FILE BANK

ENTERPRISE CONTENT MANAGEMENT

At FileBank we are always trying to push our services and technology to the next level.
Our features promise to increase your business productivity, Organization, and Efficiency.
Manage all of your Documents in One Place.

SCAN

Keep your scanned documents and paper documents totally organized

LINE-OF-BUSINESS CONNECTIVITY

FileBank will connect to company's LOB

SECURITY & COMPLIANCE

All your documents are always secure and backed up

AUTO-INDEXING

Scanned documents will be indexed and categorized automatically

ORGANIZATION

Every word in every document is easily searchable, so you can find anything in seconds

SEARCH & OCR

All scanned documents are converted into searchable text

ACCESS

Keep your scanned documents and paper documents totally organized

DEPARTMENT CUSTOMIZATION

Jump to Digital understands your department hierarchy

DRAG &DROP

Simply drop in any type of File or image and Jump to Digital will archive it for you

E-FORMS

Turn your paper forms into electronic information

Jump TO DIGITAL ™

WORKFLOW

Route your documents electronically for easy approval

Physical Document Management

Services	Benefits
FileOrganize™ Pack, barcode, label and organize	• Files/boxes fully organized • Gain detailed information on types of records
FileBox™ Our Records Storage Service is a flexible program that is customizable to suit each customer's unique needs	• Reduces the cost of storing / managing records • Frees up valuable office space and storage space • Provides access to your records 24/7 via V-Cabinet Plus™ (secure web client portal)
Instant Access™ File level indexing, all files are indexed by specific keywords based on customer instructions	• Find your files instantly 24/7 P-Cabinet™ (secure web client portal) • Request files for Scan-on-Demand
FileCapture™ Scan active files into a digital format and make them available instantly to you through our V-Cabinet Plus™ (secure web client portal) or into a disc	• Find, view, share and collaborate your files 24/7 via V-Cabinet Plus™ (secure web client portal) • Print and email files instantly, saving time with correspondence and increasing productivity
FileTrack-N-Shred™ Secure shredding Services: On-site, Off-site, Scheduled or On-demand	• Comply with local, state and federal laws. • Save money in storage • Certificate of Destruction
FileRetention™ Retention schedule monitoring for compliance with local, state, and federal laws	• Expert Advice in identifying expired records • Regular monitoring of account by in-house archivist for retention compliance
P-Cabinet™ Secure web-based records management application	• Find a box or a file in seconds • Request files for scan-on-demand • Manage inventory • Request supplies

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

Why ECM?

SAVE 200K-300K+ PER YEAR

INCREASE EFFICIENCY 50-80%

REDUCE ERROS BY 90%

ROI $6.12 FOR EVERY $1.00 INVESTED

1315% ROI IN THE FIRST 6 MONTHS

*Microsoft and Pique conducted in-depth research with partner customer organizations in a variety of industries to identify key ROI drivers that those organizations experience in real-world deployments.

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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, File-Bank 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.

SCHEDULE 70 - GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES

Pursuant to Section 211 of the e-Gov Act of 2002, Cooperative Purchasing provides authorized State and local government entities access to information technology items offered through GSA's Schedule 70 and the Corporate contracts for associated special item numbers. Contracts with the COOP PURC icon indicate that authorized state and local government entities may procure from that contract.

SCHEDULE 36 - THE OFFICE, IMAGING AND DOCUMENT SOLUTION.

Scanning, arching and shredding.

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