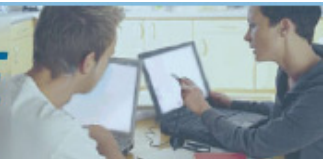




fileSHARE  
Document Sharing Server



Secure intranet document repository  
for sharing & publishing any type of document

## Overview

BCL fileShare allows you to view your document on a variety of display devices while accurately preserving the content. Authorized users can upload documents to the server and add them to a document collection to be indexed and catalogued.

The server automatically publishes the documents in HTML, where they can be viewed in a secure environment with any internet-enabled device.

### Retrieve your documents from anywhere in the world

fileShare's centralized document storage means you will always know where your documents are. The easy-to-use web interface allows you to access those documents from anywhere using only a web browser. Since all of the files are made available in HTML, there is no need to have the source applications to view them. No matter where you are – at home, in the office, or anywhere in the world – if you can connect to the web, you can connect to your documents.

## Key Benefits

- ➔ **Share Documents:** Improve productivity through centralized document sharing and management
- ➔ **Web Interface:** Users can view documents from any platform with a standard web browser in HTML
- ➔ **Access the original document:** Group members can download, edit and update their documents
- ➔ **Ease of Use:** No complicated installation or user training. Information is accessible through the intuitive web interface.
- ➔ **Version Tracking:** Document history & track changes
- ➔ **Security:** information is accessible in a safe environment

intranet document repository  
share any type of document  
standard web interface  
secure environment



Document Name	Original	Author	Date
Document	GlobalSign.pdf	Wilcox	4/8/2003 12:14:20 PM
File Type	Info.PDF	Dave	4/8/2003 12:07:57 PM
Chapter21.pdf	Chapter21.pdf	Bob	4/8/2003 12:28:20 PM

## Platform Independent, Centralized, Accessable, Enterprise Class

### Document Sharing

BCL fileShare provides the capability that is essential to every business: sharing information. For both internal communications and distributing content to partners and clients, fileShare is an efficient way to manage your organization's documents. It provides a centralized source of information for all of your users, and because document updates are uploaded directly to the fileShare server, your users will always have access to the most recent revisions.

### Group Management

Administrators can manage user settings, group memberships, and document categories through the same easy-to-use fileShare web interface. Creating new accounts, setting permissions, and moving folders can be done quickly, and the updates are instantaneous. It's everything you need, all in one place.

### Track Changes

Each time a file is updated, BCL fileShare automatically backs up the previous version of the document. It also records the timestamp and author for each new revision. This allows tracking of changes throughout a document's history, and provides a means for rolling back to a previous version of the document.

### Security

Only authorized users will have access to the most sensitive information within your organization. Each user is issued a unique login ID that is associated with their document permission level. Upon logging in, users will only be presented with the document categories they have permission to access, ensuring that private information is only shared with the appropriate parties.

