FILE BANK

ENTERPRISE CONTENT MANAGEMENT

WE CAN MANAGE YOUR PHYSICAL AND DIGITAL INFORMATION

"SIMPLY...PAPERLESS"

Replace Slow And Cumbersome With Productivity And Increased Efficiencies

Organizations today remain at the mercy of paper-based systems, despite available technologies to reduce paper usage, if not remove it, completely.

Statistics tell us that only 18% of companies can be considered truly paperless. Organizations that use paper outgrow storage space. And, paper document sharing across multiple locations and departments is slow and cumbersome. Manually filing and retrieving information is not cost-effective for your organization. These "manual" systems impede productivity, reduce operational efficiencies, pose serious security risks, and cost companies money — and a lot of it.

Read on to find out how FileBank can help your organization become paperless in less than 90 days.

Document Management: Key Technology For Harnessing Your Digital Content

As the value of data continues to grow, companies that fail to fully leverage their own digital content will lag behind their more savvy competitors.

Your organization needs a real solution that integrates with your existing enterprise resource planning (ERP) application without expensive, custom coding that provides scalability across your entire organization.

When you make the wise move to work with FileBank's V-Cabinet® (Virtual Cabinet), your organization utilizes a revolutionary tool: FileBank's Enterprise Content Management (ECM) solution. V-Cabinet® is your one-stop solution for all of your departments: administration, accounts payable, human resources, student services, construction, tax collections, sales, marketing, finance, legal, operations and more.

Once your V-Cabinet® ECM solution is implemented, your organization will eliminate paper and improve efficiencies and productivity.

The FileBank Solution

FileBank's ECM (Enterprise Content Management) Workflow is an electronic document routing system that processes work more efficiently, quickly and accurately than traditional, manual paper processing. Workflow streamlines business processes, and is designed to accommodate needed change quickly.

FileBank, a leading firm in the ECM space, offers full-cycle document management and an electronic document management system:

- **Jump to Digital®** — scan, auto index, audit, retrieve, archive

- **E-Forms** - turn your paper forms into digital information

- **Custom-built** paperless workflow automation capabilities

- **P-Cabinet™ -** Secure web-based records management application

- **Physical Document Management** - File Organize™, FileBox™, InstantAccess™

- **FileTrack-N-Shred™—**Secure destruction and shredding solutions for documents and storage media that follow industry-mandated destruction schedules

- **Physical Document Storage**—in FileBank's 600,000 cubic foot archive center known as The Vault®

- **FileCapture™**—Advanced yet simplified document capture services with OCR capabilities

- **FileRetention™**—Retention schedule monitoring for compliance with local, state, and federal laws

- **Retention and privacy** solutions for information governance.

- **Secure compliance** meeting HIPAA, FERPA, OSHA, SEC, SOC2 guidelines.

- **Dynamic search engine** using metadata and tagging offering simple data retrieval.

- **Integrated training** and customer support.

Document Management Systems Market - Growth, Trends, and Forecast

The worldwide market value for document management software was $4.89 billion in 2019. Come 2025, the value is projected to reach $10.17 billion by a 2020 study. This is a 107.98% growth in the span of a half-decade. This is a testament to the growing demand for going digital. Source: Globenewswire.com News Release

About FileBank

Established in 1987, FileBank Inc., is an Enterprise Content Management Solution Provider (ECM), committed to delivering services that exceed expectations, out-of-the-box creativity and sophisticated and advanced technology solutions.

What sets us apart is our focus on transforming offices into digital workplaces by integrating IT and digital document management, deployable at the departmental and enterprise levels of an organization.

When you choose FileBank, you are guaranteed to work with the best in streamlining your operation, providing cost and time efficiency, supporting compliance initiatives, and providing scalability and cross-operation accessibility for all of your documents.

A major advantage is the use of web-based enterprise content management services, and the inclusion of this technology makes our solutions cutting edge.

For these, and so many other reasons, FileBank is the choice of Fortune 500 and major Fortune 100 financial institutions, government and municipal agencies, national arts and cultural organizations, numerous local and regional healthcare providers, K-12 and higher education, legal and real estate firms.