Paperless made *simple*.

KEY BENEFITS

DOCUMENT MANAGEMENT
- Eliminate filing mistakes, lost and misplaced files
- Recapture floor space for growth
- Centralize filing for immediate access

PROCESS AUTOMATION
- Automate business processes electronically
- Route folders and documents for better efficiency and accountability

LOCAL AND WEB ACCESS
- Manage documents and workflows via browser or installed software

PREMISES BASED OR ONLINE
- Store documents on your own server or online in the cloud

INDUSTRY PROFILES
- Apply quick and easy predefined structures that match your industry
- Customize to meet your specific needs

SECURITY
- Critical tools to help meet compliance
- Security at the cabinet, folder and document levels
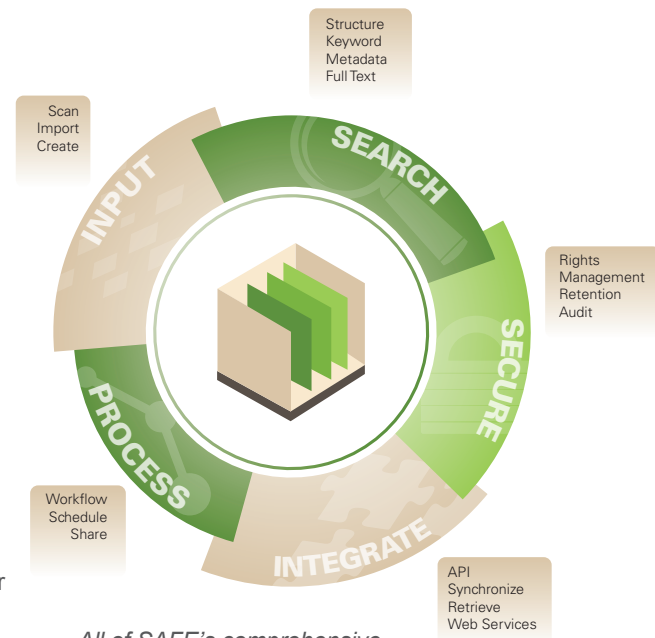
PRODUCT OVERVIEW

Cabinet SAFE is a complete document management solution, allowing organizations to increase efficiency and security, mitigate compliance risks, save physical space and reduce their carbon footprint — all without fundamental changes to existing workflows and processes.

What SAFE Does For You

With SAFE, all documents are easily added and retrieved in a way that is consistent with your business processes.

Security is tight as a drum and user rights are managed all the way down to a single document. Workflow and scheduling capabilities improve business efficiency and reduce errors.

Integration with your favorite applications preserves existing investments and avoids double data entry. Managing your documents has never been this simple or flexible. SAFE covers a spectrum of document automations, whether it's in a single department or across the entire operation.

Scan
Import
Create

Structure
Keyword
Metadata
Full Text

INPUT

SEARCH

SECURE

Rights
Management
Retention
Audit

PROCESS

INTEGRATE

Workflow
Schedule
Share

API
Synchronize
Retrieve
Web Services

All of SAFE's comprehensive core features are included

Ways Cabinet Can Work in Your Business

	Description	Best Fit
SAFE	Cabinet's document management software installed on your desktops, laptops and a local server. Sold as a one-time software purchase.	Businesses with IT capabilities to manage and backup a local server.
SAFE CLOUD	Same software as SAFE except the server is managed, upgraded, and backed up in a cloud, Hosted/SaaS, environment. Sold as a monthly subscription.	Businesses with little or no IT capabilities. Monthly fee improves cash flow.
WEB	Browser interface included with SAFE and SAFE CLOUD repositories.	Users wishing to access documents and manage workflows using a standard web browser and internet connection.

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cabinet
Document Management Solutions

A new level of *security*.

SYSTEM REQUIREMENTS*

Client Systems (SAFE and SAFE CLOUD)
- PC running Windows® XP PRO SP 3 or later; MS Vista Business, Enterprise, Ultimate; Windows 7 or 8 (all 32 or 64 bit); Sufficient RAM to run the operating system efficiently
- 1GB XP, 3GB Vista-Windows 7 (recommended)
- 400 MB of free hard drive space
- 1024x768 video resolution with more than 256 colors. 1024x768 Minimum
- Connection to the server via LAN, WAN, VPN or Internet
- .NET 3.5 Framework, SP1
- Corresponding Software** to access the various data files being stored (Microsoft® Word, Microsoft® Excel, WordPerfect®, Adobe Acrobat, etc.)
- 19" Monitor recommended, 1024x768 minimum resolution

LAN/WAN Connectivity
- LAN speeds of 100 Mb minimum with Gigabyte connection to the server
- WAN connectivity of 512 KB minimum upload and download
- Secure connection with firewall/VPN

Scanners
- Twain compliant/compatible scanner

Server (Cabinet SAFE)
- Windows® 2003/2008R2 Server with NTFS file system. Pentium 4 1GHz or higher
- Appropriate RAM to accommodate the number of connected users
- Hard drive storage to accommodate the estimated data volume
- SCSI RAID 5 or RAID 10 Recommended but not required. 20,000 8.5 x 11 pages per 1 GB storage space typical
- External HDD - NAS, SAN, or equivalent network storage (USB Drives, Memory Drives, etc. are not supported)
- Microsoft SQL Server 2005 SP2 / 2008 / 2012 or SQL Server Express 2005 SP2 / 2008 / 2012***
- Sufficient resources to accommodate the desired number of users
- .NET 3.5 Framework SP1 / 4.0
- Sufficient hard drive space to accommodate the index data files****

Backup and Replication Server (SAFE - optional)
- Recommend fully redundant storage server for fail-safe backup and replication (If access to data is mission critical and downtime must be minimized)
- Tape backup with sufficient capacity for complete data set
- Back up software with SQL Agent
- Optional offsite remote backup via internet backup

WEB - Included with SAFE and SAFE CLOUD Server (Not required for SAFE CLOUD)
- Pentium 4, 1GHz or higher
- Microsoft Windows 2003 Server, Windows Server 2008, Windows Server 2008 R2
- IIS versions are dictated by the server OS, (IIS comes with server OS)
- Microsoft .NET 3.5 Framework SP1 / 4.0
- SAFE version 7.0 or later
- SSL Certificate
- Microsoft SQL Server Management Studio Express. (If you are using SQL Express)

Client Computer
- Microsoft Windows XP SP 3 or later, Windows VISTA, Windows 7
- Microsoft Internet Explorer 8.0 or later, Mozilla Firefox 4 or later, Apple Safari 5.0 or later, Google Chrome 12

Tablet
- Contact Cabinet to see if your tablet is one of the growing number we support

*Specifications subject to change without notice.

**Cabinet manages data in its native format and includes software viewers for over 250 different file formats; for full-editing capability, clients need to have the corresponding application software installed on the client system.

***Solution depends on data volume and number of connected users.

****Varies based on the number of documents indexed. Estimate double the storage volume of the storage server.

Call 800.621.6501
or visit
www.cabinetpaperless.com

TECHNICAL DESCRIPTION

SAFE is a network based document management software system that is easily installed and maintained. Electronic filing cabinets are completely configurable and the system is built on industry standard Microsoft SQL Server and .NET technologies. User access is password protected and support for Active Directory brings users the convenience of single sign-in. Access rights are enforced throughout the entire filing hierarchy, including Repositories, Cabinets, Folders and Document levels.

Multiple tools are available for inputting documents such as import, drag and drop, print, send to, and scan. Documents can also be created directly within the system. Heavy volume scanning users will enjoy the power ADVANCED CAPTURE brings to automate the scanning/filing process.

Productivity is immediately boosted by simply applying the included workflow, scheduling, and sharing features. Workflows can be accomplished manually or by invoking predefined rules that match your business processes. Cabinets, Folders and Documents can be scheduled for action by the originator or be assigned to other users or groups. SHARE increases business efficiency by making it simple to share documents securely between SAFE users and their external contacts such as customers, vendors, or other business associates.

SAFE is a premises based client server configuration. SAFE CLOUD uses the identical software; however, the server is hosted in a SAS 70/SSAE 16 certified collocation facility. WEB provides browser access, edit, upload, scan, workflow and schedule capabilities from either a premises or hosted server using Internet Information Services (IIS) Server.

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