

# Solgenia® **Freedoc**

Share information assets, maximize productivity





## KEY BUSINESS BENEFITS

- Establishes an advanced collaborative platform with minimal administrative overhead
- Increases individual and work group productivity through ready access to relevant information
- Enhances collaboration to reduce workplace inefficiencies and accelerate time-to-completion
- Automates business processes to decrease operating costs and make organizations more responsive
- Reduces data storage requirements and costs
- Deepens relationships with colleagues, customers, suppliers and partners by sharing information resources and opening business processes
- Reduces the time and cost of internal and external document distribution
- Ensures document integrity and retention required for regulatory compliance and 'total quality' best practices
- Consolidates key information assets to improve company-wide decision-making
- Facilitates an organization's migration to a 'paperless office'

## Solgenia® **Freedoc**

### Enterprise Content & Business Process Management

Explosive data growth coupled with years of decentralized IT management practices have allowed customers' storage environments to grow out of control. They have evolved into expensive, complex systems with fragmented, inefficient management processes.

Information growth is now estimated at 64% annually and as much as 85% of that content is unstructured data – that is, data residing outside of a database. As a result, employees can spend 30% of their time looking for information required to do their jobs.

There are key challenges stemming from the information retention side also. Organizations are mandated to keep information longer, to comply with regulations or industry best practices, and protect that information so that it is not inadvertently deleted, modified or disclosed. As most organizations are discovering, finding better ways to successfully manage information is a new business imperative.

Solgenia® **Freedoc** is a complete enterprise content and business process management solution that helps organizations effectively store and manage information over its lifecycle.

The Freedoc software suite provides a centralized, optimized environment for managing information, including document storage, check-out/check-in, version control, search, security, publication and archival. Freedoc's innovative collaboration tools enable users to aggregate, organize and distribute valuable content, making it accessible to others with different applications and business processes. Once information assets are universally accessible, individual and group productivity increases while operating costs decrease.

Freedoc offers a rich feature set to streamline information flows within your organization and with customers, suppliers and other third parties. Its speed and simplicity for information collection, storage and distribution provides users with up-to-date, contextualized information for their specific needs.

Freedoc's tools for designing and implementing workflows automate business processes to increase efficiencies and reduce operating costs.





## SOLUTION MODULES



### Solgenia® Freedoc DOCUMENT MANAGEMENT

Provides a central, shared repository for information assets, combined with sophisticated document management features – check-out/check-in, version control, search, permissions, publication and archival. Local and remote users can share content easily through Freedoc’s web portal and keep track of document usage and modifications with an audit log. Advanced IVR technology enables users to navigate content just by speaking. The solution also includes a comprehensive workflow for authoring web content in a distributed, collaborative environment.



### Solgenia® Freedoc SOCIAL COLLABORATION

A centrally accessible web portal to publish and organize company information, enabling local and remote users to easily share knowledge with colleagues.



### Solgenia® Freedoc MOBILE COLLABORATION

Allows users to access business documents from smartphones and tablets, while ensuring synchronization with the central repository.



### Solgenia® Freedoc BUSINESS WORKFLOW

A powerful application for designing and implementing business processes and internal workflows, enabling a systemic approach to improving business processes through the integration of IT and management methodologies.

## Solgenia® Freedoc

Share information, streamline workflows, maximize productivity

### FEATURES & BENEFITS

#### Central, shared repository of information assets

- Enhances collaboration and productivity
- Ensures your valuable information assets are not lost or forgotten over time

#### Complete document lifecycle management

- Manages all stages of the document lifecycle – creation, search, inspection, modification, approval, updating, printing, web publishing and distribution
- Partially or completely automates the document management process, adjusting the document ‘path’ and the users that can perform operations on or with the information

#### Flexible, custom workflows

- Enables organizations to define explicit roles and responsibilities within the workflow, to address specific business processes and sets of tasks
- Decisions are always based on the latest data set
- Supports organizations with rigorous or loosely structured document management procedures
- Manages the document lifecycle in accordance with industry requirements or business culture

#### Full traceability of tasks for efficient workflow management

- Allows managers to constantly monitor progress, test the workload of individual users and identify bottlenecks
- Reduces wait times, increases operator productivity and lowers operating costs

#### Broad document support

- Stores and manages documents of all kinds:
  - Electronic documents in native format (text files, Microsoft Office documents, emails, faxes, images, video files)
  - Scanned documents
  - Documents from a print spooler
- Compatible with a wide variety of scanners, multifunction printers, digital copiers and fax servers

#### Email event notifications keep information flowing

- Alerts users to the availability of new content, document modifications, completed tasks and required operations (e.g. an approval)

#### Sophisticated tools to delegate web site updates

- Electronic templates enable users to quickly and independently enter text and graphics – they do not require programming or web development skills
- Automatically formats content in accordance with predefined standards
- Content ‘Auditors’ approve or reject proposed content prior to publication, and define its period of validity

#### Web application accessible through a network portal

- Maximizes accessibility for all users

#### Access to reports is governed by security policies defined by management

- Ensures confidential information is compartmentalized with limited distribution



## ADVANTAGES OF THE 'PAPERLESS OFFICE'

Solgenia® **Freedoc** supports an organization's migration to a 'paperless office'. The benefits from eliminating/reducing paper-based business processes include a significant reduction in the effort, cost and risk of damage associated with the manual indexing and physical storage of large volumes of paper. There is an obvious environmental benefit to reducing paper consumption as well.



Fig. 1 Easily share knowledge and collaborate with colleagues through a centrally accessible content repository - locally or remotely.



Fig. 2 Design and implement business processes and internal workflows quickly and easily with familiar tools and icons.



Fig. 3 Access business documents from smartphones and tablets while synchronizing with the central repository.

## Solgenia® **Freedoc**

Share information, streamline workflows, maximize productivity

### FEATURES & BENEFITS

#### Integration with Microsoft® Office

- Simplifies information sharing and archiving
- 'One-Click Publishing' enables users to quickly save and retrieve workflow documents within Office applications
- Users can archive e-mails with attachments – emails are indexed automatically by importing key properties as metadata
- Saved documents can be converted into PDF format automatically – conversion does not require third party software

#### Rapid deployment and site provisioning

- Reduces administrative start-up costs
- Scales easily and cost-effectively to meet growing business needs

#### Familiar, intuitive interface gets users up and working quickly

- Web-based application provides all users with easy access to the document repository
- Reduces requirements for end user training and support, and ultimately increases ROI

#### Sophisticated controls secure company information assets

- Administrators can set top-down policies for access control, document integrity and content recovery
- Role-based user profiles and user authentication define and control access to different content
- Stakeholders are provided secure access only to the information that's of interest to them
- User profiles establish document 'privileges' (e.g. read-only, read/write, limited distribution)
- Granular access control and database encryption ensure that sensitive information remains confidential
- Access can be 'permissioned' at the document level if required

#### Control measures ensure integrity of content required for regulatory compliance

- Provides a number of features to ensure the integrity of documents stored within the repository:
  - Access control for folders and documents
  - Document checkout before editing
  - Full tracking of inbound and outbound documents
  - Revision history log
  - Version control that allows document managers to see different versions, review changes, and revert to a previous version (if required), to ensure that information is never overwritten or deleted
  - Digital signatures and time stamps certify document integrity, authenticity and provide a means of non-repudiation
  - Archived documents can be converted to PDF format for a further guarantee of integrity
- Document integrity is a requirement for compliance with many government and industry regulations

#### Available both as licensed software and as a hosted solution

- Customers can choose the purchase model that best suits their business needs and budget



### **For More Information**

Please contact your Solgenia representative or Authorized Reseller.

*Solgenia S.p.A.*  
Via Sandro Pertini, 87  
Loc. Madonna di Lugo  
06049 Spoleto (PG)  
ITALY

Numero verde: 800.575.565  
Contact Center: +39 0743 221820

*Solgenia, USA, Inc.*  
991 US Highway 22, Suite 200  
Bridgewater, NJ 08807  
USA

*Solgenia Canada Inc.*  
905-5915 Airport Road  
Mississauga, ON L4V 1T1  
CANADA

Toll-Free: +1 866 436 3278  
Fax: +1 289 247 2810

**[solgenia.com](http://solgenia.com)**

© 2012 Solgenia, USA, Inc. All rights reserved.

Solgenia®, Facsys™, Freedoc for Facsys™, emFAST™ and Fax Enable Your World® are registered and licensed trademarks of Solgenia, USA, Inc. Solgenia SE7EN the genial ERP™. Solgenia Analysis™, PROJ™, Genial Box™, and Powua™ are registered trademarks of Solgenia SpA. All other registered and unregistered Trademarks, Service Marks and Logos herein are the sole property of their respective owners.

Portions include technology used under license from Catch Curve, Inc. (United States Patents No. 4,994,926, No. 5,291,302, No. 5,459,584, No. 6,643,034, No. 6,785,021, No. 7,202,978, and Canadian Patents No. 1329352 and No. 2101327) and Dynamic Depth, Inc. (United States Patent Number 5,461,488) and are copyrighted.

The Trademarks, Service Marks and Logos used and displayed in this communication are registered and unregistered Trademarks of Solgenia and others. Nothing in this brochure should be construed as granting, by implication, estoppel or otherwise, any license or right to use any Trademark displayed in this brochure, without the prior written consent from the Trademark owner. Solgenia aggressively enforces its intellectual property rights to the fullest extent of the law. The name of Solgenia, the Solgenia Logo or the other Solgenia formatives may not be used in any way, including in advertising or publicity pertaining to distribution of materials, without prior, written permission from Solgenia. Solgenia prohibits use of the Solgenia Logo as part of a link to or from any site unless establishment of such a link is approved in advance by Solgenia in writing. Fair use of Solgenia Trademarks requires proper acknowledgement. Other product and company names mentioned may be the Trademarks of their respective owners.

Bridge the gap between personal and professional digital experience. Solgenia is a leading Cloud enabling company that assists organizations in accelerating business benefits to increase productivity, reduce costs, and deliver more value to their respective customers.

As a Cloud enabler, Solgenia is specialized in providing Platform Infrastructure, Business and Collaboration Apps for the Cloud Ecosystem. Solgenia engages with Cloud Application Providers, Cloud Service Providers, Cloud Brokers, and Cloud Customers/Users to establish and enrich their business Cloud experience.

The company has a direct presence in USA, Canada, Italy and Mexico and maintains a reseller network of more than 400 partners all over the world. Solgenia has a total revenue of USD\$90 million, employs approximately 850 employees, and serves more than 5,000 customers.