

EXPEDITE OVERVIEW

- Overlays your directory shares
- Adds the much needed controls, tracking, and protections.
- Ensures the integrity of your information.
- Creates a “trusted master copy” that everyone can use safely.
- Allows for the inclusion of people outside your organization

WHAT CUSTOMERS ARE SAYING

- “We save a tremendous amount of time just being able to find things quickly
- “Before Expedite, we had more controls, tracking and management oversight on our petty cash than we did on our information!”
- “We put our data into Expedite and we just don’t have to worry about it.
- “We haven’t had a failed audit since we went with Expedite.”

Description: The first stage pattern is a way to create a simple, controlled directory structure. It provides some basic processes to provide proper controls over the user and modification of the contents. As opposed to a simple directory on a file server, a first stage container will protect the files from accidental corruption or deletion,, supports tagging the files with metadata and supports searching on the content by its name, metadata, and/its contents. Additional features and functions can be configured to extend the capabilities of this directory as business requirements demand.

| FEATURE | DESCRIPTION |
|--------------------------------|--|
| Create | Builds new files from a set of controlled template files. Makes sure all files start out with the same format, fonts, layout, etc. |
| Import | Bring in existing files setting the metadata as required, logging the process, and mirroring the content. |
| Upload | Process to ingest complete directories in a single step. |
| Metadata | Additional tracking information used to describe the business context on the information. |
| Attachments | Support the attachment of additional files, emails, multimedia, etc associated with the information. |
| Permissions | Automatically and dynamically changes the permissions based upon its business context. Prevents accidental deletion, corruption, or modification |
| Mirroring | Saves a copy and will automatically restore the file should it become corrupted. Protects against privileged users. |
| Cryptographic Signature | Records a fingerprint of each file used for corruption detection. |
| Check in/Check out | Prevents corruption from multiple users changing the files. Tracks and logs all the changes. |
| Versioning | Maintains previous versions of the files |
| Logging | All activity of each file is logged for later analysis. Can quickly determine who did what to the file when. |
| Search | Can locate information by its business type, context, and content. |
| Archive | Move files to a different location but still accessible when the information is complete or closed. |
| Obsolete | Saves all the information about a file, forces the user to tell why the file is to be removed, and then updates the log. |