



FACSys® 5.1

FACSys® FAX MESSAGING GATEWAY FOR MICROSOFT® SHAREPOINT 2007

Fax remains a critical transmission medium for organizations of all sizes, integral for Accounting, Legal, Procurement, and Sales Departments. The FACSys® Fax Messaging Gateway is an enterprise network fax platform that allows users to send faxes directly through applications and via email. FACSys® eliminates the necessity for employees to trek from their respective desks to a physical location housing an ancient fax machine. With the simple click of a mouse, faxes can be transmitted quickly and efficiently.

Although faxes can be transmitted directly from the desktop, organizations are facing the ongoing and mounting challenge to store and archive corporate documents to meet regulatory requirements.

Compounding this challenge is the requirement for effective access controls, document accessibility, and adequate document retention policies.

Leveraging the Enterprise Content Management capabilities of Microsoft® SharePoint to store FACSys® Fax Messages enables organizations to establish Compliancy initiatives, while maintaining a user-friendly environment.

ACCESS CONTROL

Faxes, consistent with other types of corporate content, must be maintained in an environment that restricts access to unauthorized users, while providing quick and easy retrieval to endorsed users who require access to the content.

Synchronizing FACSys® users with Active Directory user profiles, enables administrators to assign role-based permissions, to ensure efficient management of user access rights.

Storage of both inbound and outbound FACSys® Fax Documents within the SharePoint Enterprise Content Management system permits organizations to maintain thorough metadata of the transmission details in context with the document, full audit logs of any changes in the properties, user access controls, and any document modifications.

By capturing and storing all relevant metadata and auditing all instances of changes, organizations satisfy and exceed legislative requirements, and can rest assured that the stored content maintains integrity.

USABILITY

Leveraging SharePoint for FACSys® Fax Documents provides users with a full interface for enhanced peer-to-peer interaction. With SharePoint, users have a single interface to coordinate schedules, organize FACSys® Fax Documents, and participate in group discussions, all maintained contextually, with any associated discussion threads appended to the document profiles.

With the FACSys® Fax Messaging Gateway for Microsoft® SharePoint, organizations can maintain a centralized Document library. This provides users with a single point of reference for any requisite corporate materials.

SharePoint's integrated powerful search capabilities allow users to easily search for any Inbound or Outbound fax documents quickly and efficiently. Appendage of all transmission data within the document properties by means of the optional Optical Character Recognition (OCR) version of Inbound Fax content, makes it a quick and easy process to find content as required.



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ACCESS TO CONTENT

Organizations are finding that it is not adequate to simply maintain corporate content to meet legislative requirements. The content must also be easily accessible. This is particularly true for instances of Personally Identifiable Information (PII). Privacy legislation is continually evolving, and although differing between jurisdictions, the right of Individuals to access any PII is maintained across all areas.

Faxes are the prevalent mode of communication for many industries that rely heavily on PII during the normal course of business, such as, Healthcare, Insurance and Finance. In order to meet the privacy requirements for the treatment of sensitive information, faxes must be kept in a fully controlled environment, with appropriate safeguards and access controls, while maintaining the ability to quickly retrieve any PII as requested by the individuals to whom it pertains.

By implementing appropriate role-based access controls and assigning security levels to content in SharePoint, organizations can meet the compulsory treatment requirements for this content.

Merging the features of FACSys® Fax Messaging Gateway and Microsoft® SharePoint Enterprise Content Management facilitates the document accessibility needs of the organization.

FACSys® Fax Documents are stored in SharePoint with all transmission data appended in the Document profile, keeping all relevant information in the appropriate context and ensuring that it is all retrieved together. Inbound transmissions can be enhanced by utilizing OCR technology, capturing the content within the same document profile.

Administrators have the ability to generate meaningful filenames when archiving FACSys® Fax Documents to SharePoint, with available tokens such as **Date, Inbound Caller ID, Message Recipient(s), and User Defined Properties**. These features, merged with the powerful search capabilities of Microsoft® SharePoint, enhance the search, storage and retrieval of FACSys® Fax Documents, to ensure appropriate document access and quick retrieval when required.

FACSys® FAX DOCUMENTS

The FACSys® Fax Messaging Gateway for Microsoft® SharePoint offers the organization customized FACSys® Fax Document Library views, providing fax transmission details such as key document properties including: **Message Type (Inbound/Outbound), To, From, Status (Completed Successfully), Total Pages, Routing,** and so forth. [\[PLEASE REFER TO FIGURE 1.1 ON THE NEXT PAGE\]](#)

The customized Fax Document Library view ensures that users can quickly and easily search for and locate FACSys® Fax documents when required.



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FIGURE 1.1

FACSys® Fax Messaging Gateway for Microsoft® SharePoint Document Library (Screenshot)

