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OpenText File360

Streamline business with robust document and record management

Improve Time to Value with rapid deployment

Ensure regulatory compliance with powerful document management security

Leverage **flexible document entry** options

Gain fast and efficient access and sharing capabilities

Competitive organizations are looking for ways to regain control of the critical documents and data that drive business. However, choosing a document management system that best fits an organization is extremely challenging in today's ever-changing business environment.

OpenText™ File360 helps organizations meet this challenge. File360 is a powerful, intuitive and scalable document management system that enables organizations of any size to rapidly enter, store, share and protect critical business documents, regardless of the application used to create them. It supports the entire spectrum of unstructured content and data, including scanned pages, faxes, files and multimedia objects.

Improve Time to Value with rapid deployment

File360 is designed to enable organizations to rapidly implement an environment for immediate data sharing and access. The embedded point-and-click application generator allows the system to be deployed without any programming, dramatically lowering the total cost of implementation and administration for each deployment in the network.

The modular design allows users to install only the features they need today, while ensuring that additional capabilities can be easily added in the future. File360's APIs and web services also allow users to integrate document management functions directly into business and workflow applications.

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Ensure regulatory compliance with powerful document management security

Security and privacy are watch words for businesses today, especially given the renewed focus on industry and governmental regulations, such as GDPR, HIPAA, SEC, SOX, ISO, etc. File360 provides a number of security features while still ensuring instant access to the information users need from any location.

It provides the capability to control access to the system's functions, as well as extensive application, document and field level security. Advanced security is also available for an organization's most sensitive documents. File360 can leverage Active Directory for users requiring a more streamlined authentication approach, further increasing return on investment by reducing the administration of the File360 system.

Leverage flexible document entry options

File360 provides multiple options for adding documents to an organization's system and is designed to seamlessly interface with its own or other capture sub-systems. Desktop support allows files to be directed from file explorer with the "send to" or drag and drop functionality and offers desktop scanning of a source document. Also, Microsoft® Outlook add-in documents can be manually or automatically entered into File360. As a result, documents are transformed into accurate, retrievable information that can be delivered into business applications and databases.

Gain fast and efficient access and sharing capabilities

File360 includes an easy-to-use interface that provides quick access to documents, regardless of storage repository. Users have the capability to organize retrieved documents and have them printed, faxed or emailed. Documents can be routed as an internal folder or delivered as an external folder that is a self-contained imaging system. File360's versioning allows for easy changes to the content of a file, while still retaining a history of its previous versions. A separate, secure versioning function allows files to be added and subtracted from the document file set.
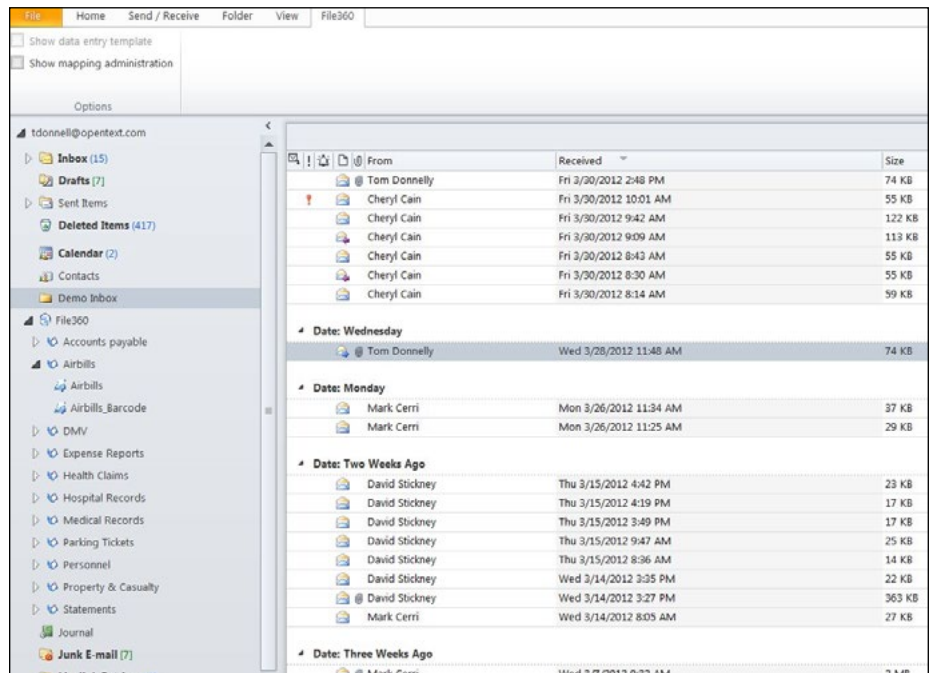
File360 provides a trusted information foundation for organizations of any size— from a small network to a large enterprise. It enables organizations to regain control of critical information, improve the quality of business decisions and increase operational and process efficiency. Use-cases include medical records, customer files, legal files, insurance claim files, personnel records, court records, land and property files, Accounts Payable and Human Resources.

Product features

- Desktop or web client empowers users

- Support simple applications to complex, multi-department solutions

- Manage and track the life of documents

- Ensure the confidentiality and integrity of data

- Comply with industry, state or federal regulatory standards

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OpenText File360 has an easy-to-use interface that provides quick access to documents regardless of their storage repository.

About OpenText

OpenText, The Information Company, enables organizations to gain insight through market leading information management solutions, on-premises or in the cloud. For more information about OpenText (NASDAQ: OTEX, TSX: OTEX) visit: **opentext.com**.

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