

# Keyfile

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## eiStream Keyfile

Keyfile's technology allows organizations of any size to safely and securely operate in a paperless environment through LANs, WANs, and the Internet. Keyfile is a document management and imaging system that transforms traditional, paper-based document storage into an efficient, cost-effective electronic process.

### Highlights

**Work Efficiently and Economically** Keyfile offers an efficient, intuitive solution to manage your documents that results in reduced costs, enhanced service and improved resource allocation.

**Content Management** Provides all the features necessary for an organization to manage documents electronically

**Collaboration** Enables dynamic information and document collaboration throughout the organization.

**Privacy** Ensures the privacy of documents by supporting multiple access levels

**Tracking** Allows an easy means to find the location of critical documents

**Version Control** Manages multiple revisions supporting retrieval of a document's history

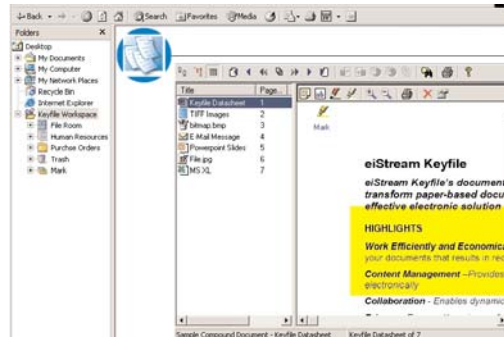
**Familiar User Interface** Uses the familiar Windows® interface to represent and allow efficient organization of critical business documents

**Customization** Extend Keyfile to easily integrate with critical business processes

### Details

#### Work Efficiently and Economically

Keyfile completes complex document management processes quickly, dramatically reducing the time required to retrieve, update and store documents. As a result, work is more productive and accurate. Documents are stored in a central data repository, decreasing the risk of being lost. With Keyfile, organizations can eliminate the cost of physically routing paper forms while reducing the valuable storage space wasted on filing cabinets.



Keyfile allows you to transform paper-based document storage processes into an efficient, reliable, and cost-effective solution.

Better still, Keyfile fits easily into any office environment. It works with existing hardware and software standards to exchange data with current fax, scanner, editor, network software and optical storage devices.

#### Content Management

With Keyfile an organization's content is managed through one centrally accessed, tightly integrated system. This system includes services for digital asset management like reports, records, electronic documents, and images. Keyfile efficiently stores a wide range of content types, including traditional documents as well as text, video, audio, email, faxes, scanned images and graphics. Keyfile allows the content to be logically grouped for easy reference while maintaining its native format.

Keyfile gives users the ability to easily search and retrieve information. Through the use of common standards, Keyfile improves operational efficiency and ensures business continuity thus preserving an organization's data. Keyfile supports information storage and archiving through its flexible device management.

#### Collaboration

Keyfile boosts productivity by delivering the right information to the right person at the right time by facilitating collaboration between users and departments. Allowing easy and secure access by customers, partners, and vendors located outside of the organization extends the usability and reach of an organization's data. Keyfile's dynamic information sharing capabilities streamline the review and approval processes in your business.

#### Privacy

Keyfile protects critical documents by providing a finely grained and multi-level security system. Ensuring the confidentiality and privacy necessary for your business through an easy to use administration



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interface, Keyfile guarantees that only those authorized to see a document can.

**Tracking**

Controlling access and maintaining accountability is critical to the confidentiality of an organization's assets. Keeping track of where documents are located throughout the Keyfile system is easy. An organization's user community has the ability to instantly know where and who has access to any object in the Keyfile system.

**Version Control**

If ISO 9000 compliance is a business requirement then Keyfile's version control system can help. Keyfile provides the ability to apply version control to a document. Supporting a document change history and individual version comments, Keyfile maintains document versions with ease.

**Familiar User Interface**

Keyfile's very powerful yet flexible working environment makes an organization more productive. Keyfile provides a common look and feel ensuring that non-technical users can begin using the product immediately. Adherence to a set of known concepts: documents, pages, folders, baskets, file cabinets, and a file room provide a consistent user experience. A tight integration with the Windows environment will reduce or eliminate the training costs associated with deploying a Keyfile solution.

**Product Components**

Keyfile product line includes the following:

**Document Server:** a highly tuned multi-threaded application that provides access to the organizations data. The Keyfile Document Server (KDS) has the following requirements:

- ▶ Single-processor or multiprocessor Pentium class machine
- ▶ Microsoft Windows NT Server 4.0, Service Pack 5 or greater or Windows 2000 Server, with Service Pack 3 or greater
- ▶ A minimum of 256 MB RAM, 512 or more is highly recommended.
- ▶ 5 MB available hard drive space for installation.

**Internet Information Server Extension:** provides accessibility to the Document Server via the Microsoft Internet Information Server. The Keyfile Internet

Information Server (KFIIS) requires the following:

- ▶ Microsoft Internet Explorer version 5.01 or greater with Active Desktop installed
- ▶ Microsoft Windows NT Server 4.0, Service Pack 5 or greater with Option Pack 1; or Windows 2000 Server, with Service Pack 3 with IIS 5.0
- ▶ A minimum of 256 MB RAM, 512 or more is highly recommended.
- ▶ 15 MB available hard drive space for installation.

**Document Database:** a hierarchically organized object repository accessed and maintained solely by the Document Server. The Keyfile Object Database (KOD) requires:

- ▶ The minimum hard disk space to support your organization data storage requirements

**Workspace:** a fully functional Windows shell integrated 32-bit application that provides the graphical representation of the organizations data. The Workspace requires:

- ▶ Windows NT 4 Workstation, with Service Pack 5 or greater; Windows 2000 Professional, or Windows XP Pro.
- ▶ Microsoft Internet Explorer version 5.01 or greater with Active Desktop installed
- ▶ 128 MB RAM minimum
- ▶ 64 MB free hard drive space

**Customization and Integration:** both a performance tailored LAN and Internet capable APIs to customize your organizations solution. Integration requirements are the same as the Workspace Client.

**About eiStream**

With headquarters in Dallas, Texas, eiStream serves more than 4,000 customer sites in 134 countries. Its comprehensive product and services portfolio addresses all aspects of information management, process management, and enterprise workflow. eiStream companies today include eiStream WMS, eiStream Enterprise Solutions, eiStream ViewStar, eiStream Keyfile and numerous international subsidiaries. For more information about eiStream, visit the Web site at [www.eiStream.com](http://www.eiStream.com)

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