

Don't just manage your documents Mobilize them!

A simple, secure way to transform how you control your documents across the *Internet* and in your *office*.

As modern business becomes global, it is vital that your information keeps up with you. infoRouter from Active Innovations makes that easier than ever, allowing you unprecedented freedom, simplicity, flexibility and security to work on your documents from any location in the world. Any authorized person—your customers, vendors, partners or employees—can create, view, edit, share, and control your documents safely and securely anytime and anywhere in the world.

infoRouter provides innovative solutions that completely change the way you look at Enterprise Document, Content and Records Management.

features at a glance

- ❖ Intuitive, Easy to use interface
- ❖ Quick Access to all your information
- ❖ Content & Meta Search with Full-text indexing
- ❖ Configurable Saved Search Screens
- ❖ Check In-Check Out Control
- ❖ Thumbnail views for image intensive folders
- ❖ Advanced Version Control with Major, Minor, Revision functionality
- ❖ Email Alerts and Change Notifications
- ❖ Audit trails
- ❖ Smart Folders-Define & Enforce Folder Rules
- ❖ Configuration Management
- ❖ Native Format publishing (No Conversions)
- ❖ Standard Web browser access from anywhere
- ❖ User managed, self service environment
- ❖ Remote authoring, editing and management
- ❖ Document Associations
- ❖ Custom document properties (Meta data)
- ❖ Multiple Uploads and Downloads
- ❖ Advanced Parallel and Serial Workflows
- ❖ User Maintained & Managed work areas.
- ❖ Instant Document Recovery - Recycle Bin
- ❖ ISO Document Control & Review Mechanism
- ❖ HTML & PDF Forms Management
- ❖ High Volume Document Capture Tools
- ❖ Template-driven Content Management
- ❖ Records Management
- ❖ Retention, Archival & Disposition Schedules
- ❖ Regulatory Compliance Tools & Audit Trails for
 - ❖ DoD 5015.2 Compliance
 - ❖ Sarbanes Oxley Act.
 - ❖ SEC & HIPAA Compliance
 - ❖ Life Sciences: 21 CFR Part 11
 - ❖ ISO Document Control
 - ❖ E-Discovery
- ❖ Easy to Manage & Administer
- ❖ Remote Administration
- ❖ Integration into In-house applications via the infoRouter Web Services API
- ❖ Web Services API for custom development & Open Source Application Samples
- ❖ High-performance load balancing
- ❖ Multi Server-Distributed Architecture
- ❖ HTTPS-SSL Encryption
- ❖ Flexible & powerful security features
- ❖ Customizable Security Profiles and Rules
- ❖ Library, Folder & Document Level Security
- ❖ Secure & isolated work areas.
- ❖ Easy Recovery, Archive & Purge tool
- ❖ WebDAV Interface
- ❖ infoRouter Scan Station
- ❖ Automatic document import with Watched Folders (hot folder) technology.
- ❖ PDF/A Compliant TIFF to PDF Conversion
- ❖ HTML to PDF Conversion
- ❖ Full MS Office Integration
- ❖ Email Storage & Archiving
- ❖ Email Account Monitoring with Email Scanner
- ❖ Automatic LDAP User Synchronization

Simple

Its intuitive interface makes using infoRouter easy. Your users will understand and begin using infoRouter within minutes without any training. Authorized users can create, view, edit, search and share documents in their native format, there is no need to convert documents to HTML. Users can manage the security and access to their own documents. Users can even retrieve deleted documents from their own Recycle Bin. With quicklinks to favorite folders and documents, infoRouter is full of powerful tools to make navigating simple. All you need is a browser.

Versatile

Whether you work in words, pictures, audio, or video, infoRouter can manage any type of document or file in its native format. It handles multiple versions, allows you to revert to earlier versions, compare versions and always maintains document integrity with the Check In-Check Out mechanism.

SOA - Service Oriented Architecture

When you license infoRouter, you get access to a Web Services API which allows you to develop applications that work seamlessly with infoRouter. You can connect your in-house applications to infoRouter by writing industry-standard .NET or Java code. The choice is yours. Many of our customers have hooked into the power of infoRouter from their applications giving them the power of industrial document, records and content management capabilities. Visit our web site to see a list of usage scenarios of infoRouter and how our customers have benefited from the flexibility and power of infoRouter.

❖ Based on proven technologies

infoRouter is based on proven technologies. You are in total control of your environment. There are no complicated proprietary components. Your documents are safely stored on the file system (in their native format) on drives that are not mapped, so the issue of unauthorized access is eliminated. Documents can be imported into or exported out of infoRouter with the built-in Import/Export tool.

Flexible

❖ Custom Properties & Categorization

infoRouter also allows you to create custom document properties. These custom properties can be used to collect additional meta information that supports the document itself. You may search for documents based on these custom properties and categorize your information effectively. infoRouter will prompt for the appropriate information when a category or property is chosen. Let infoRouter adapt to the way you work, not the other way around.

❖ Policy-driven work environments

In addition to system-wide settings that affect how infoRouter functions, you can also set different rules and policies for each isolated work environment (Libraries). This allows for greater flexibility giving you the option to control work environments differently based on their content.

Powerful and Scaleable

The distributed architecture of infoRouter allows you to install the different components of infoRouter across multiple servers to achieve load balancing. You can use one or more servers to participate in managing your information with speed and confidence. infoRouter has such a light footprint that a single server configuration is capable of handling thousands of users.

Control & Security

infoRouter gives you controlled access to documents and folders at unprecedented levels. infoRouter features flexible and powerful security tools that can be utilized to safeguard your valuable information. Individuals or groups can be empowered to manage their own environments including folder and document security. With just a few clicks, you can control folder operations by setting rules on the "Smart Folders" of infoRouter. You can even control the types of documents in a given folder. You can control all aspects of infoRouter whether you are in the office or in some remote location.

Auditing

Just a quick glance at the audit log will give you the complete picture of what has happened in a given folder. All activities are recorded. infoRouter will also reduce your risk and costs associated with a growing number of regulatory compliance and Corporate Governance processes such as those related to the Sarbanes-Oxley Act, HIPAA, ISO Document Control and Certification, SEC and DoD 5015.2 Records Management guidelines. Crippling legal requirements such as e-discovery can be a breeze with infoRouter. Imagine being able to respond to complex questions such as access and security within minutes.

Advanced Searching

infoRouter offers a very powerful and flexible search tool to find documents instantly.

❖ Automatic Full-text Indexing

The automatic full-text indexing of documents in a background process will greatly improve your current searching capabilities. You will be able to search for documents by supplying content words and Meta information such as author, time and date intervals, document status, keywords, document type, size etc. You will be able to search for and find all popular office formats (MS Word, MS Excel, MS PowerPoint, PDF, HTML, Text, Visio and many more) by simply typing in a few keywords.

❖ Meta Search

This advanced tool allows users to specify keywords, authors, time periods, document types, size and many other parameters such as custom document property information to find documents easily and quickly.

❖ E-mail Search

A simple search query may even return e-mails. The search term may have been found in an attachment of an e-mail.

Notifications

In an environment where information changes rapidly, infoRouter has powerful tools to keep you informed at all times. You will be able to see clearly all the new and modified documents as you navigate through folders. When information has to be communicated immediately, infoRouter can send you email messages alerting you of changes to documents and folders. Anyone with proper access can “subscribe” to documents and folders to receive immediate alerts from infoRouter wherever they are.

Low Cost of Ownership & Rapid ROI

This powerful and affordable solution also offers flexible licensing that allows you to add licenses as you need them. You can immediately install and deploy infoRouter and start taking advantage of a web based system as a cost-effective document and information delivery mechanism. The minimal administration requirements and instant user acceptance will make infoRouter an instant success. Be sure to examine the infoRouter ROI (Return on Investment) worksheet to calculate your savings by deploying infoRouter in your organization.

Easy Implementation & Administration

It takes just minutes to install and because it is fully browser-based, deployment across your enterprise will be effortless. There are no client-side components to install. Optional client-side tools such as the MS Office Add-in can be deployed using Group Policies.

Large organizations can delegate work to “Power Users” so that they can manage their own areas without help from administrators. Users can manage the security of their documents and even restore deleted documents. These features greatly reduce the administration overhead and avoid bottlenecks.

The administrator can restore, archive and purge deleted documents easily without having to scramble through tapes and backup disks directly from the system recycle bin. Best of all, all this can be performed from even remote locations.

Rich Tool Set

infoRouter provides a rich toolset to help you in carrying out your daily activities. Here are some of these tools:

- ❖ infoRouter Scan Station
- ❖ infoRouter Hot Folders
- ❖ infoRouter Email Scanner
- ❖ infoRouter LDAP Manager
- ❖ infoRouter LDAP Authentication
- ❖ infoRouter MS Office Add-in
- ❖ infoRouter Import/Export Tool
- ❖ infoRouter PDF Conversion Service

Minimum Server Requirements:

- ❖ Server class machine w/2 GB of RAM or higher
- ❖ 500 MB of disk space
- ❖ Windows 2003 or 2008
- ❖ Microsoft Internet Information Server (IIS) 6.0 or higher
- ❖ ASP.NET Enabled Application Server Configuration
- ❖ .NET Framework V2.0 (Both 32 bit and 64 bit versions are supported)
- ❖ Database Management System Options
 - MS SQL Server 7.x, 200x or higher
 - or
 - Oracle 8i or higher
 - or
 - MySQL 5.0x or higher

Minimum Client Requirements:

- ❖ Browser options
 - Internet Explorer 6.x or higher
 - or
 - Firefox 2.x or higher
 - or
 - Other Mozilla based browsers such as Safari.