



Compliance

Comply

Issues such as document access control, activity auditing, revision control, retention control, and automatic storage of emails are all easily achieved in FileDirector. If you need to save all your email traffic automatically, due to compliance issues, FileDirector's MailStore option will connect to your mail server, and then store all new emails to FileDirector.

Retention Control

FileDirector has retention control as a standard feature allowing the administrator to set up the standards for retaining documents in the system. It also allows the control of other options such as time limits and disposal options.

Editing Documents

Before a document can be edited, it will be checked-out, which means nobody else can edit it at the same time. Also, when the document is checked back in after having been changed, the updated document is stored as a revision, and any revision of a document can be viewed.

A document in FileDirector can contain a mix of image and electronic documents (eg. Word) pages and any page can be edited. You can also insert, append, replace or delete pages.

If you are editing an electronic document such as a Word document, you must have the original application that created it. You can open the document in the original application, and once you start making changes to it, it will be automatically check-out in FileDirector. It can then be automatically saved back to FileDirector as a revision.

On image pages, you can apply annotations, such as highlighting an area, or putting a stick-note on the page. You can even create hyperlinks on the page.

Comply with the rules quickly and Easily.

