Your data is a critical part of your business.

Capture, Manage and Protect it with eFileCabinet.

eFIleCabInet®
CAPTURE • MANAGE • PROTECT

CAPTURE

◉ Scanned paper documents become electronic in seconds.

◉ Seamless integration with Microsoft Office™.

◉ Drag and drop files from any program source.

MANAGE

◉ Access, update and share electronic files with a simple click.

◉ File organization templates and systematic file versioning.

◉ Document level indexing and full text search (OCR).

PROTECT

◉ Role based permission groups and audit tracking to meet regulatory requirements.

◉ Advanced file encryption for an extra layer of security.

◉ Available online backup service protects business-critical data against system failure and natural disaster.

eFileCabinet delivers feature-rich, yet affordable electronic document management solutions that make it easy to scan paper documents, archive email and manage business-critical files in a secure database repository. No matter the industry, eFileCabinet products and services help businesses gain a competitive advantage by working more efficiently and collaboratively.

A Look Inside:

◉ Document level indexing and full text search (OCR) for enhanced search capabilities.

◉ Systematic file versioning and organization templates to create more consistent file structures.

◉ Seamless integration with Microsoft Office including Word, Excel, PowerPoint and Outlook.

◉ Import files from any program source and store them in their native format.

◉ Role based permission groups and audit tracking to meet regulatory requirements such as HIPAA, SEC and FINRA.

◉ Workflow and document retention features available.

Electronic document management solutions… for everyone

More than 20,000 global users in a wide range of diverse industries turn to eFileCabinet to provide electronic document management and online backup services that help them do their job quicker, smarter and more efficiently.

◉ Accounting

◉ Banking Education

◉ Government

◉ Human Resources

◉

◉ Insurance & Financial Services

◉ Legal

◉ Medical

◉ Mortgage

◉ Mortuary/Cemetery

◉ Special Districts

◉ Title Companies and many more…
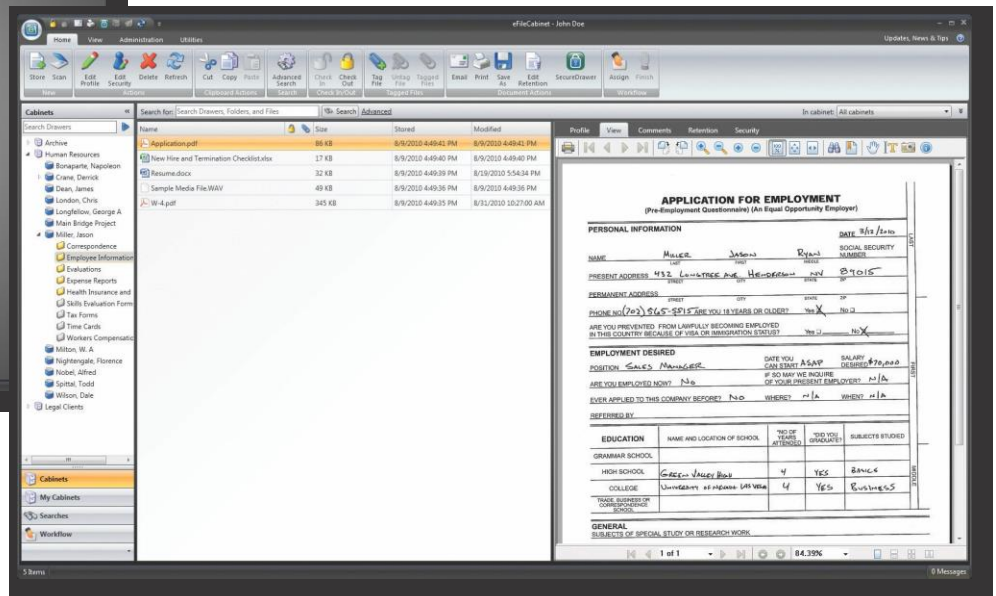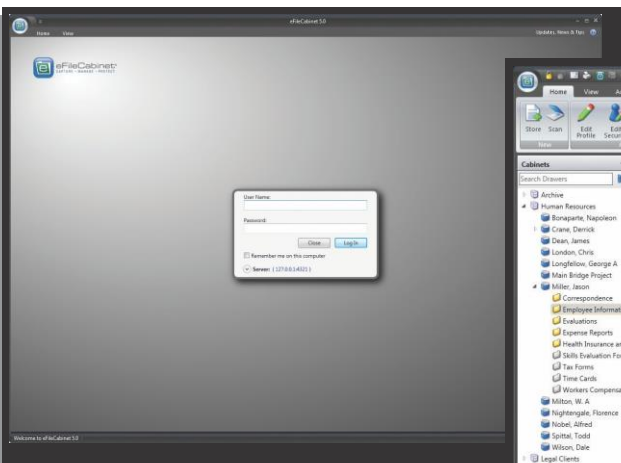
eFileCabinet
System Requirements

Minimum:
Windows XP / Windows 2003

◉

Processor: AMD Sempron 2800+ / Intel P4 2.0 ghz

Memory: 1 Gigabyte of Ram

◉ **Windows Vista / Windows 7 / Windows 2008**

Processor: AMD Athlon 64 X2 4600+ / Intel Pentium D 830

Memory: 1 Gigabyte of Ram

Recommended:
Windows XP / Windows 2003

◉

Processor: AMD Athlon 64 X2 6400 + / Intel E8400 or greater

Memory: 2 Gigabytes of Ram or greater

◉ **Windows Vista / Windows 7 / Windows 2008**

Processor: AMD Athlon 64 X2 6400 + /Intel E8400 or greater

Memory: 2 Gigabytes of Ram or greater

* v5.0 will not function in Windows 95, 98, 2000 or ME. Microsoft .NET Framework 4.0 compatible

The Broader Benefits

Save Time, Space and Money
Accessing documents quickly and efficiently is imperative in any business environment. Along with the reduction in physical supplies and filing cabinets, the point and click accessibility of electronic document management will streamline labor resources and revolutionize workplace productivity.

Security
An electronic document management system allows secure access to documents from multiple locations. Advanced safeguards such as role based security and administrator granted access permissions reduce the potential loss of valuable company and client information.

Regulatory Compliance
Effectively addressing the stringent demands of business security protocols and regulatory compliance is the trademark of an effective electronic document management system. Document controls support compliance with regulatory requirements such as HIPAA, SEC, FINRA and various industry specific standards and certifications.

Disaster Recovery/Business Continuity
Implementing an electronic document management system as part of a complete disaster recovery plan can literally save a business from going under in the event of network failure, theft or natural disaster. Reducing paper dependency reduces the risk of losing irreplaceable documents and company records. Electronic documents are easily and readily available in case of an emergency.

Contact an iNDLABS representative today for more information and a free online demo.
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