Easy Document Management

FileStar

Ideal for scanning and archiving your paper documents

SHARP

Be Original.

Simple Cloud-Based Document Management

Use Less Paper

Paper takes space. Space costs money. Paper takes time (to file and find). Time costs money. Less paper = Money saved! FileStar makes it very easy for you to transfer your paper files to a digital archive.

Cloud Based

FileStar's cloud servers take away all of the hassle and costs of managing your own servers and storage. All you need is a web browser.

Compliance

With secure access, comprehensive auditing and flexible retention policies, FileStar ticks all the boxes when it comes to meeting your document compliance requirements.

Standout features

Works with any scanner or MFD

If your scanner or multi-function device can save to a Windows folder then it will work with FileStar.

Paper scans converted to searchable PDF

Paper scans are automatically converted to searchable PDF using OCR (optical character recognition).

Flexible access control

Access rules allows you to control what actions your users can perform. For example, you may want to allow only a subset of your users to be able to search for and view 'Accounts' documents.

Automatic document filing and naming

'Auto-File' and 'Auto-Name' feature takes away the hassle of deciding where a document should be filed and what it should be called.

Simple, intuitive web browser interface

All you need is a modern web browser to search, file and view documents.

Customisable index fields

Custom index fields left you capture document specific data that can be very useful for filing and searching.

How does FileStar actually work?

Simply scan straight from your device to FileStar without the need for any additional devices

1. Scan from your copier or scanner

Many scanners and copiers allow you to create scan profiles so that you can do 'one-touch' scanning directly from the device. With the profiles set up you don't need to keep selecting settings or changing them everytime you want to scan something. Use a profile to perform a scan. The scanner now hands the file to the FileStar. At this point you are done! You have filed your document with no more effort than a finger press.

2. Paper gets turned to PDF

When the FileStar app detects a new file from the scanner, it starts processing it automatically (no user intervention required - this is all happening in the background!). FileStar can be configured with rules to tell it how to handle incoming scans - for example, you may want to split the scans into separate documents whenever it detects a special barcode, or you may want it to file documents differently depending on which scanner profile was used.

3. Send to the cloud

With processing complete your document is sent securely to our cloud servers, automatically named (if that is what you want) and filed. If for any reason your internet connection is lost, your scanned document is kept locally on your PC and the FileStar app will upload it when the connection is restored. (For peace of mind, the FileStar app can be instructed to keep the original copy of your scanned document on your server or storage device, indefinitely or for a set period - e.g. 100 days.)

4. Search and view from your browser

Your document is now available for you and your users to browse, search and view (provided they have permission to do so) using your internet browser.

5. Document life cycle

FileStar's access control features ensure that only authorised users have access to search, edit and view documents. The built- in audit trail records document access and filing changes. The retention policy feature can be used to flag documents that need to be destroyed inline with your compliance requirements.
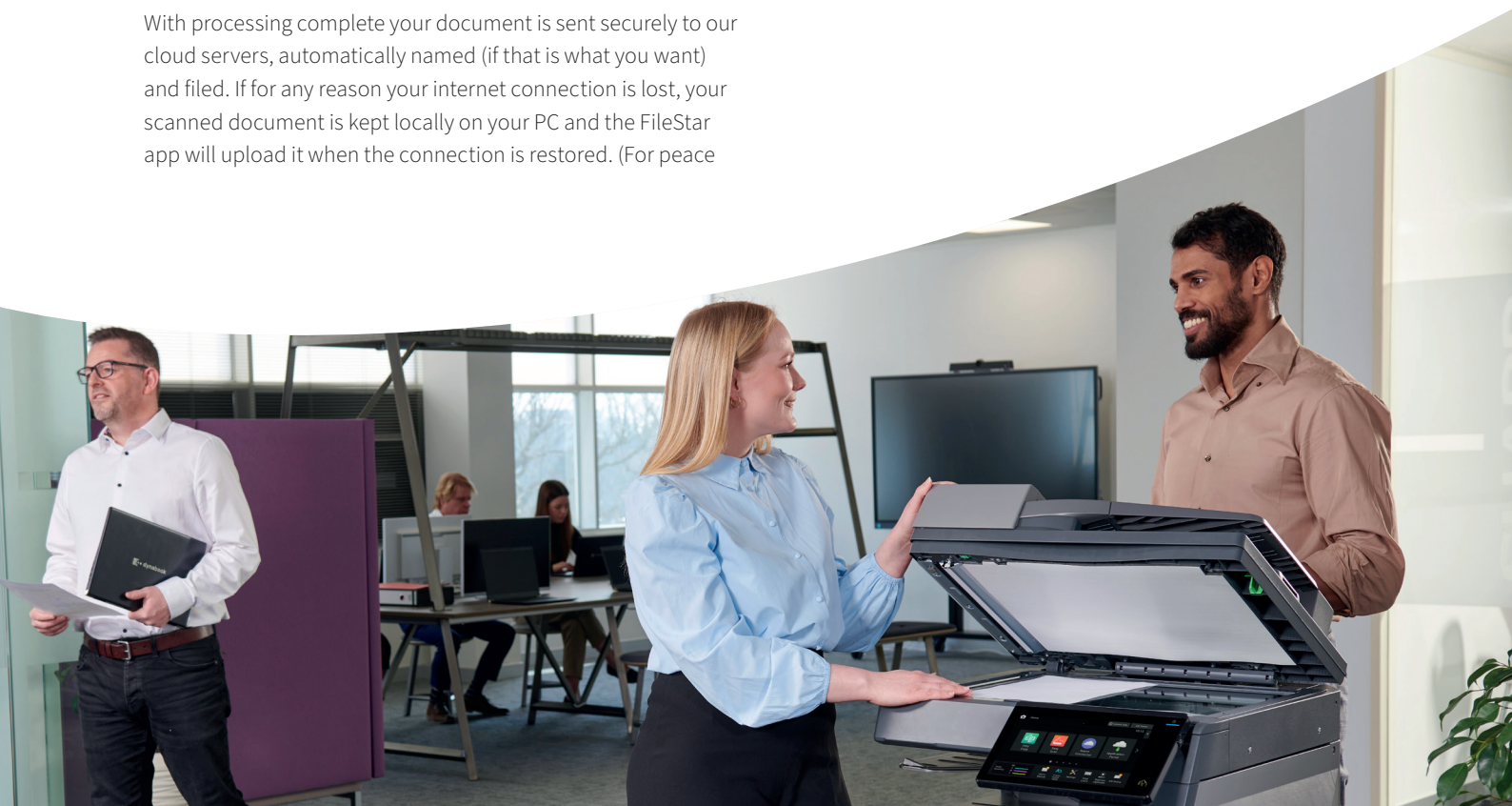
Welcome to Sharp

Sharp Information Systems Europe (SISE), a division of Sharp Electronics Europe, offers a comprehensive portfolio of award-winning document management and display solutions to help organisations transform the way they engage with information. Sharp's industry-leading MFPs and high volume systems sit at the heart of integrated applications for digital transformation.

Sharp's proprietary Open Systems Architecture (OSA) technology transforms MFPs into powerful information portals, seamlessly integrating to the cloud and third-party business applications. Sharp Cloud Portal Office is an award winning document management and collaboration system designed to help small- to medium-sized businesses drive growth, improve efficiency and reduce costs.

By facilitating the transition to new equipment, methods and processes, Sharp Optimised Managed Services help improve how businesses interact with information through enhanced digital workflows and more collaborative working.

Sharp also offer a range of display solutions that include video walls for immersive entertainment, digital signage and innovative interactive touchscreens for engaging presentations.

Our mission is to develop new products that support individual expression; creating life enhancing experiences that let you be original.

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