



# Enterprise Content Management Software-as-a-Service

- Physical & Digital Archiving
- Department Workflow Automation
- Instant Access to your Information
- No Hardware or Software Investment
- State-of-the-Art Security
- Online Back Up
- Disaster Recovery Planning
- Records Retention Management
- Immediate Organization
- Secure Shredding

# V-Cabinet Plus Back Office Solutions

In today's business environment, operating at optimal efficiency is paramount and the back office is certainly no exception. Using V-Cabinet Plus™ allows organizations to automate back office operations, reduce costs and create competitive advantage. With a strong record of accomplishment in the back office, organizations can:

- Reduce cycle times with automatic content-centric processing
- Ensure complete information and accuracy for improved vendor and customer relationships
- Integrate with other applications for simpler retrieval of documents
- Reduce storage costs with a central electronic repository
- Mitigate risk with automatic audit trails, document histories and records management

V-Cabinet Plus™ empowers organizations to manage and route documents throughout an organization electronically, regardless of location. Using **Workflow**, documents are delivered to users in accordance with established business rules, thus mimicking the existing paper-based processes. As a result of rules-based processing, the time spent performing low-value manual tasks involved with the physical filing and handling of paper is significantly reduced, freeing employees to spend time in functions that contribute more value to the business.

V-Cabinet Plus™ is a modular suite of ECM products that are primarily point-and-click configurable, allowing for rapid deployment, lower cost of ownership and simpler IT maintenance. V-Cabinet Plus™ can be first implemented in one department and then expanded to include an enterprise-wide vision that realizes maximum efficiency, value and return on investment. V-Cabinet Plus™ is available as Software-as-a-Service Solution via the web.

## Why FileBank's V-Cabinet Plus™ SaaS (Software-as-a-Service)?

**Cost Effectiveness** - Software-as-a-Service (SaaS) requires no upfront capital investment, and a hosted solution reduces or eliminates the costs associated with an onsite network. By taking advantage of the economies of scale, V-Cabinet Plus™ can offer this service at a lower cost than most in-house solutions with availability and security that are as good or better.

**Rapid Deployment** - Because the network infrastructure is already in place, a V-Cabinet Plus™ solution can be deployed more quickly than a traditional premises-based system. Users across the world can be using ECM technology to increase productivity and improve customer service in a matter of days, instead of the weeks or months required to deploy premises-based solutions. While the expansion of an in-house solution may be limited by infrastructure or the availability of IT resources, a V-Cabinet Plus™ solution is dynamic and scalable, able to grow as fast as an organization requires.

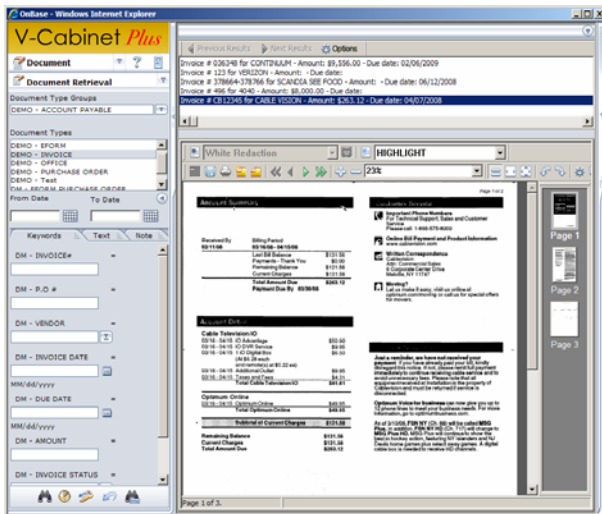
Call us today and let FileBank help you "Jump from Paper"  
1-800-625-7163 | [info@FileBankinc.com](mailto:info@FileBankinc.com) | [www.FileBankinc.com](http://www.FileBankinc.com)

# V-Cabinet Plus Back Office Solutions

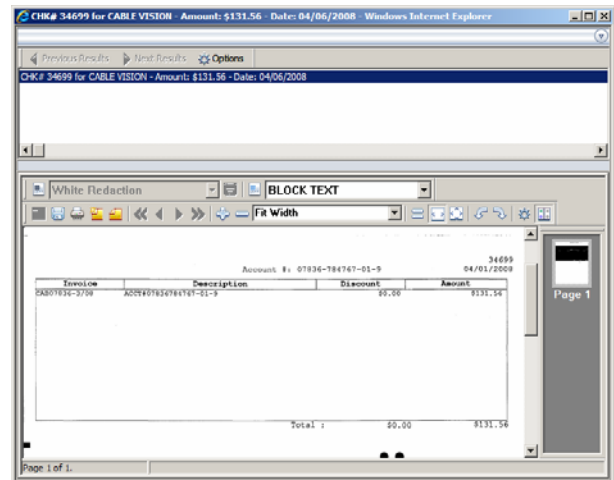
**Complements Existing Solutions** - V-Cabinet is designed to enhance an organization's technology investments, not displace them. In addition to dedicated integrations with a number of third-party solutions for e-mail, forms processing, report mining or other purposes, the V-Cabinet Plus Application Enabler supports point-and-click integration with line-of-business applications. By content enabling systems such as ERP, CRM or accounting, companies can automate indexing and allow users to retrieve documents from the applications with which they are already familiar.

**Phenomenal Customer Service** - FileBank's commitment to customer delight ensures timely professional response to all customer questions or concerns.

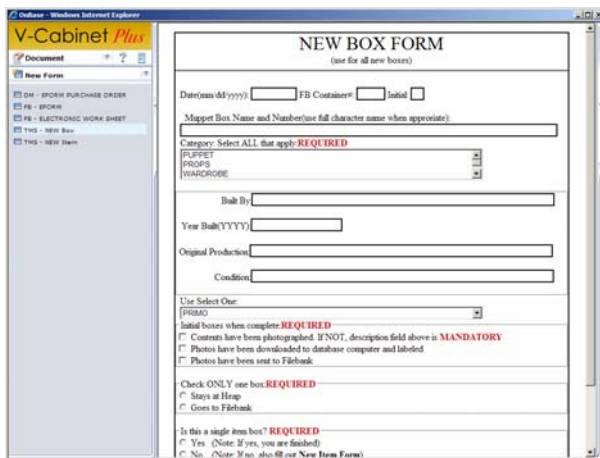
## Screenshots



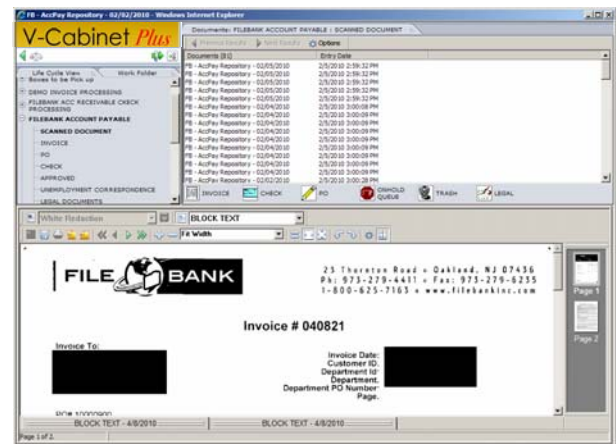
Document Retrieval



Documents Cross-Reference



E-forms



Workflow

Call us today and let FileBank help you "Jump from Paper"  
1-800-625-7163 | info@FileBankinc.com | www.FileBankinc.com

# V-Cabinet Plus Back Office Solutions

	Included
V-Cabinet License Fee (1)	✓
V-Cabinet User Licenses (1)	✓
<b>V-Cabinet Workflow License (1)</b> FileBank's V-Cabinet plus workflow module facilitates the flow of information throughout the organization for actions, such as notification, review and approval, to be taken by the appropriate people. Accounting/Accounts Receivable departments can streamline the processing of Purchase orders, invoices, receipts, contracts, checks, and any related document to effectively eliminate wasted time facilitating manual processes. <b>SAVE 60% by increasing productivity.</b>	✓
<b>Disconnected Scanner Licenses (1)</b> You scan the documents and we store them. Documents are routed and available instantly.	✓
<b>Workflow Configuration (1)</b>	✓
<b>Customized E-forms (10)</b> Turn any paper form or document into an electronic form with custom fields and automatically archive them for future retrieval, hence, reducing the quantity of upfront paper in the office environment needing to be managed and stored. In fact, by implementing e-forms you can reduce your paper storage needs by up to <b>40% and go Green!</b>	✓
<b>Application Enabler (1)</b> FileBank will integrate/interface with your ERP (enterprise resource planning) systems, accounting systems, vertical industry software packages and other line of-business applications. You will eliminate time wasted on finding old related documents when working in your existing critical enterprise applications.	✓
<b>Online Backup set up</b> Disaster Recovery Contingency Planning is critical to all organizations business continuity plans. Data loss from unforeseen risks can cripple a company immediately. FileBank Online Backup solve the problem, each evening or every hour if you choose (client set schedule), FileBank utilizes a secure internet connection to backup incremental data only. Individual files or all your data can be restore online.	✓
<b>Scanner (1)</b>	✓
<b>Training 4 Hours</b>	✓

**\$2,500 a month per department**

**60% increase in efficiency**

Call us today and let FileBank help you "Jump from Paper"

1-800-625-7163 | info@FileBankinc.com | www.FileBankinc.com

# Additional ECM Services

Features	Benefits
<p><b>FileOrganize™</b> Pack, barcode, organize and retention process.</p> <p>One time: \$14 per CF</p>	<ul style="list-style-type: none"><li>• Save time by determining which records are obsolete by assigning retention schedules dates.</li><li>• Gain detailed information on types of records.</li></ul>
<p><b>FileBox™</b> Our Records Storage Service is a flexible program that can be tailor-made to suit each customer's unique needs.</p> <p>One time: \$5.50 per CF - Monthly: \$0.38 per CF</p>	<ul style="list-style-type: none"><li>• Reduces the cost of storing / managing records.</li><li>• Free up valuable office space or storage space that can be put to more productive use.</li><li>• Access to your records 24/7 via V-Cabinet Plus™ (secure web client portal).</li></ul>
<p><b>FileRequest™</b> File level indexing, all files are indexed by specific keywords based on customer instructions.</p> <p>One time: \$1.50 per file - Monthly: \$0.03 per file</p>	<ul style="list-style-type: none"><li>• Find your files instantly 24/7 via V-Cabinet Plus™ (secure web client portal).</li><li>• Request files to Scan-on-Demand.</li></ul>
<p><b>FileCapture™</b> Scan your most active files into a digital format and make them available instantly to you through our V-Cabinet Plus™ (secure web client portal)</p> <p>One time: \$260 per box (1.2 cf) - Monthly: \$0.03-0.15 per MB</p>	<ul style="list-style-type: none"><li>• Find, view, share, collaborate your files instantly 24/7 via V-Cabinet Plus™ (secure web client portal).</li><li>• Print and email files instantly, saving time with correspondence and increasing productivity.</li></ul>
<p><b>FileTrack-N-Shred™</b> Secure shredding Services: On-site, Off-site, Scheduled or On-demand.</p> <p>\$5.90 per minute</p>	<ul style="list-style-type: none"><li>• Stay in compliance with local, state and federal laws.</li><li>• Don't waste money in storing obsolete records.</li><li>• Certificate of Destruction.</li></ul>
<p><b>FileRetention™</b> Retention schedule process to be in compliance with local, state and federal laws.</p>	<ul style="list-style-type: none"><li>• No manual labor associated with determining expired records.</li><li>• Convenient monthly destruction report ensures accurate management.</li></ul>

Call us today and let FileBank help you "Jump from Paper"  
1-800-625-7163 | [info@FileBankinc.com](mailto:info@FileBankinc.com) | [www.FileBankinc.com](http://www.FileBankinc.com)

# Additional ECM Services

Features	Benefits
<p><b>FileBacker™</b> Automated online backup.</p> <p>One time: \$155 per server - Monthly: \$1 per GB</p>	<ul style="list-style-type: none"><li>• Online Backup.</li><li>• Online Data Restoration.</li><li>• Disaster recovery readiness and contingency planning.</li></ul>
<p><b>FileMediaRotation™</b> Our data vault storage division manages computer media, microfilm, microfiche, tape libraries and other valuable records as if they were our own. We provide the proper data record management and storage solutions including strict maintenance of temperature, relative humidity, fire ratings and suppression systems.</p> <p>One time: \$40 per pick up Monthly: \$0.25 per tape</p>	<ul style="list-style-type: none"><li>• Simple or complex tape rotation schedules services.</li><li>• Your backup tapes are always secure.</li></ul>
<p><b>FileAnalytics™</b> Specific analytics for Government, Education, Financial, Retail and Non-Profit Organizations. Because FileAnalytics™ operates entirely in our server it can combine data from any number of sources with high performance, regardless how those sources perform on their own. This provides the fastest way to gain insight into how different parts of a business relate. FileAnalytics™ achieves this by associating data into memory from any source.</p>	<ul style="list-style-type: none"><li>• Rapid deployment or speed to deployment.</li><li>• Low Total Cost of Hosting.</li><li>• Simple to use.</li><li>• FileAnalytics™ pulls data from almost any data source and visualizes the data in one aggregated Dashboard.</li></ul>

Call us today and let FileBank help you "Jump from Paper"  
1-800-625-7163 | [info@FileBankinc.com](mailto:info@FileBankinc.com) | [www.FileBankinc.com](http://www.FileBankinc.com)

# What customers say about us...

**“FileBank saved us \$1,300,000 in the first year...”**

Adel Ayad, CFO Good Shepherds Services NYC

**“FileBank has demonstrated an ability for improvement in our school system...”**

Pete Massieu, Facilities Manager, Newark Public Schools

**“Their Attention to service, reliability and response time has been excellent...”**

Karen Perkins, Business Administrator/Board Secretary, Clifton Public Schools

**“FileBank's system is fast, efficient, easy to work and I love them...”**

Judy Piscatowski, Construction Department, Township of Belleville

Call us today and let FileBank help you "Jump from Paper"  
1-800-625-7163 | [info@FileBankinc.com](mailto:info@FileBankinc.com) | [www.FileBankinc.com](http://www.FileBankinc.com)

# About FileBank



FileBank Inc., established in 1987, is an Enterprise Content Management Company (ECM). FileBank is committed to delivering services that exceed expectations, out-of-the-box creativity, and sophisticated computer-based solutions. Customer driven, we provide world-class ECM solutions that are deployable at both the departmental and enterprise levels. In this way, FileBank streamlines operations, reduces costs, supports compliance initiatives and shares information with employees, partners and customers. For these, and so many other reasons, we are the choice of Fortune 500 companies, major Fortune 100 financial institutions, governmental, municipal and educational institutions, outstanding national arts and cultural organizations, and numerous local and regional medical providers, legal and real estate firms.



In 2006 FileBank's Imaging process became DARM certified. Since then FileBank had helped his customers through the DARM certification process.



2007, 2008, 2009 & 2010  
Educational Data  
Services State Contract



FileBank's new building was built in 2003 under the strict guidelines of the American National Standards Institute which represents over 125,000 business in the United States.

They ensure proper compliance of code and laws for the preservation of environmental, health, and safety issues.



**ISO 9001-2000 Certification**  
International Organization for Standardization. Strict Annual audits on quality procedures. Only 1% of Archive companies in the US are ISO certified.



**Rutgers University CCEE Accredited - Classroom**  
FileBank is one of only 2 state certified teaching facilities for Municipal Clerk continuing education classes.



23 Thornton Rd | Oakland | New Jersey | 07436  
P 800-625-7163 | F 973-279-6235  
info@FileBankinc.com | www.FileBankinc.com