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From the April/May 2006 *Review of*
Document Management Systems

GoFileRoom is unique to most of the other solutions reviewed here in that it
is offered exclusively as a hosted solution. The benefits of a web-hosted solution
are compelling because they put more responsibility and accountability on the
vendor and relieve you from the responsibility of investing in expensive
infrastructure
and IT personnel costs to administer the system. GoFileRoom was purchased by
Thomson Corp. from Immediatech in July 2005.

Installation & Configuration — 5 Stars
As previously noted, GoFileRoom is only available in a web-hosted model, which
makes installation quite simple. Since there are no server, data archiving or
other infrastructure requirements, your installation tasks are limited to the
scanner(s) and some software downloads at each workstation.

User Interface — 5 Stars
The user interface for GoFileRoom is very intuitive and simple in its design,
making it easy to navigate. The system emulates a virtual file cabinet whereby
you establish unique indexing parameters for each drawer, i.e., client files,
human resources, etc. Each index value can be assigned a list of values from
which to select, such as client number, document type, etc. These lists can
be populated automatically by establishing integration with other applications
such as practice management or tax software. The scanning features support both
centralized and decentralized scanning workflows through the use of bar coding.

Integration — 4 Stars

best practices deployment, including establishing your firm's indexing structure. Thomson offers both on-site and web-based training, some of which is offered as part of the monthly subscription fee.

Workflow & Document Tracking — 5 Stars

Perhaps the strongest feature of GoFileRoom is the TaxFlow add-on module. TaxFlow
is designed to replace your paper-based routing and control sheets and paper file folders for your tax engagements. The purpose is to facilitate a truly paperless workflow. TaxFlow becomes the central launching point for all of the steps in your tax preparation process. You define the routing steps for each type of engagement, i.e., business tax, individual tax, etc., and route the virtual folders electronically to the individual or group responsible for the next step in the process.

Security — 4 Stars

Permissions can be established at the file cabinet, drawer, folder and document level by individual and/or group. Access can also be controlled at the client level as well as other index values, such as document type. A detailed audit trail of activity on each document is maintained, including date, user and activity. A login history is also available to monitor who was logged in when. You can allow or deny access from specific IP addresses for greater control.

Pricing — 4 Stars

The GoFileRoom Pro bundled version (including TaxFlow) for firms from five to 14 users starts at $3,950 annually for the first five users and $395 for each additional user up to a maximum of 14 users. The Enterprise version starts at $1,350 per month for a 15-user license. Additional licenses are priced on a sliding scale for an unlimited number of users. There is an additional charge

for storage. The TaxFlow module is $9 per user, per month based on volume of

for the small firm, as well.

2006 Overall Rating — 4.5 Stars

Advisory

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