



**DON'T JUST MANAGE
YOUR DOCUMENTS...**

Mobilise Them!

A simple, secure way to transform how you control your documents across the Internet and in your office

As modern business becomes global, it is vital that your information keeps up with you. infoRouter from DocuFlow makes that easier than ever, allowing you unprecedented freedom, simplicity, flexibility and security to work on your documents from any location in the world.

Any authorised person—your customers, vendors, partners or employees - can create, view, edit, share, and control your documents safely and securely anytime and anywhere in the world. infoRouter provides innovative solutions that completely change the way you look at Enterprise Document, Content and Records Management



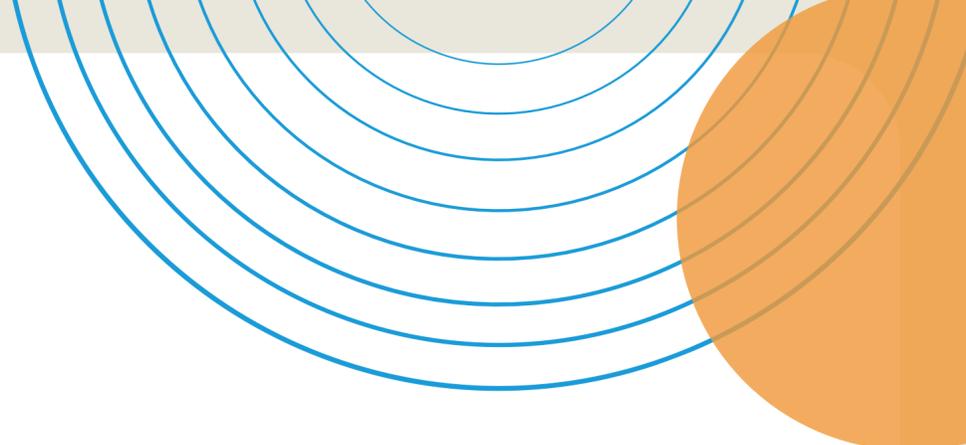


FEATURES AT A GLANCE...

- Intuitive, Easy to use interface
- Quick Access to all your information
- Content & Meta Search with Full-text indexing
- Configurable Saved Search Screens
- Check In-Check Out Control
- Thumbnail views for image intensive folders
- Advanced Version Control with Major, Minor, Revision functionality
- Email Alerts and Change Notifications
- Audit trails
- Smart Folders-Define & Enforce Folder Rules
- Configuration Management
- Native Format publishing (No Conversions)
- Standard Web browser access from anywhere
- User managed, self service environment
- Remote authoring, editing and management
- Document Associations
- Custom document properties (Meta data)
- Multiple Uploads and Downloads
- Document based Workflow
- User Maintained & Managed work areas.
- Instant Document Recovery - Recycle Bin
- ISO Document Control & Review Mechanism
- HTML & PDF Forms Management
- High Volume Document Capture Tools
- Template-driven Content Management
- Records Management
- Retention, Archival & Disposition Schedules

FEATURES AT A GLANCE...

- Regulatory Compliance Tools & Audit Trails for
 - DoD 5015.2 Compliance
 - Sarbanes Oxley Act.
 - SEC & HIPAA Compliance
 - Life Sciences: 21 CFR Part 11
- ISO Document Control
- Easy to Manage & Administer
- Remote Administration
- Integration into In-house applications via the infoRouter Web Services API
- Web Services API for custom development & Open Source Application Samples
- High-performance load balancing
- Multi Server-Distributed Architecture
- HTTPS-SSL Encryption
- Flexible & powerful security features
 - Customizable Security Profiles and Rules
 - Library, Folder & Document Level Security
 - Secure & isolated work areas.
- Easy Recovery, Archive & Purge tool
- WebDAV Interface
- infoRouter Scan Station
 - Automatic document import with Watched Folders (hot folder) technology.
 - PDF/A Compliant TIFF to PDF Conversion
 - HTML to PDF Conversion
- Full MS Office Integration
- Email Storage & Archiving
 - Email Account Monitoring with Email Scanner
 - Automatic LDAP User Synchronization



Meta Search

This advanced tool allows users to specify custom document property information to find documents and folders easily and quickly. Define as many custom property sets as you wish. The search screens are automatically re-configured to reflect all defined custom property prompts.

Imagine being able to search for invoices from a vendor that exceed a certain amount and finding them within seconds!

Custom Properties (META Data)

infoRouter also allows you to create custom document properties. These custom properties can be used to collect additional Meta information that supports the document itself. You may search for documents based on these custom properties and categorize your information effectively. infoRouter will prompt for the appropriate information when a property is chosen. Let infoRouter adapt to the way you work, not the other way around!

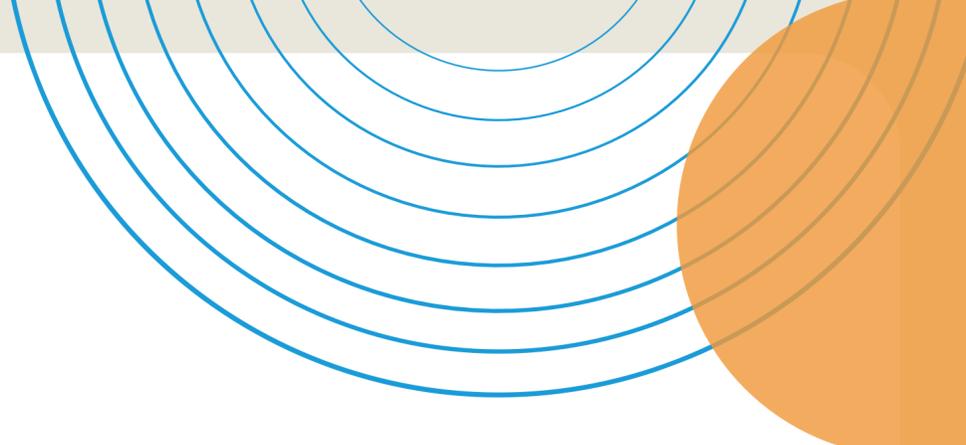
Fully Integrated - Rich Toolset

infoRouter is fully integrated with the tools you work with every day. We also provide a rich toolset to perform your day-to-day operations.

infoRouter MS Office® Add-in

The MS Office® Add-in provides a simple way to access, edit and publish your documents in infoRouter.

Push your MS Outlook® email transactions into infoRouter with just a click of a button. Turn these important business records into shared resources. When searched, infoRouter will even find e-mails that have attachments containing the search keywords or phrases.



infoRouter Scan Station

infoRouter Scan Station allows you to work with any industry-standard scanner and OCR tool to turn paper documents into digital assets. Built-in integration with Kyocera®, HP DSS® and Kofax Ascent Capture®. You may specify custom properties, apply notes and route scanned images in PDF format to special folders and workflows.

infoRouter Hot Folders

Let the infoRouter Hot Folders tool watch file system folders for new documents created by other systems such as report pools and fax servers. The hot folders tool will automatically import them into infoRouter folders. It can even read XML Meta data and convert images to PDF during the import.

infoRouter E-mail Scanner

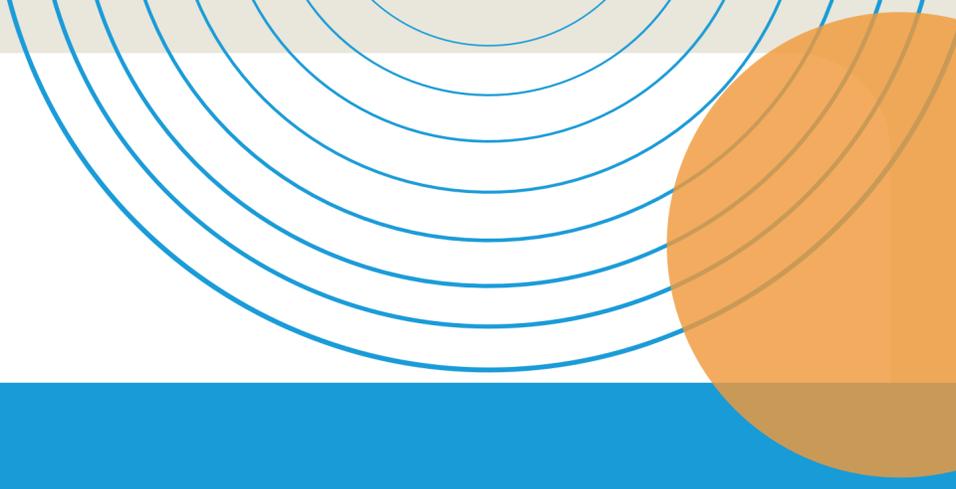
infoRouter E-mail Scanner listens to multiple e-mail accounts to push incoming e-mails into infoRouter folders. Be sure to receive and share important e-mails with authorized users. Avoid embarrassing issues arising from e-mails coming into unwatched e-mail accounts

infoRouter LDAP Authentication & Synchronization

In addition to the built-in infoRouter user authentication system, you can also use the LDAP authentication system which can authenticate users against multiple LDAP servers. The synchronization service can keep your LDAP users in sync with infoRouter.

Fully Integrated - Rich Toolset

The Web Services API allows you to develop applications that work seamlessly with infoRouter. You can connect your in-house applications to infoRouter by writing industry standard .NET or Java code. The choice is yours. Many of our customers have hooked into the power of infoRouter from their applications giving them the power of industrial document, records and content management capabilities



Management guidelines

Quickly find who has accessed a document (down to the version level). Quickly determine changes to security and identify users who have applied changes to security, Meta data and document content.

Never lose a document ever again.

Quickly find who has accessed a document (down to the version level). Quickly determine changes to security and identify users who have applied changes to security, Meta data and document content.

Configuration Management, Control & Security

InfoRouter gives you controlled access to documents and folders at unprecedented levels.

The flexible and powerful security tools that can be utilized to safeguard your valuable information.

Individuals or groups can be empowered to manage their own environments including folder and document security. With just a few clicks, you can control folder operations by setting rules on the “Smart Folders” of infoRouter. You can even control the types of documents in a given folder

Low Cost of Ownership & Rapid ROI

This powerful and affordable solution also offers flexible licensing that allows you to add licenses as you need them. You can immediately install and deploy infoRouter at your own location and start taking advantage of a web based system as a cost effective document and information delivery mechanism.

The minimal administration requirements and instant user acceptance will make infoRouter an instant success. Be sure to examine the infoRouter ROI (return on Investment) worksheet to calculate your savings by deploying infoRouter in your organization.

Powerful and Scalable

The distributed architecture of infoRouter allows you to install the different components of infoRouter across multiple servers to achieve load balancing for high traffic use.

Easy Implementation & Administration

infoRouter is a server-side application that can be installed on any Windows based serverclass machine at your own location.

Users access inforouter through standard web browsers so there are no client-side components to install. The optional MS Office Add-in tool can be deployed through Group Policy.

All administrative functions of infoRouter can also be performed from the same web browser interface.

Based on Open Technologies

infoRouter is based on proven open technologies. You are in total control of your environment. There are no complicated proprietary components to install and manage.

Your documents are safely stored on the file system (in their native format) on drives that are not mapped, so the issue of un-authorized access is eliminated.

infoRouter E-mail Scanner

infoRouter E-mail Scanner listens to multiple e-mail accounts to push incoming e-mails into inforouter folders. Be sure to receive and share important e-mails with authorized users. Avoid embarrassing issues arising from e-mails coming into unwatched e-mail accounts

SYSTEM REQUIREMENTS...

32-bit or 64-bit processor w/ 32GB of RAM or higher

500 MB of disk space*

Windows 2008, 2012, 2016 or 2019 Server

Microsoft Internet Information Server (IIS) 7.5 or higher

ASP.NET Enabled Application Server Configuration .

NET Framework V4.5

Database Management System Options

MS SQL Server 200x or higher

or Oracle 10i or higher

or MySQL 5.0x or higher

Browser options

Internet Explorer 11 or higher or

Edge, Chrome, Safari and Firefox

browsers that support HTML5



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