



# iOutput filecentre 2.0



powerful, effective  
office management  
software

Distributed By



Intelligent  
Output  
Solutions



### Action Request Types

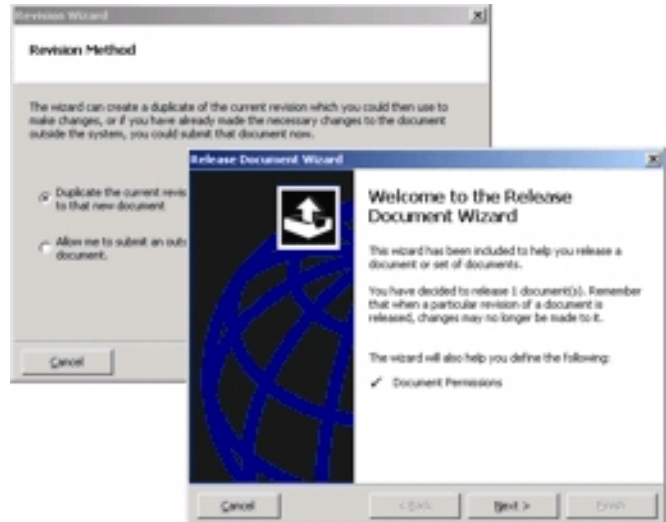
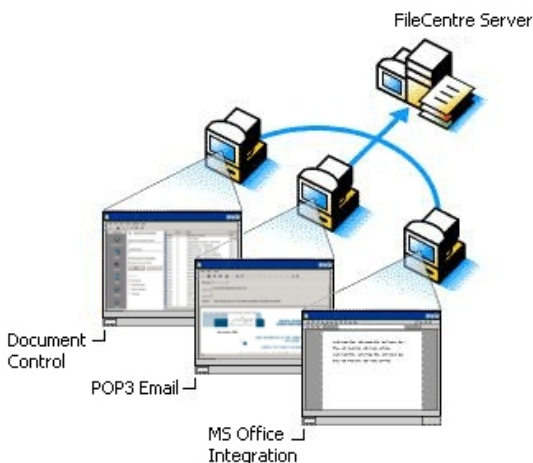
You can set up as many different types of action request as you like in FileCentre, for example a software fix or an engineering change order request. These will vary depending on your organisation. Each action request type may require different personnel to sign off, approve or reject it. Alerts may be set so that various individuals can be informed via automatic emails, that certain stages of an action request need attention. With this functionality simple or complex work flows and procedures can be established ensuring full documentation traceability and authorisation throughout the document life cycle.

### Robust Document Security

In order for a document management system to be effective, its security must be unimpeachable. Managers need to be sure that sensitive information is well secured without they themselves being responsible for security measures. FileCentre makes setting security levels and permissions easy. Permission can be set at individual document level. Depending on the requirements of the author, permissions may be granted to either groups or individual users. Flexible security options enable users to allow or deny access to managed items, control access to Released versions, and designate documents or versions as Read-Only.

### Full Email Functionality

As well as being a powerful document management solution, FileCentre is also a complete email client. Internet MIME messages can be handled as well as internal messaging, with the assistance of an internet mail router utility which sends and receives messages from a POP3/SMTP mail server.



### How can FileCentre benefit my organisation?

FileCentre captures Pulse Technology Systems' years of experience in implementing document and data management solutions. As a robust and resilient solution, it provides a number of direct and tangible benefits:

Provides the means to create an almost paperless office, which is organised and free of paper flab. Productivity improvement as the amount of time spent searching for and recreating data is dramatically reduced - enabled by powerful search and retrieve mechanisms and version management.

More timely and accurate decision-making, closer customer relationships, and stronger partner ties as information and communication flow freely across the value chain.

The peace of mind that comes from making enterprise knowledge readily accessible within and outside the enterprise with the assurance of secure access, version control and sophisticated audit trails. Easy installation and deployment of a FileCentre solution that can be completely customised to meet diverse enterprise and industry-specific needs. Save on Paper & Stationary costs by online distribution of all the required documents.

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