infoRouter

Don't just manage your documents
Mobilize them!

Active Innovations

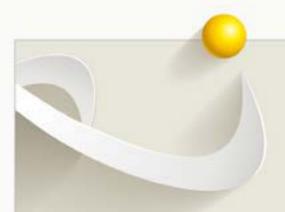Don't just manage your documents

Mobilize them!

A simple, secure way to transform how you control your documents across the Internet and in your office.

As modern business becomes global, it is vital that your information keeps up with you. infoRouter from Active Innovations makes that easier than ever, allowing you unprecedented freedom, simplicity, flexibility and security to work on your documents from any location in the world.

Any authorized person—your customers, vendors, partners or employees—can create, view, edit, share, and control your documents safely and securely anytime and anywhere in the world. infoRouter provides innovative solutions that completely change the way you look at Enterprise Document, Content and Records Management.
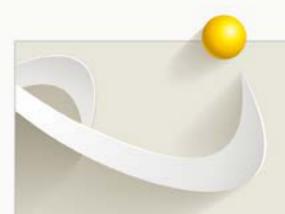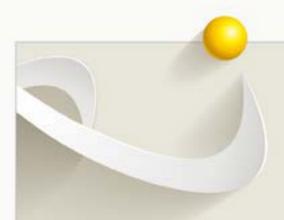
features at a glance

- Intuitive, Easy to use interface
- Quick Access to all your information
- Content & Meta Search with Full-text indexing
- Configurable Saved Search Screens
- Check In-Check Out Control
- Thumbnail views for image intensive folders
- Advanced Version Control with Major, Minor, Revision functionality
- Email Alerts and Change Notifications
- Audit trails
- Smart Folders-Define & Enforce Folder Rules
- Configuration Management
- Native Format publishing (No Conversions)
- Standard Web browser access from anywhere
- User managed, self service environment
- Remote authoring, editing and management
- Document Associations
- Custom document properties (Meta data)
- Multiple Uploads and Downloads
- Document based Workflow
- User Maintained & Managed work areas.
- Instant Document Recovery - Recycle Bin
- ISO Document Control & Review Mechanism
- HTML & PDF Forms Management
- High Volume Document Capture Tools
- Template-driven Content Management
- Records Management
- Retention, Archival & Disposition Schedules

features at a glance

- Regulatory Compliance Tools & Audit Trails for
- DoD 5015.2 Compliance
- Sarbanes Oxley Act.
- SEC & HIPAA Compliance
- Life Sciences: 21 CFR Part 11
- ISO Document Control
- Easy to Manage & Administer
- Remote Administration
- Integration into In-house applications via the infoRouter Web Services API
- Web Services API for custom development & Open Source Application Samples
- High-performance load balancing
- Multi Server-Distributed Architecture
- HTTPS-SSL Encryption
- Flexible & powerful security features
- Customizable Security Profiles and Rules
- Library, Folder & Document Level Security
- Secure & isolated work areas.
- Easy Recovery, Archive & Purge tool
- WebDAV Interface
- infoRouter Scan Station
- Automatic document import with Watched Folders (hot folder) technology.
- PDF/A Compliant TIFF to PDF Conversion
- HTML to PDF Conversion
- Full MS Office Integration
- Email Storage & Archiving
- Email Account Monitoring with Email Scanner
- Automatic LDAP User Synchronization

Simple

Its intuitive interface makes using infoRouter easy. Your users will understand and begin using infoRouter within minutes without any training. Authorized users can create, view, edit, search and share documents in their native format, there is no need to convert documents to HTML. Users can manage the security and access to their own documents.

Users can even retrieve deleted documents from their own Recycle Bin. With quick links to favorite folders and documents, infoRouter is full of powerful tools to make navigating simple. All you need is a web browser.

Versatile

Whether you work in words, pictures, audio, or video, infoRouter can manage any type of document or file in its native format. It handles multiple versions, allows you to revert to earlier versions, compare versions and always maintains document integrity with the Check In-Check Out mechanism.
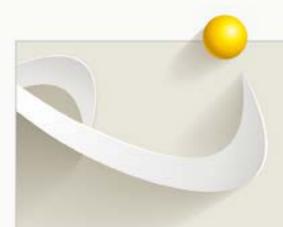
Advanced Searching

infoRouter offers a very powerful and flexible search tool to find documents instantly.

Automatic Full-text Indexing

The automatic full-text indexing of documents in a background process will greatly improve your current searching capabilities. You will be able to search for documents by supplying content words and Meta information such as author, time and date intervals, document status, keywords, document type, size etc.

You will be able to search for and find all popular office formats (MS Word, MS Excel, MS PowerPoint, PDF, HTML and many more) by simply typing in a few keywords.

● Meta Search

This advanced tool allows users to specify custom document property information to find documents and folders easily and quickly. Define as many custom property sets as you wish. The search screens are automatically re-configured to reflect all defined custom property prompts.

Imagine being able to search for invoices from a vendor that exceed a certain amount and finding them within seconds!

Custom Properties (META Data)

infoRouter also allows you to create custom document properties. These custom properties can be used to collect additional Meta information that supports the document itself.

You may search for documents based on these custom properties and categorize your information effectively. infoRouter will prompt for the appropriate information when a property is chosen.

Let infoRouter adapt to the way you work, not the other way around!
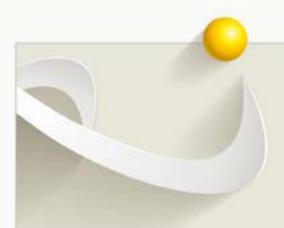
Fully Integrated - Rich Toolset

infoRouter is fully integrated with the tools you work with every day. We also provide a rich toolset to perform your day-to-day operations.

● infoRouter MS Office® Add-in

The MS Office® Add-in provides a simple way to access, edit and publish your documents in infoRouter.

Push your MS Outlook® email transactions into infoRouter with just a click of a button. Turn these important business records into shared resources. When searched, infoRouter will even find e-mails that have attachments containing the search keywords or phrases.

infoRouter Scan Station

infoRouter Scan Station allows you to work with any industry-standard scanner and OCR tool to turn paper documents into digital assets. Built-in integration with Kyocera®, HP DSS® and Kofax Ascent Capture®. You may specify custom properties, apply notes and route scanned images in PDF format to special folders and workflows.

infoRouter Hot Folders

Let the infoRouter Hot Folders tool watch file system folders for new documents created by other systems such as report pools and fax servers. The hot folders tool will automatically import them into infoRouter folders. It can even read XML Meta data and convert images to PDF during the import.

infoRouter E-mail Scanner

infoRouter E-mail Scanner listens to multiple e-mail accounts to push incoming e-mails into inforouter folders. Be sure to receive and share important e-mails with authorized users. Avoid embarrassing issues arising from e-mails coming into unwatched e-mail accounts.

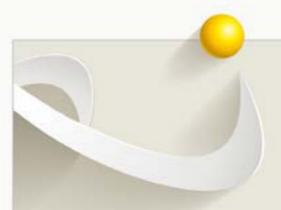## infoRouter LDAP Authentication & Synchronization

In addition to the built-in infoRouter user authentication system, you can also use the LDAP authentication system which can authenticate users against multiple LDAP servers. The synchronization service can keep your LDAP users in sync with infoRouter.

When you need more Integration - Web Services API

The Web Services API allows you to develop applications that work seamlessly with infoRouter. You can connect your in-house applications to infoRouter by writing industrystandard .NET or Java code. The choice is yours.

Many of our customers have hooked into the power of infoRouter from their applicationsq giving them the power of industrial document, records and content management capabilities.

Visit our web site to see a list of usage scenarios of infoRouter and how our customers have benefited from the flexibility and power of infoRouter.

Notifications

In an environment where information changes rapidly, infoRouter has powerful tools to keep you informed at all times. You will be able to see clearly all the new and modified documents as you navigate through folders. When information has to be communicated immediately, infoRouter can send you e-mail messages alerting you of changes to new or updated documents, approvals, new and completed tasks etc.

Anyone with proper access can subscribe to documents, folders and events to receive immediate alerts from infoRouter wherever they are.

Workflow & Routing

Define workflows that reflect the way you work. The flexible workflow definition screens allow for the configuration of workflows where parallel and serial tasks can quickly be defined. Task requirements and permissions can be configured with a few clicks.
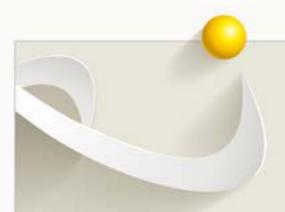
Whether you are processing applications or routing documents for approval, you will be able to breeze through the steps to create effective workflows. Streamline your common business processes and ensure consistent handling of critical business functions.

Eliminate risks associated with errors and omissions.

Regulatory Compliance, Auditing & E-Discovery

Just a quick glance at one of the many audit logs will give you the complete picture of what has happened in a given folder or document library. All major activities are recorded. infoRouter will reduce your risk and costs associated with a growing number of regulatory compliance and Corporate Governance processes such as those related to the Sarbanes- Oxley Act, HIPAA, ISO Document Control and Certification, SEC and DoD 5015.2 Records.

Management guidelines.

Quickly find who has accessed a document (down to the version level). Quickly determine changes to security and identify users who have applied changes to security, Meta data and document content.

Never lose a document ever again.

Even if a user deletes a document and empties her recycle bin, the administrator can still recover that document without having to scramble through tapes and backup disks.

Configuration Management, Control & Security

infoRouter gives you controlled access to documents and folders at unprecedented levels.

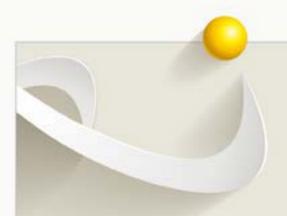The flexible and powerful security tools that can be utilized to safeguard your valuable information.

Individuals or groups can be empowered to manage their own environments including folder and document security. With just a few clicks, you can control folder operations by setting rules on the "Smart Folders" of infoRouter. You can even control the types of documents in a given folder.

Low Cost of Ownership & Rapid ROI

This powerful and affordable solution also offers flexible licensing that allows you to add licenses as you need them. You can immediately install and deploy infoRouter at your own location and start taking advantage of a web based system as a cost-effective document and information delivery mechanism.

The minimal administration requirements and instant user acceptance will make infoRouter an instant success. Be sure to examine the infoRouter ROI (return on Investment) worksheet to calculate your savings by deploying infoRouter in your organization.

Powerful and Scalable

The distributed architecture of infoRouter allows you to install the different components of infoRouter across multiple servers to achieve load balancing for high traffic use.

Based on Open Technologies

infoRouter is based on proven open technologies. You are in total control of your environment. There are no complicated proprietary components to install and manage.

Your documents are safely stored on the file system (in their native format) on drives that are not mapped, so the issue of un-authorized access is eliminated.

Easy Implementation & Administration

infoRouter is a server-side application that can be installed on any Windows based serverclass machine at your own location.
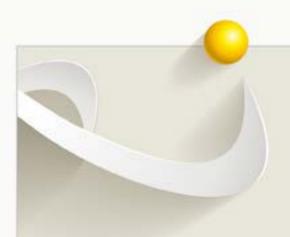
Users access inforouter through standard web browsers so there are no client-side components to install. The optional MS Office Add-in tool can be deployed through Group Policy.

All administrative functions of infoRouter can also be performed from the same web browser interface.

Delegation of Power & Workload

Administrative functions of infoRouter can be delegated to Power Users so that they can manage their own areas without help from administrators. Users can manage the security of their documents and even restore deleted documents. These features greatly reduce the administration overhead.

System Requirements

32-bit or 64-bit processor w/ 32GB of RAM or higher

500 MB of disk space*

Windows 2016-2019-2022 Server

Microsoft Internet Information Server (IIS) 7.5 or higher

ASP.NET Enabled Application Server Configuration

.NET Framework 4.5 with appropriate service packs.

Database Management System Options

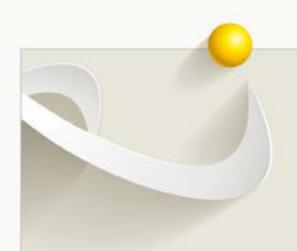MS SQL Server 200x or higher

or

MySQL 8.028 or higher

Browser options

Latest versions of

Edge, Chrome, Safari and Firefox browsers that support HTML5.

* Varies based on multiple factors such as size and number of documents.
Number of document versions is also a factor.

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