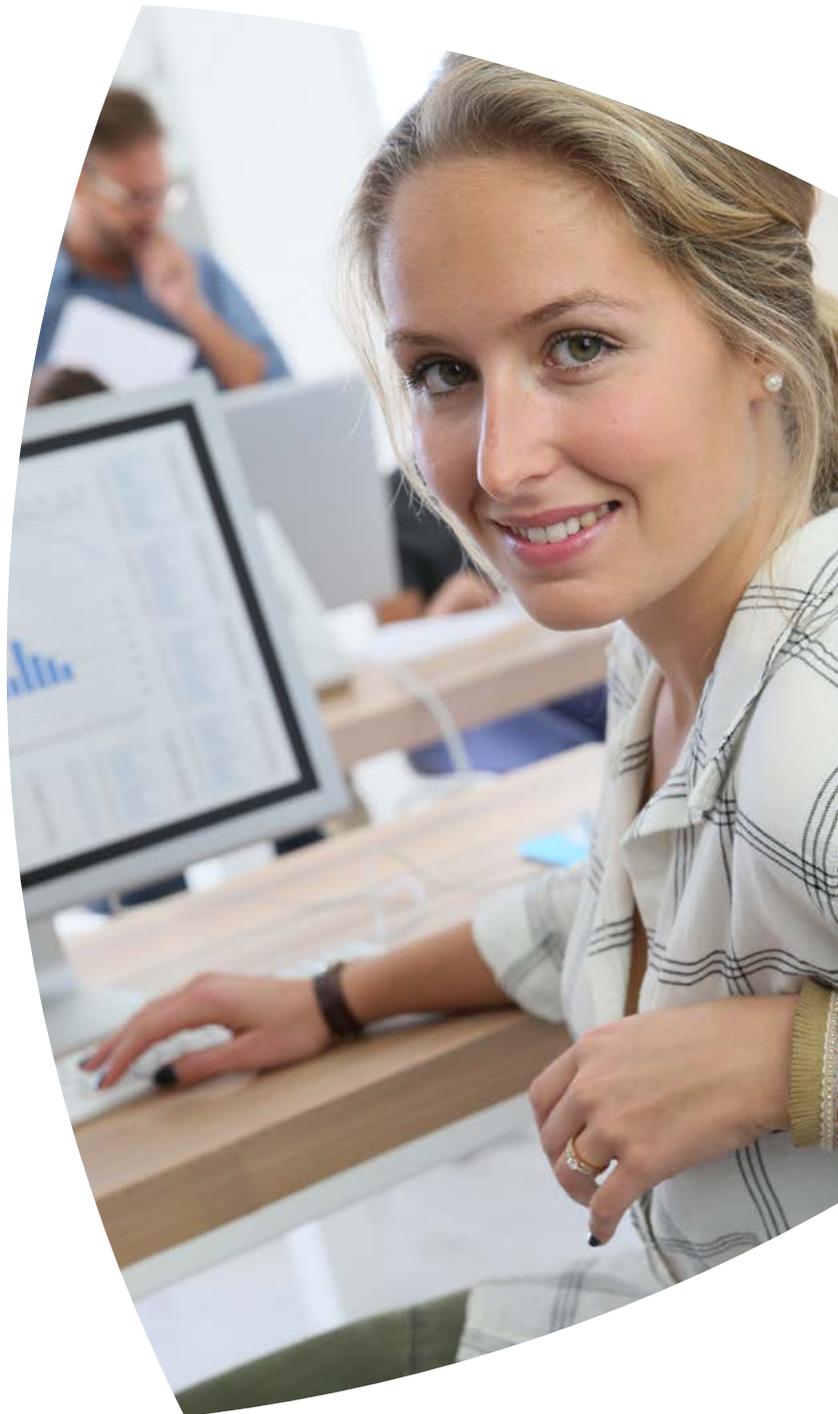


## AMS File Transfer & File Shares

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- AMS File Transfer & File Shares provide a central solution for the movement and sharing of files inside and outside an organisation.
- Improving productivity and collaboration, whilst increasing the security, reliability and compliance of file transfers.
- Improve version control by providing a central database of documents to a manage group of users with various permission levels.



# Improve processes and productivity.

The organisational demand for file transfers is growing rapidly along with the average size of files being transferred, whilst the risk of security breaches is also increasing. Legacy file transfer methods such as email and FTP are unable to meet the compliance and security needs of organisations. Many existing file transfer processes are also beset with frequent errors and exceptions, leading to inefficiency and higher cost.

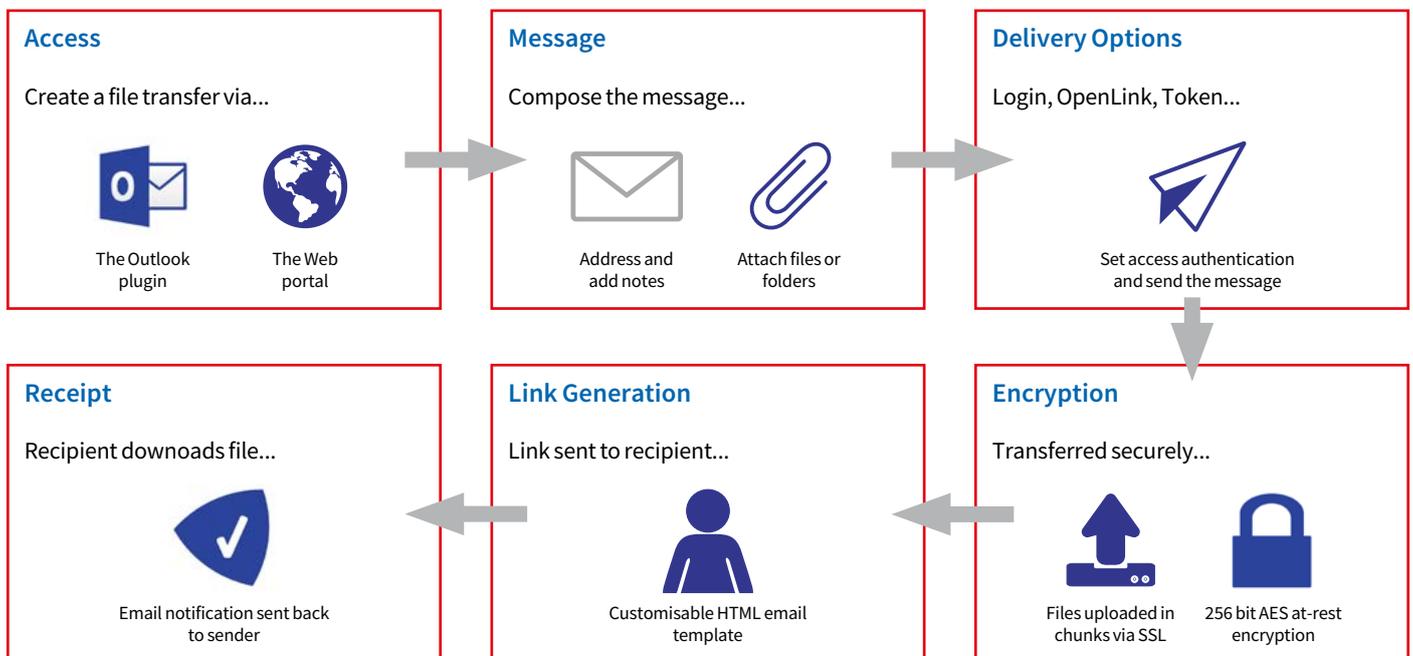
In the absence of an organisation-wide system, users will inevitably find their own workarounds to get their jobs done - often without approval or knowledge of an IT Department. The result is a mix of physical and digital DIY solutions which lead to chaotic processes. Many organisations are looking to take control of the situation by

moving to a single enterprise-level managed file transfer solution, providing security and giving users the tools they need to do their job effectively.

AMS File Transfer is a powerful enterprise-level secure solution to replace vulnerable FTP servers, disparate legacy file transfer systems, slow physical shipment of data, fragmented email attachments, USB sticks and expensive leased lines. Save time and money, improve security and aid your compliance initiatives. File transfer not only needs to be secure, but also easy to manage, allowing people to get their job done efficiently.

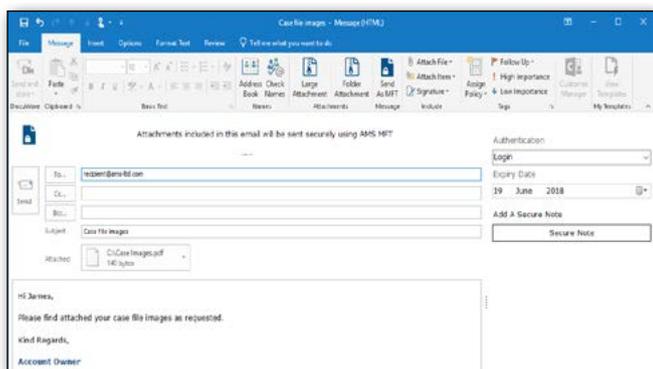
## How it works | File Transfer

AMS File Transfer improves the processes and productivity associated with the movement of files throughout the extended enterprise. With its intuitive web interface, integration with Microsoft Office Outlook and Drag & Drop functionality, the process is quick and easy for users resulting in fewer problems.



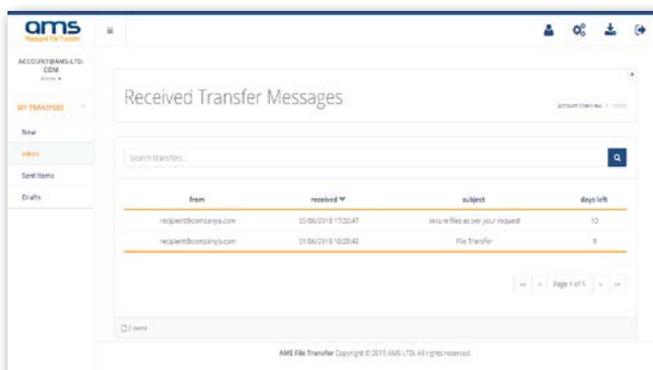
### Outlook integration

By bringing the managed file transfer approach to your email client, user adoption is accelerated without the need for users to change their daily processes. The use of attachment “stub” files keeps the mailbox storage demand to a minimum.



### User friendly interface

AMS File Transfer uses HTML5 to provide a responsive web portal supporting all modern browsers and screen sizes. The web client is feature rich, and easy to use, with a comprehensive administration facility.



### Manage your file delivery

Two-way communication allows users to send and receive files with internal departments and external contacts. Sophisticated tools manage the transfer process to remove unnecessary delays, with automatic re-submit of failed uploads and downloads.

### Easy to use

As well as a powerful Web Interface, AMS File Transfer leverages tools that users are familiar with, such as sending email attachments from Microsoft Outlook or working in local folders. This helps to lower training overheads, whilst accelerating user adoption.

### Control

Transfer and sharing policies provide administrators more granular control. Restrict what users can send through the system, who they can send to, retention settings and the size of data permitted.

### Speed of process

Increase the speed of moving files & data in any size or format.

### Secure

Protects your files against unauthorised access from the beginning to the end of the transfer process, with secure, encrypted file transfer. Eliminates the need to use complicated third party encryption products that lengthen both your delivery time and retrieval time for the recipient.

### Recall and remove access

Provides senders and administrators the ability to recall access on a file by file basis or remove access to single or multiple recipients of a transfer.

### Empower users

Reduce load on IT by empowering users and allowing them to control the data they send, offering visibility and security from the outset.

### Automate

Automate files from your business applications, with drop folders and API integration. Minimise manual input and eliminate human error by integrating with back office systems.

### File Share notifications

Provide users full control over which notifications they would like to subscribe to and how often they receive them.

### Track and report

Track and notify when secure messages or files have been accessed or downloaded by the recipient. Unlike read receipts which can be declined, AMS File Transfer will guarantee notification of delivery. Gain visibility into file transfers with analytics on the file transfer activity of your organisation.

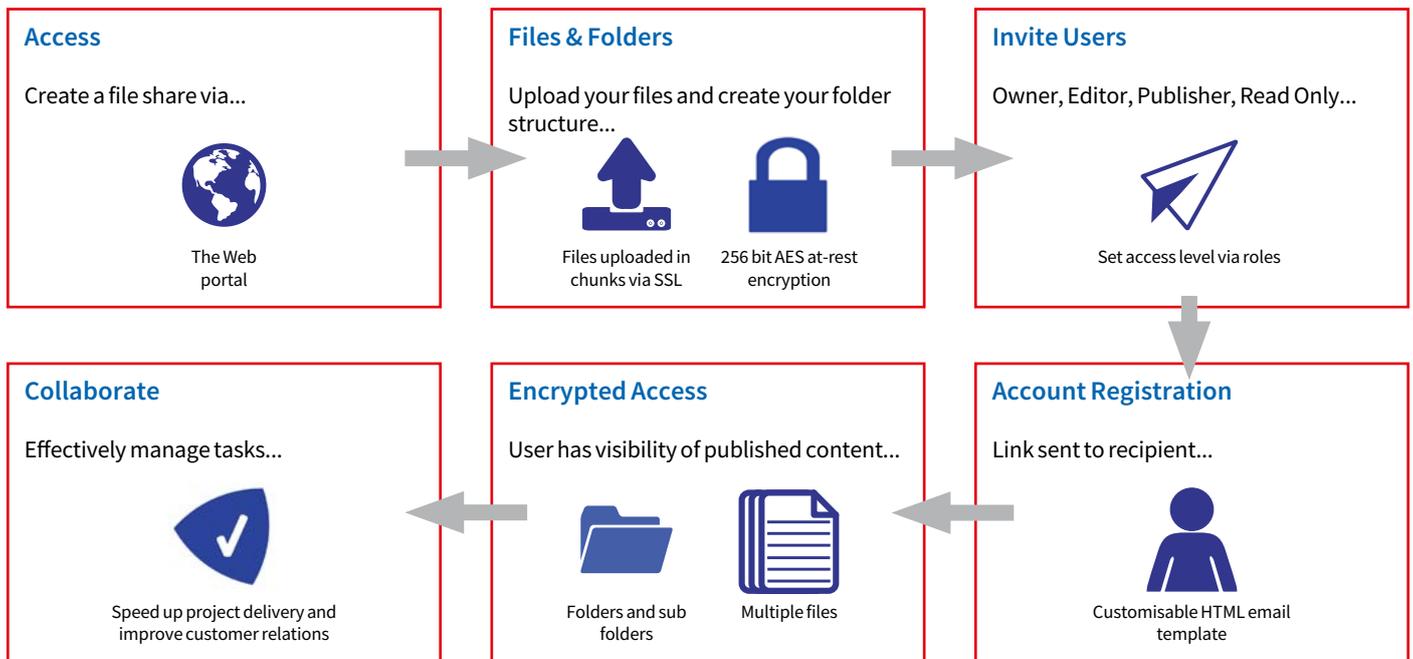
### Visibility

Have instant access to all metadata relating to transfers and shares in a single interface, providing clear visibility of your data at all times.



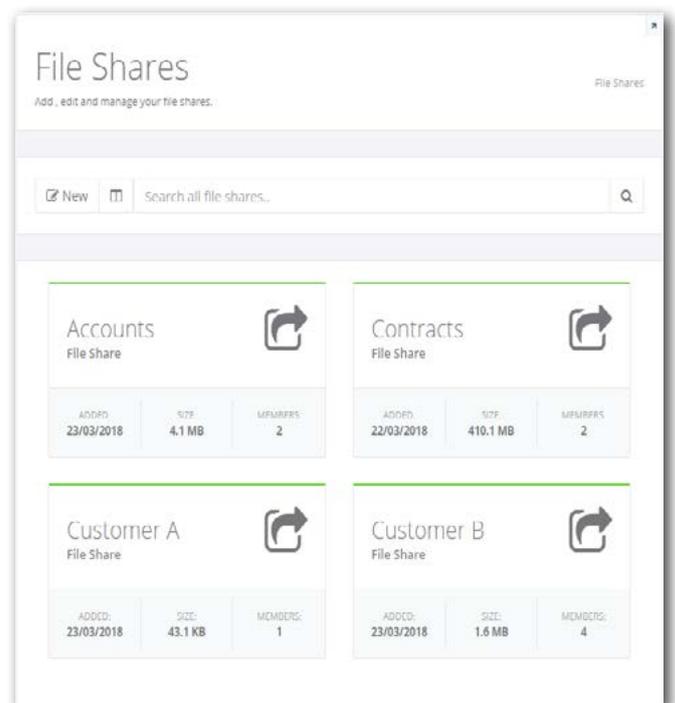
### How it works | File Shares

AMS File Shares allows you to create common areas to share information with your colleagues, customers and partners. By creating a familiar file and folder structure, you can easily store and manage your documents, longer term, all in one place.



### Manage your File Shares Container

Manage invited users and control their access options using different roles. Current controls include Download, Checkout/Check In (version control), Comments, Rename, Move & Delete files and folders. Audit history is also recorded and gives you full visibility and traceability of each action.



## Key benefits

<b>Scalable</b>	Scalable multi-site and multi-tenanted solutions which will grow with your requirements.
<b>Audit trail</b>	Full audit trail on every file transfer, including details of every message view and file download.
<b>Secure messages</b>	Send and receive secure messages and attachments via Email, with the option of adding an encrypted message in addition to the standard email body.
<b>Compliance</b>	Aid your compliance initiatives. Comply with security policies and privacy regulations. Reduce risk and ease external pressures on the security of your documents.
<b>Address books whitelist/blacklist</b>	Option to restrict who messages can be sent to, helping to control the flow of information from the organisation.
<b>Large files from Outlook</b>	Large File support for Microsoft Outlook and Exchange, removing the inconvenience and delay of having to deliver files via other means.
<b>Personalisation and branding</b>	Make the portal your own, improving the image of your business internally and externally, and ensuring users feel comfortable with the look and feel.
<b>Flexible security options</b>	Configurable options around authentication, providing several levels of security. Tailor the balance between ease and security, dependent on document security requirements.
<b>Active directory authentication</b>	Automatic log in to the interface, improving management of the system, saving user time and one less password for users to manage.
<b>Efficient</b>	Improve the efficiency of your user's workflow and the transfer process, making it easy to deliver large files with familiar and simple to use tools. Reduces time spent by IT on setting up and managing disparate file transfer solutions.
<b>Two way file exchange</b>	Send and receive large and sensitive files to/from internal and external parties. Simple setup for recipients, allowing external parties to receive and respond without any difficulty.
<b>Email notifications</b>	Customisable email notifications to help improve brand presence.
<b>Self sign-up</b>	Allow your customers and partners to create their own account on your secure tenancy.
<b>File viewer, with optional DRM</b>	Advanced inline viewer, which supports over 70+ file formats, including PDF and Microsoft Office. Digital Rights Management (DRM) gives the sender control over print, download – as original or PDF and secure document viewing, copy protection (DRM) – viewed documents are encrypted.
<b>Malware scanning</b>	All files uploaded and downloaded through our hosted solutions are scanned for malware. Offering anti-virus as standard, not only protects the integrity of your files and data which you share with your colleagues, customers and partners, but also protects you as a business when receiving files.
<b>Automation</b>	Bespoke integration options and process automation can be achieved using the RESTful API or via the drop folder tools.

For more information please contact one of our Process  
Optimisation consultants:

**Email**

[process.optimisation@toshibatec.co.uk](mailto:process.optimisation@toshibatec.co.uk)

**Website**

[www.toshibatec.co.uk](http://www.toshibatec.co.uk)



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