

**TOSHIBA**

Document Management & Workflow

# Foldr



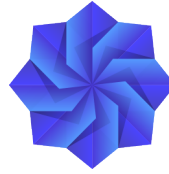
# Make meaningful progress on the things that matter

To thrive in today's distributed world of work we need to look for new ways to care for, share, store and print the knowledge that we are creating.

The introduction of cloud technology has changed the way organisations manage their infrastructure and many traditional on-premise environments have moved, or are moving, to more of a hybrid setup. At the same time, the traditional workforce has changed and there is an ever increasing need for employees to be able to access technology on the move or from home.

## Are disjointed systems making work more difficult? It's time to unify your file estate

The modern workplace can quickly descend into digital chaos. Legacy files on your servers, collaborative documents in the cloud, photos from clients, emails from suppliers. Each with a different point of access or interface. Throw in security and compliance and you have a recipe for technological turmoil.



# Foldr

## Let Foldr be your guide, wherever the destination

Foldr bridges the gap between your on-premise file servers and your cloud storage, providing a single access point to view, edit, and collaborate on your files. With apps for Windows, Mac, iOS, Android and web, it doesn't matter whether you're working from the office, home, or on the move, your files are accessible at the click of a button.

## Foldr at a Glance

- Simple Setup
- Store, Search, Share
- Extraction and Automation
- User Self-Service
- Easy Governance
- Peace of Mind

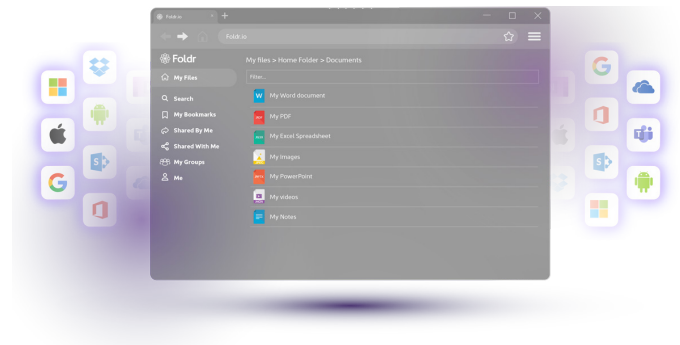


# Single-point access and control for everyone in your organisation to every file, wherever they're saved.

Declutter your online workspaces with Foldr's intuitive web app and native apps for iOS, Android, Windows and macOS. Each has been thoughtfully designed to simplify and speed up access to those all-important documents. When you're ready to move to a higher digital plane, Foldr's powerful sharing tools and expansive extraction and automation systems mean you can build, create, share and automate all from the same beautifully simple interface.

## Features

- **No VPN needed** | Foldr makes your existing on-premise storage secure and easily accessible without the need for a VPN or other 3<sup>rd</sup> party connection.
- **Easy to deploy** | A lightweight virtual appliance built for any popular Hypervisor. Installed in minutes with a low system requirement. 1vCPU, 2GB Ram, 50GB disk space for the base system.
- **Unified access** | Create a single window to all your files by integrating access to your on-premise file servers with all your cloud storage locations (OneDrive, SharePoint, Google Drive, Box, Dropbox etc.).
- **Apps for all devices** | iOS, Android, Windows, Mac, Web, Chrome Extension, Active Directory (AD) authentication - Foldr uses your existing AD to sync all your user accounts access and permissions.
- **Cross platform search** | Foldr's powerful search tool will index files across all your storage locations whether on-premise or in the cloud.
- **User collaboration** | Share and collaborate on files/folders with other AD users and groups.
- **External sharing** | Create a dynamic link to share larger files through Foldr. For added security you can either add a password or create an external account which will allow external users to upload files back.
- **Complete SSO solution** | Foldr can act as a SAML SSO Identity Provider (IdP) or Service Provider (SP).



## Peace of Mind

- Configure Multi Factor Authentication and Biometric Passkeys or integrate with your existing SSO solution
- Control access to almost all features using your existing users and groups, or create new ones within Foldr itself
- Track Who, What, When, Where, and How, with full access and audit logs
- HTTPS/SSL (TLS) ensures end-to-end encryption for everything in Foldr, giving you ultimate peace of mind



## Captur Module

Extract meaningful data and gain insight from your documents with smart templating and intelligent processing.

- Unique 'in-place' recognition and data extraction
- Classification with intuitive template designer
- Advanced Regular Expression Engine
- Zonal OCR and OMR
- Line-item extraction and default field values
- Seamless integration with MaSH

### Unlock the true value of your documents

Your organisation is so much more than the sum of its parts, and your files and documents are no exception. Hidden inside those scans, invoices, orders and forms are a treasure trove of information and insights just waiting to be discovered. Bring meaning to the mundane with Captur and **turn the unstructured content of all your disparate documents into dependable data.**

Foldr speaks to a whole world of storage so there's no need for moving or duplication - your documents are **processed in-place.** The intuitive visual template designer means you can be processing and classifying your documents in no time. Using **intelligent value conversion, smart date formatting and advanced table support**, Captur can **extract valuable insights** from even the most complex of business documents. Perfect for invoice processing, accounts payable, paper form processing, and more.

## MaSH Module

Make your work flow with beautifully simple, deceptively powerful automation.

- Intuitive language - no coding experience
- Automatically configure and execute tasks
- API and data source interaction
- Create, edit, split and merge documents
- Share and audit files on all attached storage
- Search, classify and redact legacy and cloud documents
- Scheduled and event-triggered workflows
- Use custom fields to assign file metadata
- Send emails, SMS messages and notifications - individually or in bulk

### Real automation where it counts

Don't let automation anxiety or workflow worries hold your organisation back. Take the first step on your path to **Making Stuff Happen** with MaSH from Foldr, a storage-agnostic, accessible automation engine for businesses. It's the easy and powerful way to **automate even the most complex of processes.**

Working with Foldr's innovative search, extraction and sharing capabilities, **MaSH can facilitate automation** and complete almost **unlimited tasks with flexibility and cost-efficiency** unique to the market, for true 'hands-off' automation. Let MaSH be your secret weapon when confronted by burdensome and repetitive jobs like file creation and document classification.



# Folio for Foldr

Empowering organisations to share, manage, and protect data with confidence.

- A single, polished user interface for internal and external users
- Add as many external collaborators as needed
- Control what external users can view, edit, or download and track access in real-time with full audit trails
- Share large files instantly and seamlessly without size restrictions
- Smart integration with Foldr inbox provides AI-powered attachment filtering to automatically scan and secure incoming files, and block malicious content
- Meet GDPR, HIPAA, and other regulatory standards, effortlessly

## Your gateway to secure, frictionless collaboration

Folio is the ultimate add-on to Foldr, designed to extend your reach with effortless, secure sharing. Folio enables **unlimited external users** to access your Foldr environment through a **sleek, unified web front-end**, enabling you to share files, folders, and resources of any size with ease.

No more juggling separate systems or limiting access. With Folio, you'll feel empowered to collaborate freely without compromising security or control - all while **maintaining the intuitive user experience your team already loves.**

## Peace of mind with security you can trust

Beyond just external sharing, Folio transforms how you manage digital workflows with powerful features like **unlimited file uploads and intuitive user access**. When paired with Foldr inbox, Folio introduces smart attachment filtering, **automatically handling incoming content** with precision and security. This **smart integration makes Folio an essential tool** for organisations that demand flexibility and effortless collaboration without sacrificing compliance or performance.



## Transform Your Workflows, Boost Productivity

- **For Educators:** Securely share course materials with parents or external researchers.
- **For Businesses:** Collaborate with global clients on projects without leaving Foldr.
- **For IT Teams:** Simplify user management with centralised oversight and automated tools.



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## About Toshiba Tec

Toshiba Tec UK Imaging Systems Limited is part of the globally operating Toshiba Tec Corporation, active in various high-tech industrial sectors.

Toshiba Tec Corporation is a leading provider of information technology, operating across multiple industries - ranging from retail, education and business services to hospitality and manufacturing. With headquarters in Japan and over 70 subsidiaries worldwide, Toshiba Tec Corporation helps organisations transform the way they create, record, share, manage and display information.

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