



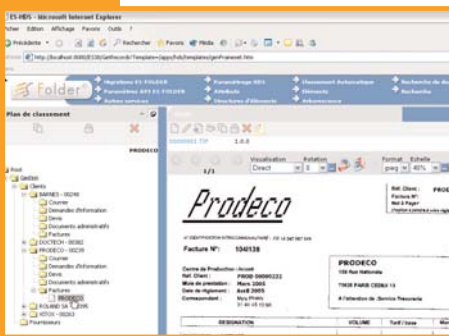
## The EverSuite electronic folder management solution

*ES-Folder ensures automatic filing, sharing and traceability for the contents of your electronic folders. ES-Folder and its extensive Docflow functionalities enable you to implement paperless processing of incoming and outgoing documents.*

### Business challenges

Your company's strategic information is divided between all types of media, but 80% of this data is commonly outside your information system: paper documents, e-mails, faxes, etc. Paperless document management thus becomes a key factor in ensuring document traceability and processing, facilitating document circulation, automating document filing and monitoring document access.

With EverSuite Folder all your documents are automatically filed in electronic folders and are available in compliance with your company's organization and confidentiality regulations.



### ES-Folder's added value

- Thanks to a comprehensive, multi-format electronic folder, ensure high-quality service for your internal and external customers
- Reduce internal operating costs: less paper and photocopies, reduced storage space, etc.
- Gain productivity: real time sorting of documents for processing, automation of tasks, and shorter processing time
- Ensure the traceability and integrity of folder components
- Facilitate folder access via your CRM
- Manage upgrades easily every time your organization changes
- Guarantee the legal value of your documents
- A 100% web-based solution for simplified rollout

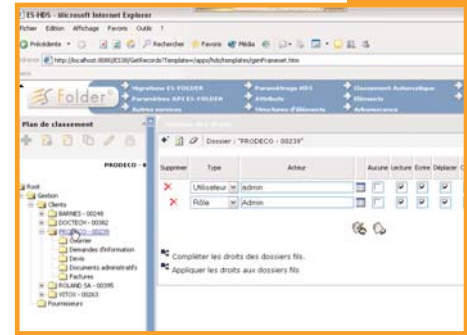
#### Use ES-Folder for:

- Collating all documentation and exchanges into folders regardless of their format: customer files, project files, legal files, etc.
- Paperless processing of documents: claims, refunds, losses, and so on
- Automatically producing outgoing material: standard letters, contracts, etc.

## Automatic organization into folders

The folder management offered by **ES-Folder** is based on setting the parameters of an electronic filing system, similar to your company's paper filing system:

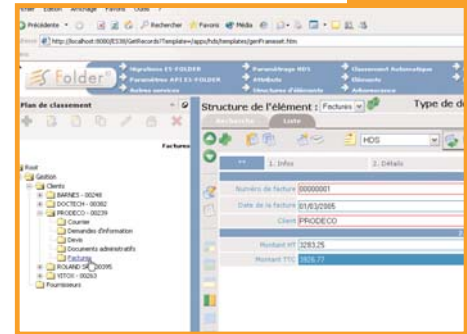
- All folder parameters may be configured: structures, data, user access, etc.
- Multi-format documents: standard office documents, scans, e-mails, print streams, etc.
- Manual and automatic meta-data-based document filing
- Simple and fast document and folder search: tree structure browsing, search form, document-based folder location, folder leafing, etc.
- Access via Internet Explorer thanks to the Webdav protocol
- Multi-format and multi-channel publication: Intranet, Internet, Cdrom, ZIP, etc.
- Access via your information system: CRM, ERP, and so on



## Paperless processing of documents

**ES-Folder** includes extended paperless document processing functions:

- Acquisition of incoming streams: digitization, automatic integration of paperless streams
- Sorting of documents in electronic processing bins
- Collaborative processing
- Automatic production of outgoing documents



## Archiving and legal obligations

- Folder component traceability
- Extended electronic signature function
- Optimized storage volume: multiple filing of the same document without duplication
- Single/multi-site and multi-format storage
- Standards-compliant storage format

*Based on the EverSuite infrastructure, ES-Folder combines the same innovative technical characteristics:*

- A 100% web software solution based on industry standards: J2EE, XML, JDBC, SOA
- Ease of integration into your company's information system
- LDAP directory connector

## A scalable offer

Built on the EverSuite Enterprise Content Management infrastructure, **ES-Folder** enables you to easily add supplementary EverSuite solutions and services, including electronic documents and folders management, email management, reports management, archives and records management, business process management, web content management, portal.