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Introduction to InfoRouter

InfoRouter was first released to the world by Lockheed Martin Aerospace in 1999 and was designed to manage their somewhat complex business and project proposals. 14 years on and InfoRouter now has 10,000's of installations globally with user bases from 14,000 users (T-Mobile) with 6,000 concurrent users down to a small 5 user departmental installation.

InfoRouter is so flexible as a Document Management Solution that it delivers:-

- Digital Asset Management
- Document Imaging & Scanning
- Records Management
- Document Storage
- Template Management
- ISO Document Control &Audit
- MS Outlook Addin's
- MS Office Addin's
- MS Office Word Addin's

- Strong Regulatory Compliance
- Workflow Management
- Document Archiving
- Electronic Forms Management
- Document Collaboration
- Paperless office
- E-mail scanner

All of these capabilities are delivered within a single integrated EDMS software suite.
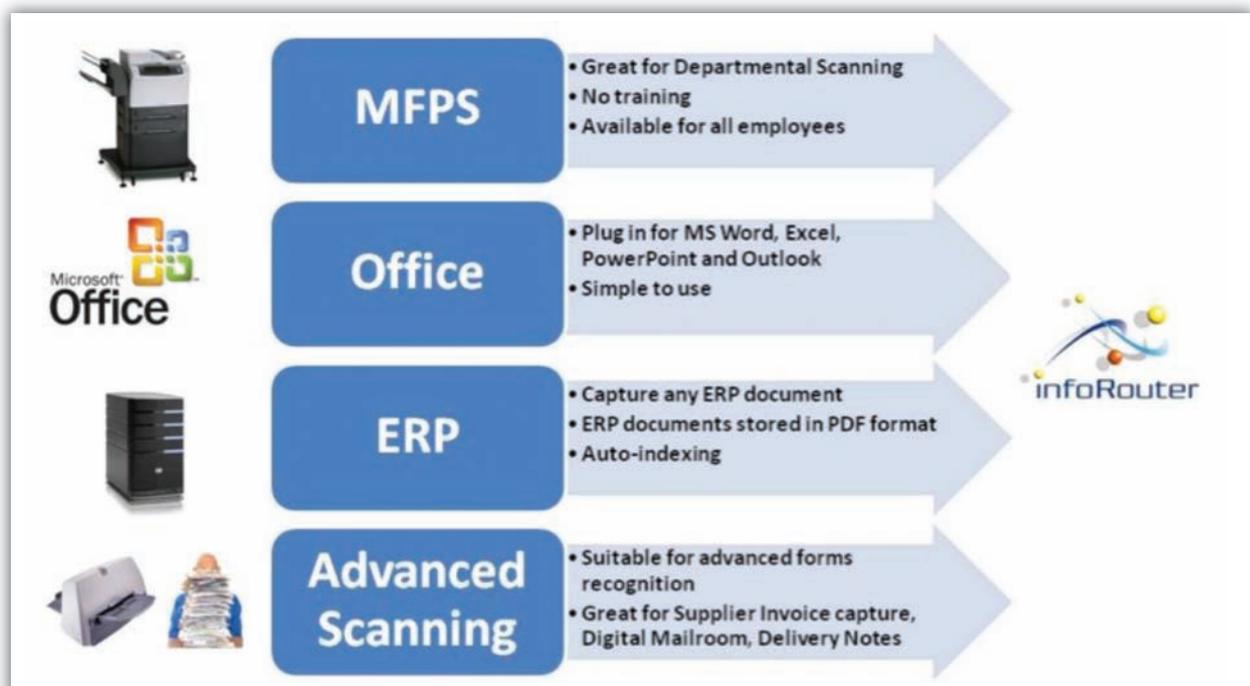
Document and Digital Asset Management

InfoRouter manages any type of document or file in its native format. With the advanced versioning technology, you will be able to revert to earlier versions, compare versions and maintain document integrity with the Check In - Check Out driven Version Control System.

Using the integrated WebDAV Server technology, you can now seamlessly use Microsoft Office documents (Word, Excel, PowerPoint) and other WebDAV compliant desktop tools to create documents directly from desktop applications. The Microsoft Office Add-ins will allow your users to access or create infoRouter documents with ease.

The rich set of tools will allow your users to interact with infoRouter in their daily routines. These tools were designed to help them do their work more efficiently without forcing them to change their work methods. User adoption is extremely high as everyone can master infoRouter in less than 60 minutes, saving 40% of their time in looking for information.

The integrated enterprise document management system enables organisations to efficiently create, capture, classify, secure, share, distribute and manage electronic files and paper-based documents in a highly scalable and open environment that is web based, secure and complaint.

MFPS
- Great for Departmental Scanning
- No training
- Available for all employees

Office
- Plug in for MS Word, Excel, PowerPoint and Outlook
- Simple to use

ERP
- Capture any ERP document
- ERP documents stored in PDF format
- Auto-indexing

Advanced Scanning
- Suitable for advanced forms recognition
- Great for Supplier Invoice capture, Digital Mailroom, Delivery Notes

Managing Document Life Cycle

InfoRouter allows you to take control of the administration and monitoring of document life cycle stages (Capture, Create, Classify, Share & Protect, Retain, Archive and Destroy) of critical business documents and records. It will also reduce your risk and costs associated with e-discovery and a growing number of regulatory compliance and Corporate Governance processes such as those related to the Sarbanes-Oxley Act (SoX), HIPAA, ISO Document Control and Certification, SEC and DoD 5015.2 Records Management guidelines.

Document and Business Process Collaboration

Effective content-driven collaboration for project management, change management, business proposals or internal business processes, is a key requirement in today's business environment. Efficient interaction between departmental staff, departments as a whole, management and employees, suppliers and clients, is no longer a luxury but a strong requirement.

Communication of changes to mission-critical business documents are usually left to chance or rely on accessing a document 'of many names', on a shared drive.

The infoRouter document and collaboration management platform provides and promotes a collaborative web based environment that is ideal for remote or distributed teams. Decision making, evaluating and management of proposals and projects or processes are significantly improved through powerful communication methods such as email notifications, task management and team portals.

InfoRouter Document Collaboration software offers a web browser based, centralised "digital workspace" that promotes a community of informed users. Allows for content collaboration and gives users a document management platform to search and access important business content quickly.

The cost savings in time and staff efficiency are truly considerable as project and processes can be completed in hours as to days or weeks. Travel expenses for remote workers or project members are removed as they can now securely access information remotely.

Business processes projects and documents can now be accessed securely, quickly and information collated correctly to make smart informed decisions based on accurate information compiled within infoRouter.

The user interface of infoRouter provides for a pleasant user experience which ensures user adoption, and eliminates costs related to training, as most people can learn this within 60 minutes.

WorkFlow Management

Workflow Management is a tightly integrated feature of infoRouter. The workflow management module will help you manage your documents and business processes more effectively than ever.

InfoRouter will allow you to create complex workflow scenarios to streamline your business processes from HR recruitment and hiring, to Estates and Facilities maintenance and records management. You will be able to automate a business process, where a generated document will be passed from one user to the other via email notifications and task assignments. Each

user(s) in the path of the defined workflow will be able to perform a variety of tasks such as review a document, edit attached documents, add attachments, fill forms, confirm tasks are completed and much more before passing the batch to the next person or persons in the path.

You can create recurring workflows to manage procedures subject to ISO Document Control or address regulatory compliance requirements where documents are passed around automatically and are reviewed by the defined users until the document is either rejected or approved.

All workflow steps and tasks are closely monitored and recorded for audit purposes. The audit logs may be quickly accessed and presented to the correct parties in cases such as e-discovery.

Users with appropriate access can track these documents and their current workflow status.

Web-based Distributed Authoring and Versioning (WebDAV)

WebDav is quickly becoming an industry standard for web authoring. It is a new Internet specification that extends the HTTP protocol.

InfoRouter Document Management System now includes a fully integrated WebDAV Server that allows users to bypass the infoRouter interface and collaboratively edit and manage files and documents on remote servers. Users will be able to upload new documents, view documents, drag-and-drop new documents and export documents simply by using the standard Windows File Explorer.

Users can directly open infoRouter documents from within the Windows File Explorer. With WebDAV compatible applications such as Microsoft's Word, you will be able to simply double-click on MS Word documents, make changes and hit the save button to directly save documents into infoRouter.

The infoRouter WebDAV Server is fully compliant with RFC 2518 as defined by WebDAV.org. For more information and useful information please visit the official WebDAV web site at WebDAV resources.

Using the infoRouter WebDAV server, content can be directly authored and edited by authorized users without having to use a specific interface. It eliminates the need to use outdated and somewhat complicated tools such as FTP.

ISO & Regulatory Compliance
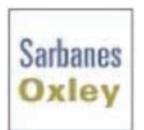
A critical factor in regulatory compliance is a centralized repository of electronic business records. InfoRouter provides this effective centralised compliant solution that helps streamline the capture, classification, retention, disposition and management of critical business records and documents.

Companies have to make significant changes to their IT infrastructures and business processes to comply with regulations such as:-

• The corporate governance Sarbanes-Oxley (SoX) Act

• Health Insurance Portability and Accountability Act (HIPAA)

• BS 10008:2008 and The Civil Evidence Act 1995

Archiving e-mail messages, protecting the confidentiality of sensitive electronic records, documenting financial transactions are no longer optional. An effective Records Management Software is essential.

InfoRouter Document & Records Management System is an integrated solution that allows organisations to create and manage a set of uniform models for retention, security, classification, search, retrieval and automatic notification and alerts for changing content.

In the ever-changing landscape of business where non-compliance may mean costly fines, sanctions, litigation and personal liability for corporate officers, infoRouter provides an effective regulatory compliant solution that helps stay compliant with the growing number of regulatory compliance initiatives and industry regulations.

By using infoRouter, you can manage your company's financial liability and litigation risk by effectively addressing the mandates imposed by the following:

- Managing of records related to financial and accounting information for compliance with the Sarbanes-Oxley Act (SOX) particularly with Section 404

- Industry regulations, such as ISO certification

- Regulatory compliance with mandates from governmental agencies such as Securities and Exchange Commission (SEC).

- Regulatory compliance with mandates from HIPAA.

- Compliance with Federal record-keeping laws and regulations. DoD 5015.2 Compliant Records Management.

- British Standard Institute BS 10008:2008 and the Civil Evidence Act 1995

- Managing of records related to civil litigation or government investigations.

- Managing of records related to Human Resources such as discrimination, wrongful termination, sexual harassment etc.

- Corporate Governance

- Banking Compliance

- Process of documenting and testing internal controls

- Document retention, document retrieval and audit trails and tracking of documents.

- Management of electronic patient records

Software Features
- DoD 5015.2 STD, Sarbanes Oxley, ISO Document Control, HIPAA and SEC compliant Records Management

- Integrated Web Portal System

- Electronic Forms

- Web based Online Document Library

- Workflow

- Smart Folder® Technology for Drop Box/Hotfolder

- Revision Control with Check In Check Out

- Document Retention, Archival & Disposition Rules

- Document Imaging, Scanning & OCR System integration

- Secure Document Storage & Archiving

- Multi-language interface for today's global economy

- Desktop integration with Microsoft® Office applications

- Track and store images of paper documents, work with Electronic Documents, Scanned Images, Audio, Video, Images, PDF files, all kinds of word processor files, and spreadsheets in their native format

- Document Profiling and Meta Tagging

- Hierarchy organisation with folders and file plans

- Full-text Indexing

- Subscriptions and e-mail notifications

- Document Categorisation and Saved Search

- Multi-layer Library, Folder and Document Security

- Audit trails for e-Discovery & regulatory compliance

- Records Storage, Records Retention & Records Destruction.

- WebDAV Server. Distributed Authoring and Versioning

- Web Services API application samples for custom development

Demonstrations and Evaluation of InfoRouter

Digital Process Limited can arrange for those interested in evaluating InfoRouter as a potential document management solution, to have access to a full demonstration copy, and then potentially even a full licensed evaluation copy to work with, allowing users to experience how easy it is to use and work with. Please get in touch and we can arrange this for you.

Existing Customers and Users of InfoRouter

Selection of screen shots