterprise wide search engines, improved information indexing, web based access to files and document portals."

"Why renovate when you can have something new, which offers a fundamental advance in information management? Wouldn't it be easier to locate files associated with meaningful terms, such as author or subject keywords, rather than trying to remember where the files are located or what they are called?"

FileSphere provides the information worker with context, which enables them to work competently and efficiently. It captures the information of individuals and makes it easily accessible by others, creating shared knowledge that can be utilised by an organisation. FileSphere's capabilities allow the information workplace to evolve and utilise knowledge more effectively.

FileSphere automated electronic mail and document management is available in your everyday working environment:

- Intuitive and familiar interface that reduces time to find and retrieve files
- Embedded in Microsoft Outlook, Microsoft Office, Windows Explorer, Open Office and Adobe Acrobat (XMP)
- Secure, unified and centralised storage and retrieval of all electronic file types, including emails
- Classification and retrieval according to customisable business specific metadata relevant to the organisation
- Direct addition of documents from within any application
- Automated capture of inbound and outbound mail
- Automated check out, check in and versioning in a single document view
- Simple file sharing and collaboration
- Workflow functionality without file duplication or the need to clutter the email system
- Comprehensive history & auditing of files
- Based on global standards: XML, RDF, Open Document Format, ODMA

For more information phone +612 9453 5422 /info@filesphere.com or request a FREE online demo at www.filesphere.com