

# Document and Content Management Software

FEATURES	IRISFile™ Pro	IRISFile™ Corporate
Print Documents	✓	✓
Annotations to TIFF Files	✓	✓
File Notes	✓	✓
Edit Documents	✓	✓
Launch	✓	✓
Customizable Folder Structure	✓	✓
Index Documents/Folders - 40 Fields	✓	✓
Searchable Document Indexing	✓	✓
Searchable Folder Indexing	✓	✓
Full Text Searches	✓	✓
Export with Indexing		✓
Export without Indexing		✓
Import with Indexing	✓	✓
Import without Indexing	✓	✓
Active Import		✓
Scan to TIFF/PDF - TWAIN	✓	✓
Split TIFF/PDF		✓
Merge TIFF/PDF		✓
Email Management		✓
Audit		✓
File Retention		✓
Link (Image Enable)		✓
Workflow		✓
Bates Label	✓	✓
Version Control		✓
OCR TIFF/PDF – I.R.I.S. Engine	✓	✓
User Security at Database, Folder, and Document Level		✓
Multi-User		✓
Portable Database	✓	✓
Microsoft® SQL Server® Database		✓



## Datasheet

# IRISFile™

Your solution to optimize your document workflow and increase security

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## SQL Server® and Portable Database

IRISFile™ may be run in conjunction with Microsoft® SQL Server® 2005 or Microsoft® SQL Server® Express 2005. IRISFile™ may also be run using what is called a portable database which does not require a SQL Server® connection.

## Input Documents

Import electronic documents of all types into IRISFile™, such as: TIFF, JPEG, PDF, Word, Excel®, PowerPoint®, emails, and much more... During this process, full text information can be extracted automatically from the Windows® documents to enable full text searches along with the index field searches. Index information may be imported with documents and matched with corresponding index fields if desired.

Drag and drop files from My Computer and Microsoft® Outlook® directly into IRISFile™.

Using Active Import, jobs may be scheduled to monitor folders on a local or server hard disk for automatic import on a regular basis.

Scan documents in paper form directly into IRISFile™ using a TWAIN source. Documents input into IRISFile™ from a scanner are stored as TIFF or PDF files.

## Organized Storage and Indexing

Organize documents into a multi level folder structure. There is no limit to the number of folders and subfolders that may be contained in a single database.

Index documents inside of IRISFile™, or import documents with index information. Folders may be indexed as well. This unique folder indexing method allows users to associate indexes other than the folder name with folders.

## Search and Retrieval

Perform full text searches of documents within IRISFile™ as well as multi-level searches. This unique multi-level search capability allows users to perform a filtered search. Perform a search, and then perform another search within the result list. Search for date ranges as well as number ranges.

## Viewing Documents

Multiple users can access the same document simultaneously, so a document is never unavailable. There is no annoying check-in/check-out to manage. The first user who opens the document will have full privileges; if other users access the same document, they will be granted read-only access.

Documents may be launched outside of IRISFile™ for viewing and editing. Specify for each individual file format, which viewing or application program to use when launching a document. This specification is set on a user and workstation basis.

File formats compatible with the IRISFile™ viewer include: tiff, jpg, bmp, gif, pdf, doc, xls, ppt, txt, rtf, msg, eml, htm, html. Other formats may be stored in IRISFile™ and open in an external application for viewing using the launch feature.

## Edit Documents

Edit and save documents directly from the IRISFile™ viewer. Documents may also be edited when launched to an external program. If two users are accessing the same document simultaneously, the first user who opens the document will have full privileges; if other users access the same document, they will be granted read-only access. The users who have read-only access will receive a message indicator.

## Document Annotations

Annotations such as colored marks, text, highlighting, drawing objects, and inserting images can be added to a TIFF document in an overlay or burned as part of the image. The overlay technique ensures that the document itself remains unchanged. When the overlay technique is used, it is optional for annotations to appear when documents are printed or emailed from IRISFile™. When annotations are burned to a TIFF image, they become a flattened part of the image that may not be removed or altered.

## Version Control

With version control, users are able to edit documents and save the changes to a new version of the document rather than simply overwriting the document. Version history is recorded and tracked. Users may view older versions of a document without reverting back to that version and losing any newer versions.

## File Notes

Add file notes to documents. File notes are comments that may be added to all file types as an attachment to a document rather than an annotation.

## Bates Label

Add bates label to TIFF files. Consecutively number pages of multi page images. Choose the font, size, and location of the bates label on the image.

## Print Documents

Print documents directly from the IRISFile™ interface. If annotations have been added to TIFF files but not burned, users have the option to print the documents with or without annotations.

## Export Documents

IRISFile™ exports all file types in the same file format in which they are stored. Export documents from IRISFile™ individually or in groups. Export entire contents of a folder within a database as well as an entire database. The folder structure of a database may be replicated in the export directory if specified. Export indexing information of documents into a flat file. Users may also drag and drop documents directly from IRISFile™ to the Windows® desktop or folder.

## Document Security

IRISFile™ is user name and password protected. IRISFile™ stores all documents that are in the database in a location specified by the administrator. A highly sophisticated audit log is kept in the administration section that records all activities performed within IRISFile™. Records are kept with file name, user name, action taken, memo/description of action, time stamp, and date stamp. Items stored in the audit log include, but are not limited to: viewing, emailing, printing, workflow activities, import, export, index modifications, etc.

## Email Management

The integrated MAPI interface enables documents to be stored automatically and manually from Microsoft® Outlook®. Information such as send/received date, to, cc, bcc, from, subject, and attachments may all be captured. Filters may be specified to define which emails to import into IRISFile™. Users may also drag and drop emails directly from Microsoft® Outlook® into IRISFile™.

## Workflow

IRISFile™ has an integrated workflow manager. This feature allows the administrator to create workflows within the database and assign authorized users and security protection to these workflows. A "watch folder" may be set within a database so that a folder is monitored within the database, and when files are added, they may be automatically entered to a particular workflow. Workflows may be setup to send reminder emails to users when documents are ready for processing. Workflows may contain as many steps and users as desired.

## Link

A hot key link is installed with IRISFile™ that enables users to create hot keys on the keyboard that will automatically open IRISFile™ and perform a search of the index fields. This function is specific to individual computers, even on a network. Once the hot keys are setup, users may highlight a word or phrase in any Windows® application (Word, Explorer, Internet, etc.) and hit the hot key combination. This will open IRISFile™ (if it is not already open) and search for the word or phrase highlighted in the corresponding index field(s) specified for that key combination.

## OCR

Utilize the powerful and accurate IRISFile™ OCR engine to convert image to text on TIFF and PDF files. Convert documents from TIFF to PDF or from PDF to TIFF upon OCR, or leave documents in native format. OCR single documents, or multiple documents at one time. Once documents have been run through the OCR engine, they will then be searchable by the contents of the documents using the full text search function.