

FortisBlue™

Web-Based Document Management Software

Zero footprint
Rich Internet Application
Cloud ready
SOA

We all do it. We save papers – sometimes in neat stacks on our desk, sometimes in nicely alphabetized folders, and sometimes not in any kind of order at all. We do the same with digitized documents, data and images. We create folders on our computer and file documents of all kinds – from strategic plans and budget spreadsheets to meeting notes and purchase order requests. The trick is finding a particular document or piece of information when we need it – for reference, to kick off a business process or for collaboration. We want technology to help us create and maintain a sense of order, but we end up spending too much time trying to organize and retrieve the information we need.

There is a better, more productive and cost-saving line of attack for this pervasive challenge. Web-based **FortisBlue** document management software from Westbrook is one way to get the control, speed and power you need to manage paper and electronic documents and data to make a difference in how you work and what you can deliver for your company every day.

With **FortisBlue**, organizations have fully searchable documents and images, automated workflow and easy integration with other line-of-business applications. Integration with Microsoft® Office®, as well as SharePoint®, improves collaboration and simplifies business processes. The end result is productivity to the extreme; users can find what they need fast, work from anywhere at any time, and break through organizational barriers and bottlenecks.

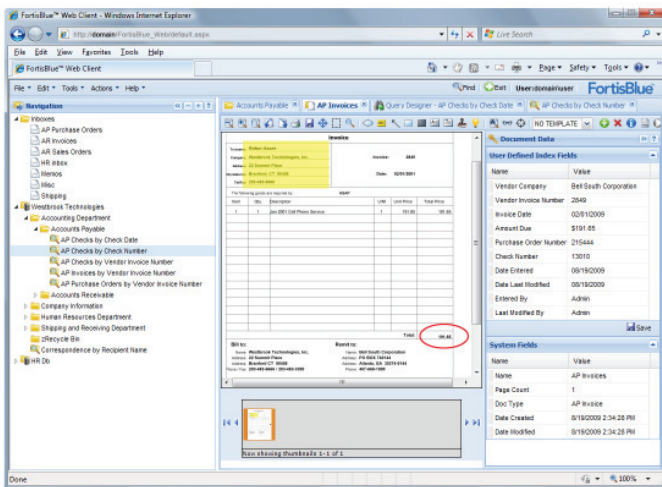
As a Rich Internet Application (RIA), **FortisBlue** has the “look and feel” of a desktop application plus computing power of a client/server application, but with the benefit of Internet accessibility. With a zero footprint, you do not have to install **FortisBlue** software and updates on each workstation. This helps organizations save substantial IT resources without sacrificing usability or processing capabilities. Because **FortisBlue** is built on Web Services, the native language of cloud computing, the software is compatible with new applications that have been created to take advantage of the cloud.

Choose FortisBlue...Control, Speed, Power

FortisBlue's intuitive interface makes daily tasks easy.

Users can set up the **FortisBlue** navigation pane in the configuration that works best for them and set a folder as their **FortisBlue** "home."

- Toggle between multiple documents, query results, folder contents and databases with a tabbed view
- Speed data entry with point and shoot indexing
- Merge documents, reorder pages and view a thumbnail of each page
- Apply annotations including lines size, boxes, stamp text, and redactions
- Access the same interface, with user preferences applied, at home, at work or on the road



User configurable navigation pane and tabbed view allows toggling between documents, query results, folders and databases

Menu-driven workflow

Built-in workflow automates processes, such as approvals, and helps organizations meet compliance/audit requirements. The workflow tool takes a menu-driven approach to creating rules and scheduling processes. The simple interface makes it easy to review each step, and then test the process you've built.

Built-in front-end scanning reduces cost of ownership

FortisBlue's scanning capabilities enable blank page and barcode separation and image enhancement. Users can preview a document before importing it into the repository. The scan client is installed on each workstation.

Search results are easy to control

- *Supports two query levels.* Using the *Find* feature, Simple Queries allow you to obtain information or retrieve a document on the fly. You can save and access Advanced Queries over and over and edit as necessary.
- *Enables full text and metadata searches.* Full Text search highlights search terms in results.

Supports wide range of file formats

Documents are easy to store, manage and view without native application. If a user has the native application on his workstation, he can export documents to their original format.

- Supports nearly all file types – more than 300 viewable
- All viewable files, regardless of format, are rendered into a common image format (TIFF)

Better database control for administrators

With **FortisBlue's** Web-based architecture, an administrator can work from any computer. You install **FortisBlue** once on a server, and view it via the Web. There are minimal network security concerns because users don't access the network – the system does.

Daily tasks are a breeze with drag and drop configuration. Administrators can:

- Create document and file types
- Impose security policies
- Intuitively create new databases or delete existing ones
- Establish system auditing schemes

Administrators can also toggle back and forth between the user and administrator interfaces while keeping both clients open.

Administrators build a library of reusable objects including document types, type fields, field groups, format masks and pick lists. Employing reusable objects saves time and promotes standardization. For example, if an invoice number is used in several different document types – P.O., check, delivery ticket – all documents use the same field configuration and field name. Administrators can easily create related field groups for better database control.

Workflow process for invoices of less than \$1,000

Invoice is received and scanned or imported into the **FortisBlue** Inbox. Status is set to To Be Paid.

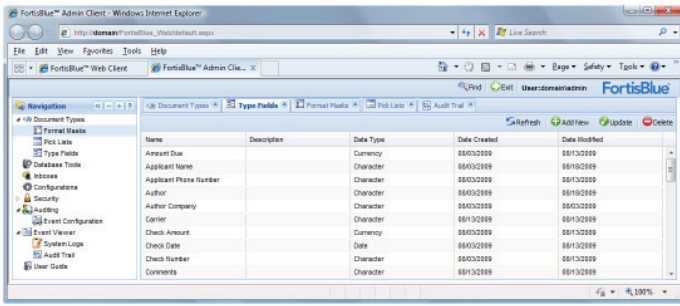
FortisBlue automatically searches for To Be Paid invoices for a specific department.

Invoices are routed to that department manager for approval. **AND** Manager is notified via email that invoices are awaiting approval.

Invoice is approved or denied by department manager.

If approved invoice is for less than \$1,000 it is moved to a folder in the accounting department to be paid.

Approved invoices are paid and a copy is archived into **FortisBlue**



Administrators can build a library of reusable objects, create databases, apply security policies and easily access the user Web client

Comprehensive audit capabilities

The audit function tracks both user activity on documents and administrative activity on database objects. Its customizable support to support many different types of auditing. Administrators can determine who printed or modified a document, as well as who moved or deleted it. The auditing system records configuration changes allowing for complete visibility into the operation and configuration of the auditing system.

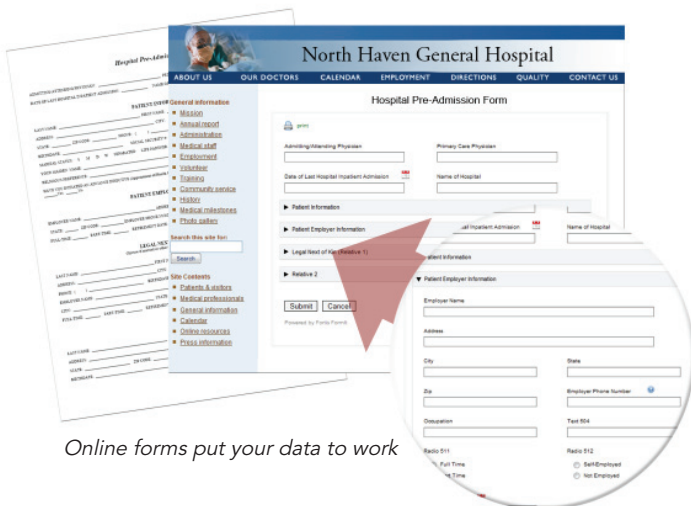
Advanced security

FortisBlue offers a robust security configuration which works with existing Windows® users and groups. **FortisBlue** detects any change to, or addition of network users. Administrators can apply security policies to each document type. Organizations can configure these security policies as necessary for each database that is maintained. Also, they can lock down feature access or extend it using roles depending on specific customer requirements.

FortisBlue also provides the ability to institute a complex security scheme for both Folders and Documents. This allows users to protect their documents from unauthorized viewers and to lock down individual folders.

Web 2.0 Forms

With **FortisBlue FormIt**, you can create dynamic, Web 2.0 forms with drag-and-drop technology. Use preconfigured templates, or design your own, to easily create multi-page forms, tabbed views and collapsible sections. Enter



Online forms put your data to work

pertinent information into one Web-based form and the data automatically populates related forms. It can then be sent directly to other business applications.

FortisBlue FormIt is an easy-to-use, browser-based design tool with capabilities that include built-in business rules, preconfigured layouts and automatic synchronization of forms and data. With **FortisBlue FormIt**, you can easily add forms to any Web page. The software features an Ajax-based, responsive user interface that offers full support for XML and XML schema.

More options extend functionality

FortisBlue ImageIt connects core business applications with **FortisBlue** document management software so users can access supporting documents without leaving the business application or searching through paper files. For example, to confirm receipt of goods, a user working in an accounting application can, with one click, enter a purchase order number to retrieve a corresponding invoice, packing slip, shipping form and delivery confirmation from **FortisBlue** without leaving the accounting application.

An optional **FortisBlue SharePoint Integrator Module (SIM)** provides integration with Microsoft Office SharePoint Server 2007 (MOSS) and Windows SharePoint Services (WSS) 3.0. A federated search feature makes it easy to access, share, view and print documents from within either repository. **FortisBlue** supports viewing more than 300 file formats, and the **FortisBlue SIM** provides a Web Part add-on which allows documents to be viewed within MOSS without installing the native application on individual desktops.

Flexible Web-based Architecture

FortisBlue supports SQL Server 2005 and 2008 Enterprise, Standard and Express. **FortisBlue** is based on Windows® Communication Foundation Web Services and naturally lends itself to communicating over the Internet or intranet networks. It offers a true Service Oriented Architecture, an open system that enables easy integration from simple, single Web Service requests to complex business process automation and backend systems integrations.

A zero-footprint application, **FortisBlue** delivers ongoing value by providing powerful processing capabilities via a browser regardless of platform or location. It also minimizes the time it takes to render complex documents to the viewer because the processing takes place on the server side, not on the workstation. End users can view and manipulate documents in real-time using AJAX technology to make dynamic requests to the document repository. Software updates can be made quickly without disrupting end users.

FortisBlue At-A-Glance

Feature	Advantage	Benefit
Web-based Solution	<ul style="list-style-type: none"> - Installed once on a server, and viewed via the Web - No installation on every workstation - Administrators and end users can work from any computer 	<ul style="list-style-type: none"> - Access from home, at work or on the road; interface is the same with user preferences applied. - Ability to run on multiple operating systems (Windows®, Macintosh and Linux) using supported browsers - Saves IT resources
Rich Internet Application (RIA)	<ul style="list-style-type: none"> - The convenience of a Web application with the functionality of a desktop application 	<ul style="list-style-type: none"> - No need for plug-ins or ActiveX controls
Built-in Scanning	<ul style="list-style-type: none"> - Part of core solution; not a separate module - Works with TWAIN or ISIS scanners - Users can access and apply OCR templates created in FortisBlue 	<ul style="list-style-type: none"> - Reduces cost of ownership - Enables use of existing hardware - Reduces cost of capture
Point and Shoot Indexing	<ul style="list-style-type: none"> - Keyless data entry with an easy-to-use point and click interface for guided zonal OCR 	<ul style="list-style-type: none"> - Reduces cost of capture - Speeds data entry
Powerful Search Capabilities	<ul style="list-style-type: none"> - Flexibility of using full text or metadata search 	<ul style="list-style-type: none"> - Reduces time searching for documents - Aids decision-making process
Built-in Workflow	<ul style="list-style-type: none"> - Part of core solution; not a separate module - Automates notifications and approvals - Menu-driven approach 	<ul style="list-style-type: none"> - Reduces cost of ownership - Helps meet compliance requirements - No programming required
Advanced Security	<ul style="list-style-type: none"> - Integrates with LDAP Directory - Security can be applied at feature and document levels 	<ul style="list-style-type: none"> - Easily meet compliance and audit requirements
Highly Configurable Audit Trail	<ul style="list-style-type: none"> - Tracks user and administrative activity - Records configuration changes allowing for complete system visibility - Easily create complex audit schemes 	<ul style="list-style-type: none"> - Prove compliance with state, federal and industry regulations - Validate efficacy of system security - Minimize risk of non-compliance
Fully Unicode Compliant	<ul style="list-style-type: none"> - Support for additional languages out-of-the-box 	<ul style="list-style-type: none"> - Adaptable for international use

Option	Advantage	Benefit
FortisBlue FormIt – Web 2.0 forms	<ul style="list-style-type: none"> - Create Web-based forms without HTML/ASP or coding experience - Capture completed forms into FortisBlue - Use form data as index data 	<ul style="list-style-type: none"> - Eliminate paper for “Go Green” initiatives - “Outsource” data entry to the form submitter - Eliminate mailing and distribution costs
FortisBlue ImageIt – Connect line-of-business applications with FortisBlue	<ul style="list-style-type: none"> - Access documents directly from line-of-business applications 	<ul style="list-style-type: none"> - Eliminate manual searching - Quickly make more informed decisions
FortisBlue SharePoint Integrator Module – Extend functionality of Microsoft Sharepoint	<ul style="list-style-type: none"> - View and search documents in SharePoint - View and search FortisBlue documents from the SharePoint portal 	<ul style="list-style-type: none"> - Provide visibility into FortisBlue workflow - View documents without the native application



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Changing the way business manages information & documents

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