



embre FileAccess Document Management

Faced with an increasingly complex business environment and geographically separated offices, organizations must deal with the daunting task of managing electronic documents across the enterprise. The challenge is to capture, control, store and make available documents in a secure and efficient manner. In general, documents undergo a lifecycle of Creation, Versioning, Approval, Usage, Modification, Audits, Retention and or Disposal.

In addition to addressing the above, the scope of a document management system also needs to facilitate collaboration with third parties such as trading partners.

A document management system should address the requirements of various users, both internal and external to the organization.

Manager

- Is my document secure and controlled?
- Is my team working on the latest version of the document?
- I want to securely share documents with my suppliers and partners. How do I retain control and ensure I can limit access to approved users?
- How can I let my team safely and efficiently work across geographical boundaries?
- My old legacy system needs to access my state of the art document repository, can it?

Document User

- Can I get to the document I need quickly?
- Who can access my document?
- If I am overseas, can I access my document?
- Do I have the latest version of the document? Is this the correct version?
- Can I share it with my business partners?
- Can I view previous versions of the document?

System Administrator

- How can I secure documents yet at the same time provide easy access?
- How can I allow safe, secure and easy document access over the internet?
- How can I arrange for qualified third parties to access documents from the same repository as internal users and maintain a secure system?
- The number of users and documents are growing exponentially; will my system cope?

Third Party

- Is the emailed version of the document the latest version?
- Can I send sensitive information? How secure is the network?

iMantras' document management system, EMBRE FileAccess, is a web enabled document management system developed for insurance and reinsurance organizations. EMBRE FileAccess provides controlled and secure access to documents for users both within the organization and to selected business partners.

Real Business Value

EMBRE FileAccess provides real-time access of digital documents 24 hours a day/ seven days a week, across different geographical locations while incorporating documentation into core business process automation. The ability to quickly find, share and reuse reliable documents shortens business process lifecycle times and reduces internal costs.

EMBRE FileAccess is feature rich and at the same time easy to use with almost no training required.

Software administration is a breeze requiring almost zero support, due to intuitive tools and simple yet powerful online help.

EMBRE FileAccess supports all types of documents . Building on standard organizational conventions, documents are grouped at the highest level into Projects (or Departments, or Customers etc.). As in real life, each project has a number of folders and sub-folders, which in turn may have one or more files and one or more sub-folders.

EMBRE FileAccess is designed to integrate with other applications so that the access to the documents is seamless. Using specific adaptors and single-sign on, EMBRE FileAccess can be embedded in existing applications to integrate document management into specific line-of-business functions. This integration is possible because of the strong adherence to open standards within EMBRE FileAccess.

Feature Rich Document Management

EMBRE FileAccess is feature rich and delivers everything you expect from a document management system.

Complete Folder Management

All project users can create, delete, rename, and move folders depending on the privileges given by the Project Owner for a particular project.

Safe Document Management

Dependent upon assigned privileges; project users can upload, checkout and view a file. If a user checks out a file, that file exists in 'read only' mode for any other users.

The user who checks out the file can make changes and then check the file back in. Multiple versions are maintained for each file. The Project Owner alone is responsible for File Protection or Deletion.

Efficient Document Usage

Document access rights can be defined by the Document Owner who "Checked-in" the document. EMBRE FileAccess tracks the usage of documents by maintaining a comprehensive audit.

When a document has been checked in, emails are sent to all interested parties. To ensure all users are kept up to date, in and out of the office, EMBRE FileAccess can be enhanced for SMS integration for mobile devices.

Secure Access and User Management

EMBRE FileAccess is provided from project level to the file level. Project owners manage the Access Control Lists (ACL) to their projects. Folder owners manage the ACL to specific folders that they own and file owners can control access to individual files.

Comprehensive Index & Search

Documents can be indexed based on a number of user-defined attributes. A comprehensive search facility is provided that will allow users to search based on the index attributes and content.

Managed Security

Access is controlled through a managed password system that controls access to files. In addition, web access is encrypted to allow secure transportation of documents in the Internet and eliminate security concerns.

Synchronization

For bulk uploads of files, EMBRE FileAccess allows users to upload the files in the file system and then synchronize the database to the file system, reducing audit concerns and ensuring project integrity.

Business Solutions & Compliance System

EMBRE FileAccess provides solid versioning and controls that are required for ISO, CMMI and Sarbanes-Oxley compliance.

Technical Details

Built on a robust J2EE platform and with a focus on open standards, EMBRE FileAccess can be deployed on most application servers such as Tomcat, Websphere, Jboss and Weblogic. The choice of technology provides for Scalability, Security, Availability and Flexibility. Its database can be deployed on any RDBMS such as Oracle, DB2, MySQL, SQLServer, etc.

EMBRE FileAccess DRI

EMBRE FileAccess DRI is an optional document repository interface. The DRI uses a service-oriented architecture (SOA) framework that allows legacy applications to access documents within EMBRE FileAccess. The DRI provides web service interfaces that allow secure and controlled access to the documents. This is especially applicable to insurance and reinsurance organizations where the DRI conforms to ACORD DRI standards.