



FileBound

Content Management Solutions

FileBound Delivers Results

Documents and information drive your organization, and your long-term success is dependent upon your ability to control, manage, and distribute them. Without the right solution it's very difficult to make informed decisions, process transactions profitably, maintain regulatory compliance, and manage growth successfully. The question is—how can you manage all these diverse needs?

FileBound is the Answer

FileBound is an affordable web-based Content Management Solution that addresses these issues for organizations of all sizes. The challenge today is finding seamless solutions that control and manage information created from disparate sources while stored in many different forms. These forms often include paper files, archival box storage, document images, digital application files, computer print files, emails, faxes, web site input, and many others. FileBound is designed to accept and combine this disparate content, organize it, distribute it via workflow, store it and provide secure access when and where users need it.

The components that make up the FileBound Solution include:

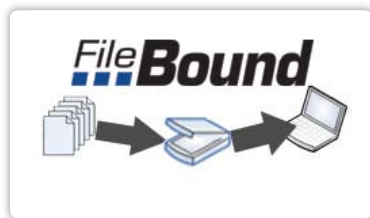
Integration

FileBound allows integration of content management functionality with all of your existing systems and applications. With FileBound Application Integrator, you can quickly and easily map a field, create a button (or designate a hotkey) and proceed to query FileBound to display the associated images. Application Integrator can also create links between FileBound and other applications for indexing, data validation, ERM and web services. Calls can be made to deliver content to custom user interfaces and web portals. Content can be imported into FileBound from any of your core applications. FileBound is designed to become an integrated part of an information management strategy as opposed to a stand-alone solution.



Document Imaging

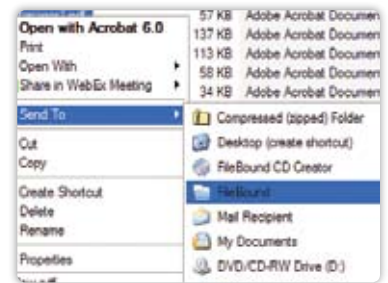
FileBound provides robust and flexible document scanning, importing and image retrieval functionality.



FileBound inherently supports both centralized and distributed image capture environments while providing all of the industry standard index automation tools such as barcode recognition, OCR and data matching from external sources. In addition, FileBound also supports images created from third party capture applications, fax servers email platforms and digital copiers.

Digital File Management

FileBound delivers the functionality to automate the importing and indexing of digital files from any source. Additionally, the FileBound Integration Toolkit provides direct native file importing from any of the Microsoft Office Suite applications. FileBound also supplies a print driver with direct print capabilities to FileBound, allowing conversion of the item to a TIFF image and indexing of the image to an existing or new file within the system.



E-Forms

Manual based paper forms are expensive and difficult to distribute, manage and file. The FileBound integrated eform module provides the automated solution you need.

FileBound allows you to create and store a library of on-demand forms to automate the creation, distribution, and filing of transactional forms. These templates can be configured as Word, HTML, or XML documents. When creating a form within the system, data from the FileBound database, or from external data sources, can be merged into the form. The created forms can be routed down a workflow for completion or printing. If printed, the forms include a unique document ID barcode which allows completed forms to be tracked and auto-scanned into the system by reading the barcode. FileBound also has



the ability to integrate with existing forms creation applications. These forms are passed through FileBound prior to printing, which places the ID barcode on the form for auto-scan input into the system.

Business Process Management

FileBound workflow automates the collaboration and assignment of tasks to accelerate the completion of critical business decisions. This equates to increased operation efficiencies, reduced costs, and organizational scalability. FileBound provides automated workflow functionality which allows organizations to re-engineer and streamline their work processes. These processes can be employed in numerous applications to add management oversight to tasks that are impossible to control in a manual paper-based environment. Since FileBound is inherently web centric, workflow tasks can be distributed to knowledge workers across geographically diverse organizations, outsourced or distributed according to the current workload.

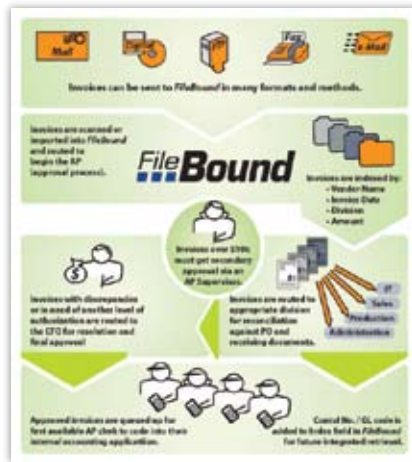
Typical applications that benefit from FileBound workflow include vendor invoice processing, human resource hiring processes, medical transcription approvals, lab results routing, remote coding applications and loan approval processes.

Physical File and Box Tracking

FileBound provides the ability to manage, access, and control paper files and archival box storage.

FileBound delivers this functionality by being able to create color-coded labels with barcodes.

Files can be checked in or checked out to users, or requested from a central fileroom via an email request. FileBound also manages archival box storage. The user can request the file, which initiates an email notification to the person responsible for fulfilling the request. The requesting user can specify the method of fulfillment including return of the file or box, faxing of specific pages, or having the system scan the file for quick image viewing online.



Whether your needs call for simple document imaging or complex content management, **FileBound Is The Answer!**

Searching for a solution priced and scalable from a few to many users, **FileBound Is The Answer!**

As an Outsourced ASP or In-house solution, **FileBound Is The Answer!**

If your needs call for e-forms with complex workflow processes, **FileBound Is The Answer!**

If you require integration with core applications, Microsoft Office, or external data sources, **FileBound Is The Answer!**

If you need to import images from digital copiers and fax servers, or provide distributed browser scanning, **FileBound Is The Answer!**

FileBound is the choice for affordable web-based content management.

Our customers buy our solutions to:

- » Gain control, manage and distribute document images seamlessly with all existing digital content.
- » Streamline business processes using our affordable workflow module.
- » Eliminate preprinted forms and provide web access to critical forms using our integrated e-forms capabilities.
- » Integrate their core line of business applications to the documents and content that support them.
- » Maintain regulatory compliance through secure management and tracking of information access.
- » Outsource their content management needs.

FileBound is easy to cost justify, implement and maintain.

The logo for FileBound features the word "File" in a black, italicized sans-serif font, followed by "Bound" in a larger, bold, black, italicized sans-serif font. To the left of "File" are three vertical blue bars of varying heights, and to the left of "Bound" are three vertical blue bars of varying heights, creating a stylized graphic element.The logo for MAREX GROUP INC. features the word "MAREX" in a bold, blue, sans-serif font, followed by "GROUP" in a bold, black, sans-serif font, and "INC." in a smaller, black, sans-serif font. A blue sphere with a white grid pattern is positioned between "GROUP" and "INC.", partially overlapping the "O" in "GROUP".

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