

FileBound 6.5

New Features and Functionality

An overview of the new features that increase functionality and ease of use including:

- *Simplified Installation*
- *FileBound Touch*
- *FileBound Drive*
- *Office Automation Enhancements*
- *Security Enhancements*

New Features and Functionality

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A Simplified Interface that puts Touch First

Few web sites are truly designed with touch in mind. Not only have we recreated the user interface, we've refined FileBound Touch to include the most useful, essential functions streamlining the user experience for those users that are on the go.

FileBound Touch is available on Apple's App Store and has a new browser interface for desktop PCs and Android devices. The new browser allows users to upload snapshots from the device's camera, update and route e-forms, complete assignments and view files while the Touch app gives users all of the same functionality while also allowing users to open documents directly into FileBound for filing.

Benefit:

FileBound Touch, designed for touch devices, guides users in the searching, viewing and processing of documents.

Whether from e-mails or the device camera, users are able to instantly upload content into FileBound for immediately filing.

Use Case:

FileBound Touch can be used anywhere. Whether you're a sales manager who wants to organize their receipts for an expense report or a C-level official who was just e-mailed a large contract, Touch allows users to upload and view documents from anywhere at any time. That's a powerful tool.

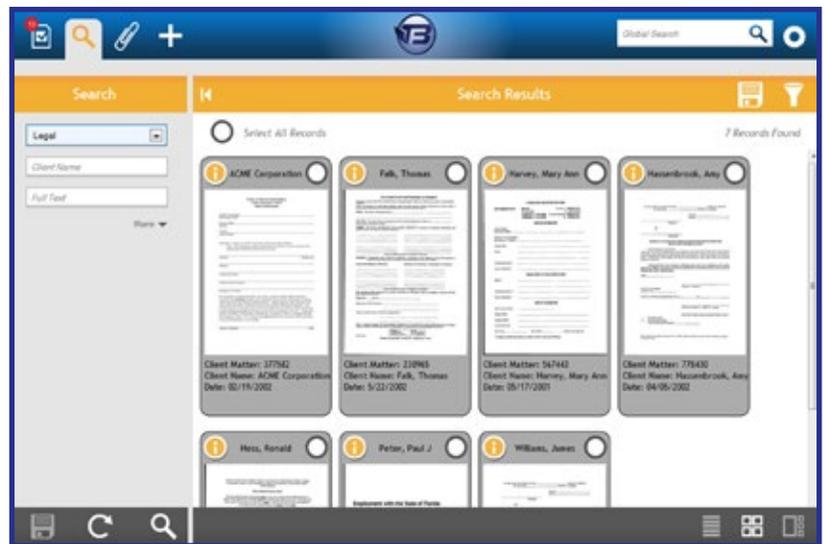
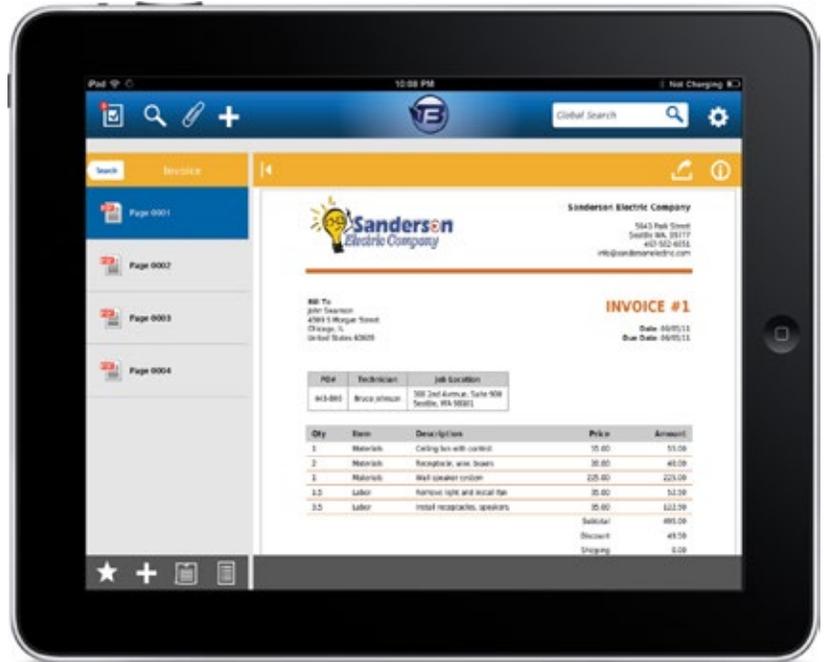
Get Started:

FileBound Touch is currently available for download on Apple's App Store or by accessing a FileBound 6.5 site. It can be used on non-touch sensitive desktop PCs or on any touch device.

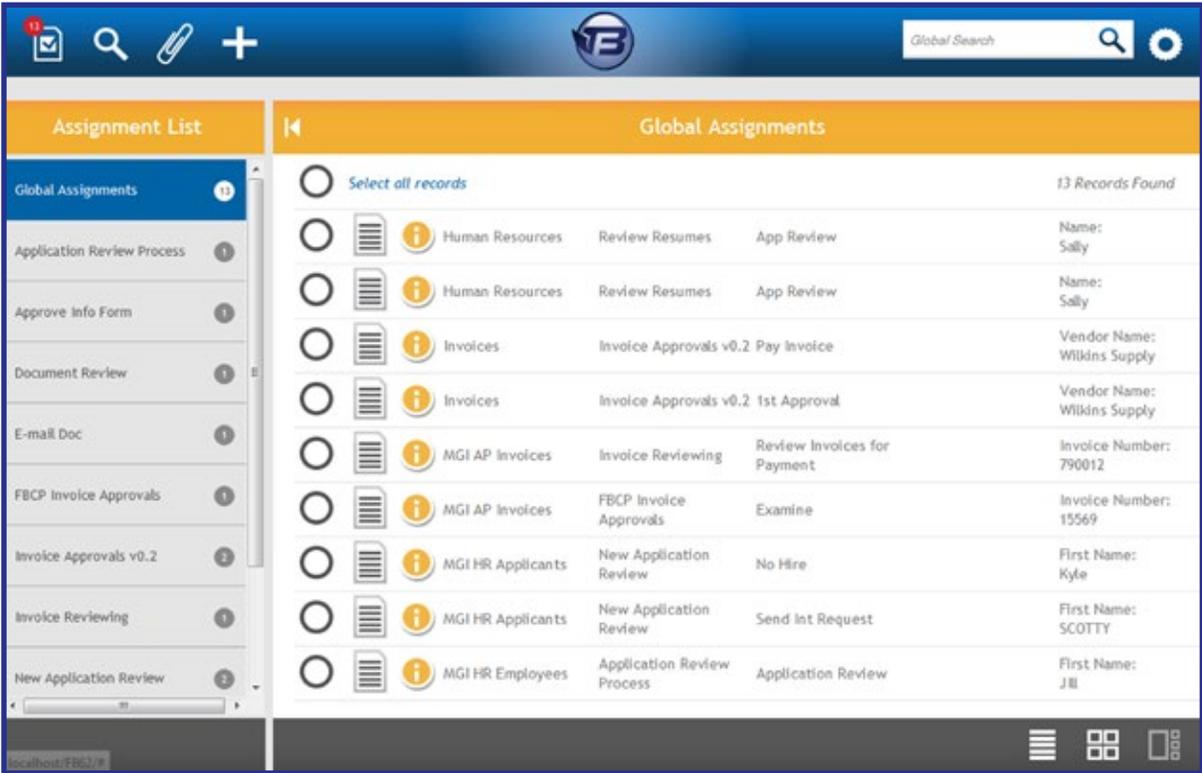


Note:

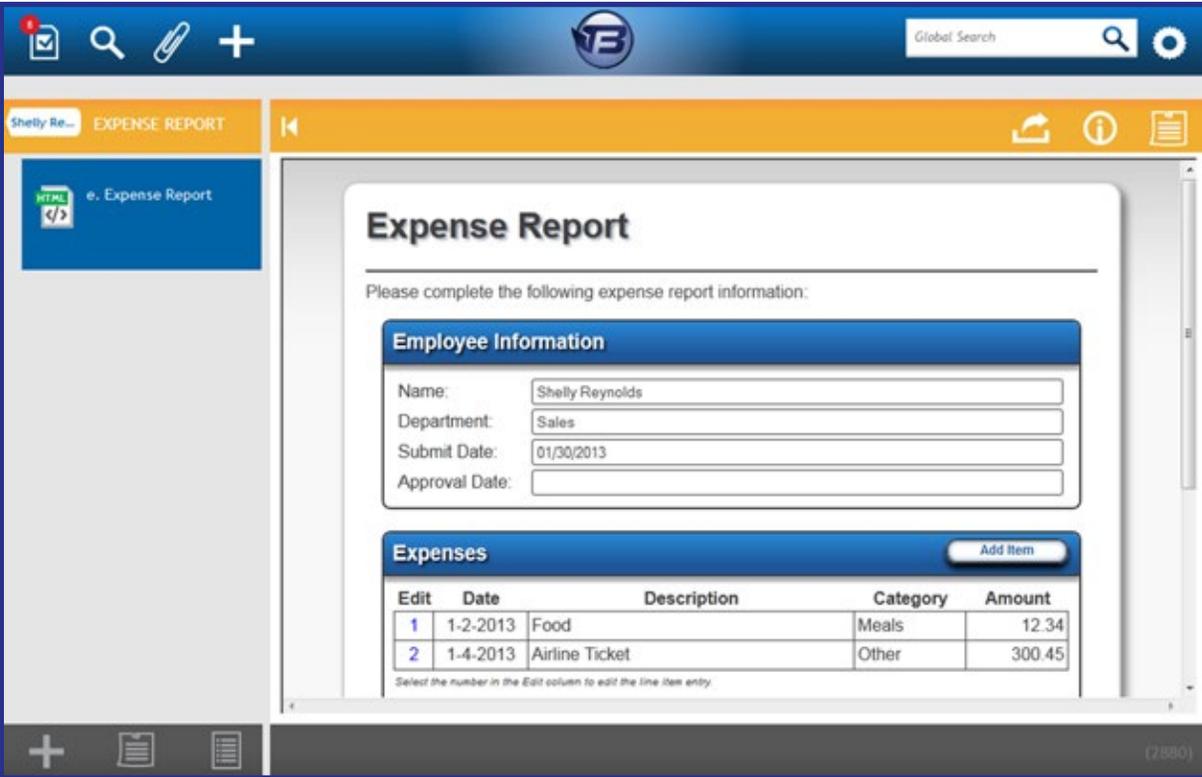
The FileBound Touch app is initially being released for iPads with apps for the iPhone and Android devices coming soon.



FileBound 6.5 Features



FileBound Touch Global Assignments List View



FileBound Touch Displaying an E-form

FileBound Drive - Mapped Drive Access to FileBound Content

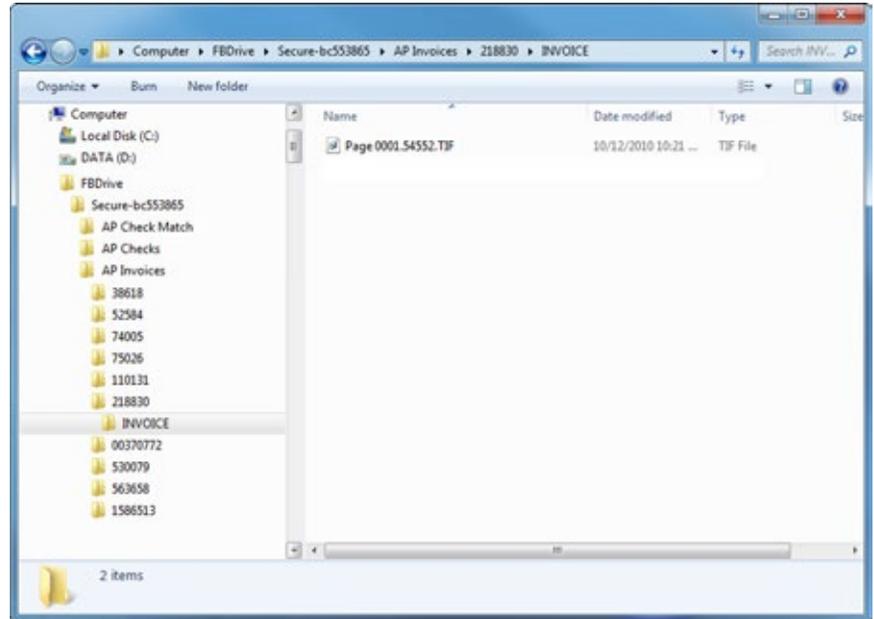
FileBound Drive gives you direct easy access to your FileBound content using the computers window navigation, such as Windows Explorer, while maintaining the security and audit functions provided by storing your documents in FileBound.

Benefit:

Users do not need to log into FileBound to access their documents. Users are able to navigate the folder structure on their computer, whether that is a PC or a Mac, to find and view their documents in it's native application.

Use Case:

Users were accustomed to navigating Windows directories to find their general documents before FileBound was implemented. This allows all content to be stored securely in FileBound but allow users to navigate to the content in ways that they are familiar with.



FileBound Drive - Specific Project Access

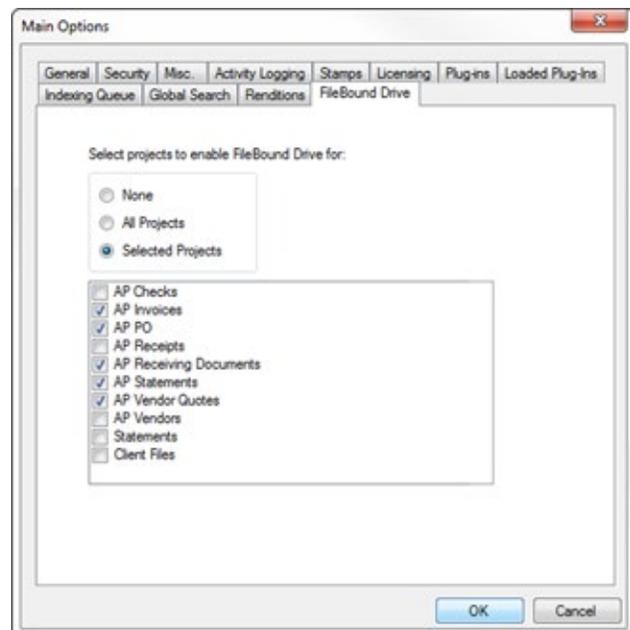
The ease of access to FileBound content can be granted for only those projects that are most commonly accessed, requiring access to more highly regulated documents to be made using the normal FileBound web access.

Benefit:

Allows easy, secure user access to only desired projects.

Use Case:

A FileBound system contains a project for general documents and a project for contracts. Administrators can allow users to navigate to only the less sensitive general documents and require users to access the contracts through the FileBound interface.



FileBound Drive - Configurable Navigation

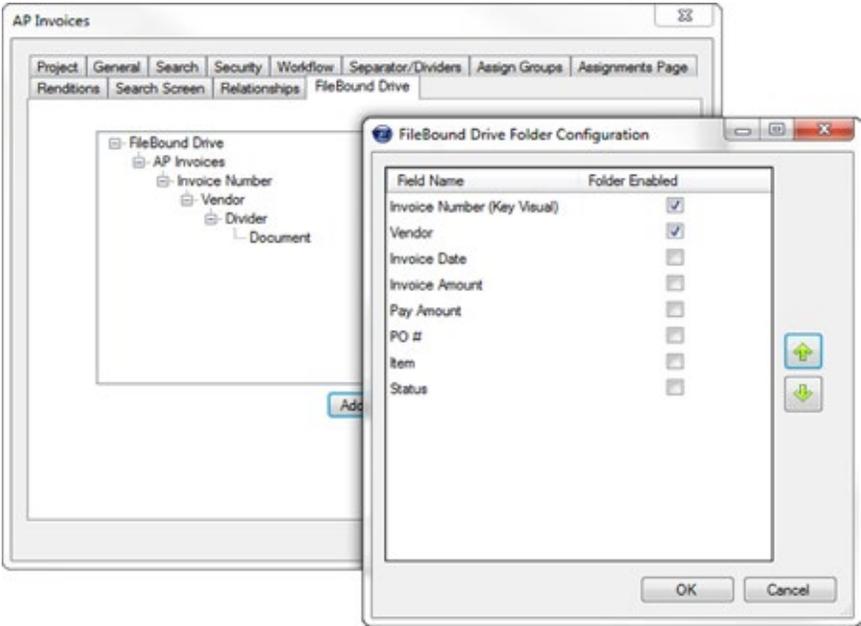
When using FileBound Drive, the drill down folder structure can be configured to fit how users logical search patern.

Benefit:

Allows administrators the ability to determine how users navigate to documents when using FileBound Drive.

Use Case:

A new FileBound system is implemented and FileBound Drive enabled for the invoices project. User who are accustomed to looking for a vendor then an invoice number can maintain that structure as they search for a document to view.



FileBound Drive - Use Native Viewers

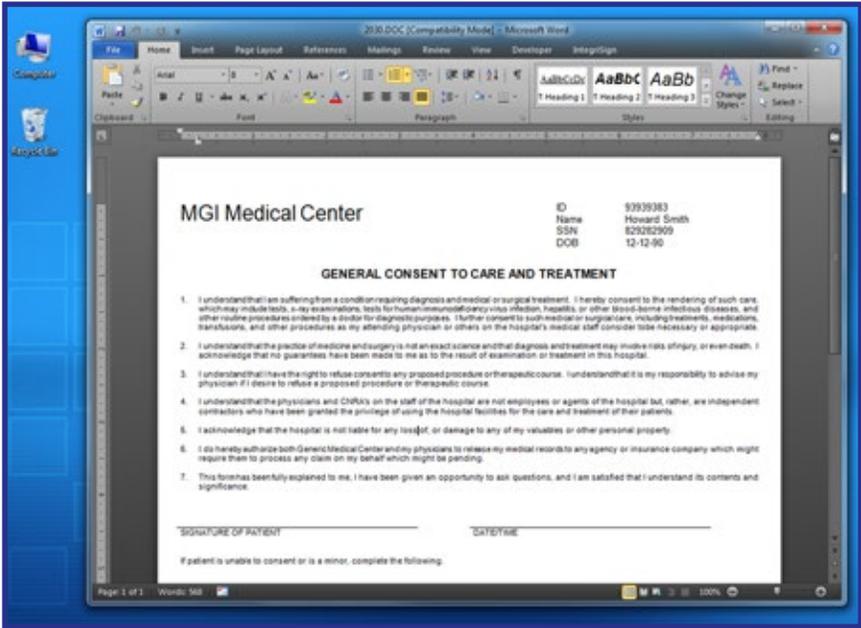
Content that is accessed using FileBound Drive uses the operating system's associated application to open and view the content.

Benefit:

Documents with special viewers open as they normally would when accessed from a computer's directory.

Use Case:

Businesses that have a high turn over of employees do not have to take extra time to train users on how to view content in FileBound. They are able to use applications that they are familiar with such as Microsoft Word, Adobe Acrobat, etc.



Scheduled Reporting

FileBound Office Automation systems have the ability to automatically generate any FileBound report on a set schedule.

Benefit:

Commonly accessed reports can be automatically generated and sent to the appropriate people for review.

Use Case:

A department manager needs to know how users are interacting with documents in the system. This process can run the Document Activity report for the previous day and send it to the manager.

The 'Scheduled Report' dialog box is configured with the following details:

- Report Type: Workflow Reports
- Report: Workflow Status Report
- Report Criteria:
 - Projects: MGI AP Invoices
 - User: Blaine Johnson
 - Workflow Route: Invoice Processing
 - Start Date: 1/11/2013 To 1/11/2013 (Apply Variables)
 - Due Date: 1/11/2013 To 1/11/2013 (Apply Variables)
 - Completed Date: 1/11/2013 To 1/11/2013 (Apply Variables)
 - Status: (empty)
- Email Notification Settings:
 - Send Notification on Error
 - E-mail Address: (empty)

Scheduled Workflow Process

A FileBound Office Automation process that will find files or documents on a set schedule and automatically route them down a workflow process.

Benefit:

Allows FileBound to find content that is not in a workflow process and route content based on the conditions that are specified. Using the find criteria, located files can have e-forms generated for those files.

Use Case:

On an annual basis employees need to sign off on a company benefits document. A process can be created to find all employees, generate the Benefits Acknowledgement form and route it to the user for approval.

The 'Find Settings' dialog box is configured with the following details:

- Select Project: Student Admissions
- Select Type: Find File Find Document
- Find Files with the following criteria:
 - College: (empty)
 - Nursing: (empty)
 - Starting Sem.: (empty)
 - Full Text: (empty)
 - File Notes: (empty)
 - Document Notes: (empty)
- And file has a document in:
 - Divider: Application
- Select the Workflow and Route Action to perform for the file that is found using the Find File search criteria above:
 - Select Process: Missing Documents
 - Route Action: First Page in Selected Divider

Business Activity Logging

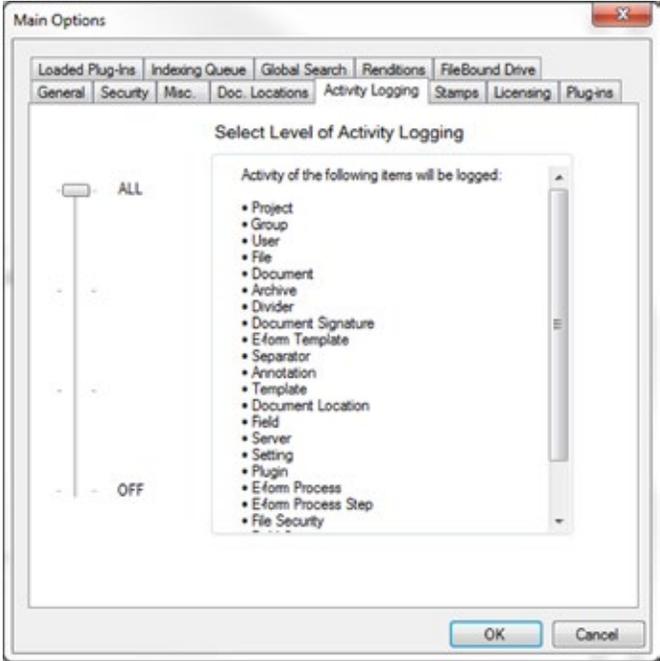
Logging of user activity and changes. A system administrator can set the level of activity that is logged for a system.

Benefit:

Reports can be generated that show the activity of FileBound users.

Use Case:

A bank manager that needs to review what employees have been changing within the FileBound system. The manager is able to run the Activity Audit Log report and view what users have been viewing and editing content.



Recycle Bin Cleaner

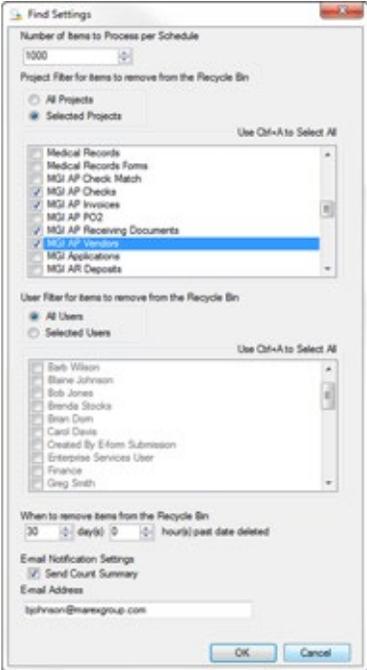
FileBound Office Automation process that will remove items from the Recycle Bin on a set schedule.

Benefit:

Prevents a system administrator or other user with Recycle Bin rights from having to access the Recycle Bin and manually remove items.

Use Case:

A FileBound implementation has a requirement that all content that has been deleted by a user must be able to be restored for 30 days after it was deleted. After 30 days the content can be permanently removed from the system. The automatic removal can be made an automated process that occurs at 3:00 am everyday.



Send E-mail Attachments Automatically from Workflow

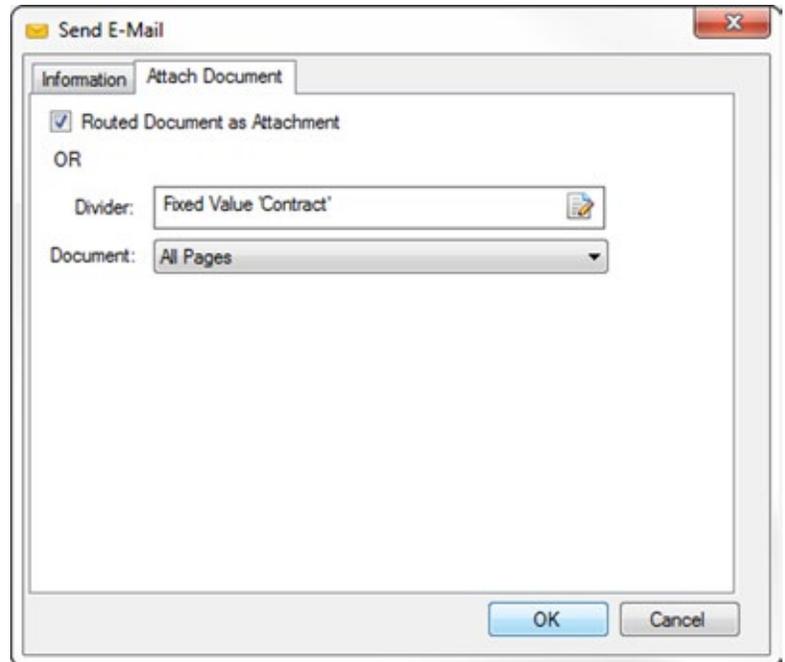
As a document is routed within a workflow process, the routed document can be automatically e-mailed to a recipient by the workflow process. The e-mail stencil can also select a different document in the file and attach that document to an e-mail.

Benefit:

Documents that need to be e-mailed during a workflow process can be automatically sent and do not require a user to manually click the e-mail button within the viewer.

Use Case:

A FileBound project is storing contracts. A workflow process is setup that when a newly completed and executed contract is scanned into the system it will automatically e-mail a copy of that contract to all parties that are involved.



Convert to PDF Action in Workflow

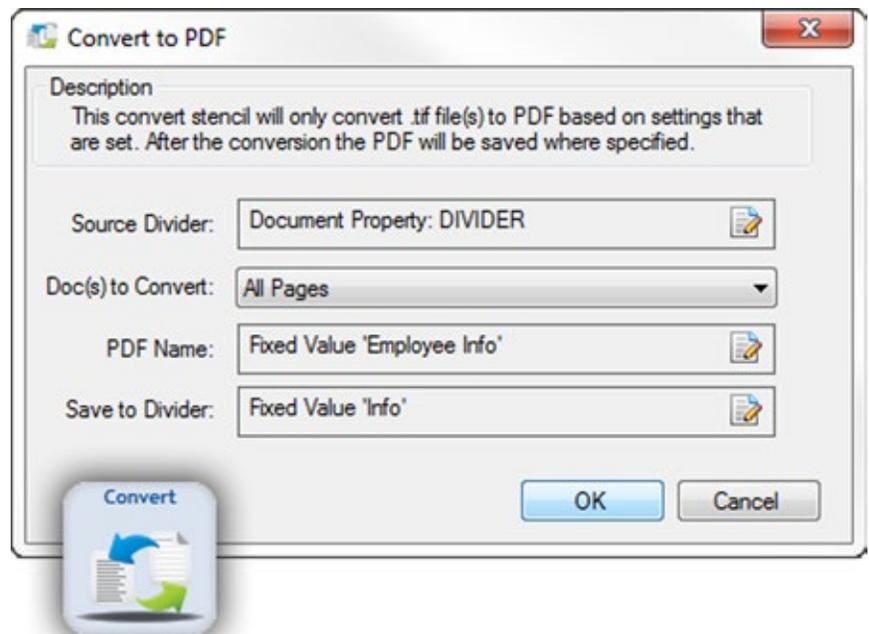
This workflow action will convert pages in .tif format in designated dividers to a PDF document and save it automatically within a workflow process. The first page, last page or all pages in the source divider can be converted.

Benefit:

A workflow process can automatically convert a scanned .tif document, or group of .tifs to a single PDF document.

Use Case:

A law firm is scanning all documents for a case and storing the documents within a divider. At the end of the month a workflow process will combine all of the scanned documents in the divider and generate a PDF file.



Enhanced Workflow Export/Import

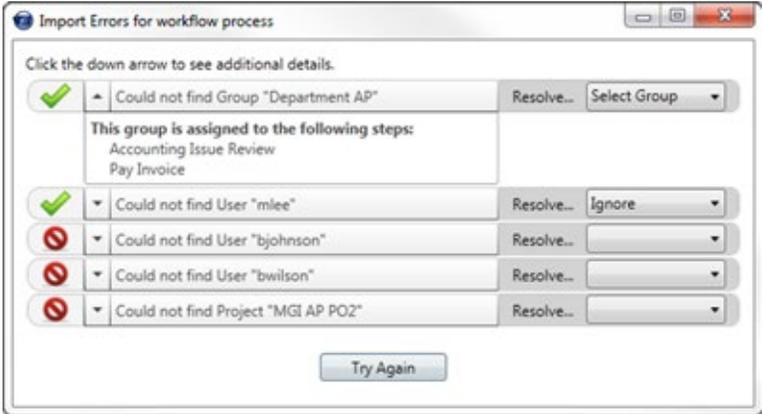
When a workflow process is exported all information about the users or groups assigned to the steps and any project links are included with the export. During the import of the process these users, groups and projects are reassigned to the appropriate steps. If they do not exist, the system will ask during the import process to map a current user, group or project to the necessary step. Groups and users can also be created during this import process.

Benefit:

Workflow processes can easily be shared between FileBound systems such as a staging/testing system and a production system. This process will guarantee that the system has proper user assignments when imported.

Use Case:

FileBound installation that uses a testing and a production environment.



FileBound Central Installation

A new installation tool that ensures all system requirements are met and streamlines the installation process to just a couple of minutes. FileBound Central Installation provides one location to manage a FileBound server for upgrades, configuration and server validation. FileBound Central Installation is able to manage all installed FileBound servers that are on the same network from one location.

Benefit:

FileBound installation and upgrades can now all be done with a simple click from the installation application. FileBound Central Installation removes all the hassle from installation and upgrades.

Use Case:

When a new FileBound Server needs to be installed, FileBound Central Installation evaluates the installation location to determine if all system requirements are met before allowing the installation. When an upgrade is needed Central Installation will perform the upgrade.



Workspace Widget Color Coding and Customizing

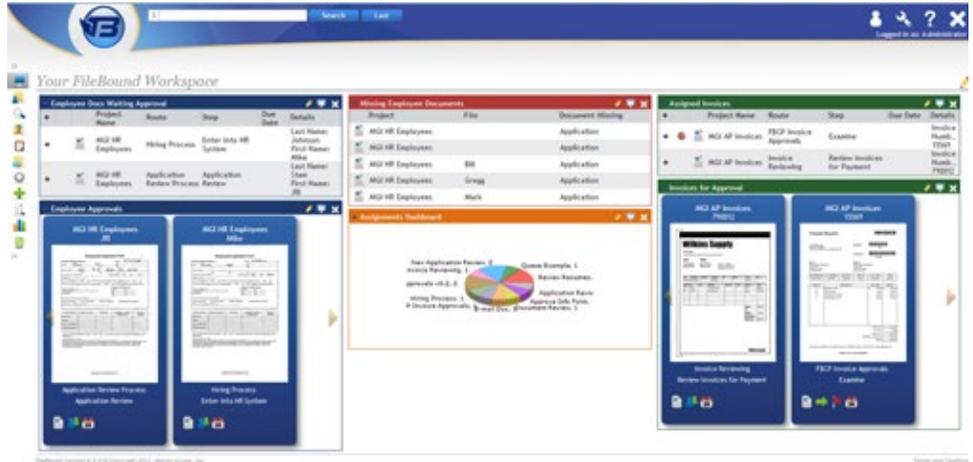
Users can set the title bar color for different widgets that are added to a user's Workspace and edit the title of the widget. Multiple widgets with the same functionality can be added and configured to show information for different projects.

Benefit:

Allows users to group widgets of like topics with the same color and label them with a meaningful title.

Use Case:

A Manager needs to monitor invoice approvals and is active in the hiring process of users. The user is able to color code the invoice associated activity widgets all one color and color code all the HR activity widgets a different color. The manager is also able to add two Visual Assignments widgets configured for the different document types.



Queue Selection Workspace Widget

This Workspace widget allows users to see items that have been added to a multi-queue workflow step, but have not been assigned to a user to be worked. Users are able to select items from the queue that they want to work.

Benefit:

Allows users to see what items are in the queue and select the items that they are going to work. Instead of using the default Multi-Queue step functionality that is a blind, first-in first-out queue.

Use Case:

When processing loan applications a loan officer may have a need to review a loan application that was just submitted. If there were 15 other applications that were submitted before the urgent application the loan officer can view the queue and select and process the urgent application.



Visual Assignments Workspace Widget

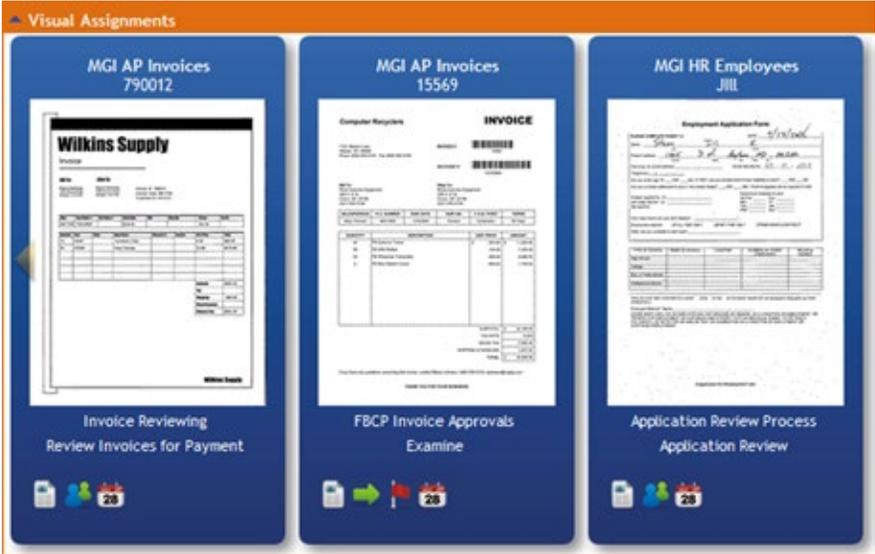
This workspace widget shows thumbnails of documents that are assigned to the user. Within the widget the user is able to take action on the document using the task buttons at the bottom of the widget.

Benefit:

Users can take action on assignments without the need to load the document into a viewer.

Use Case:

User works from their Workspace page. The Visual Assignments widget is set to show everything assigned to a user. The user knows that they need to approve all invoices before approving anything else. The Visual Assignments widget allows the user to quickly see what the document is and determine if they want to take action on it.



Workspace Widgets Assignable to Groups

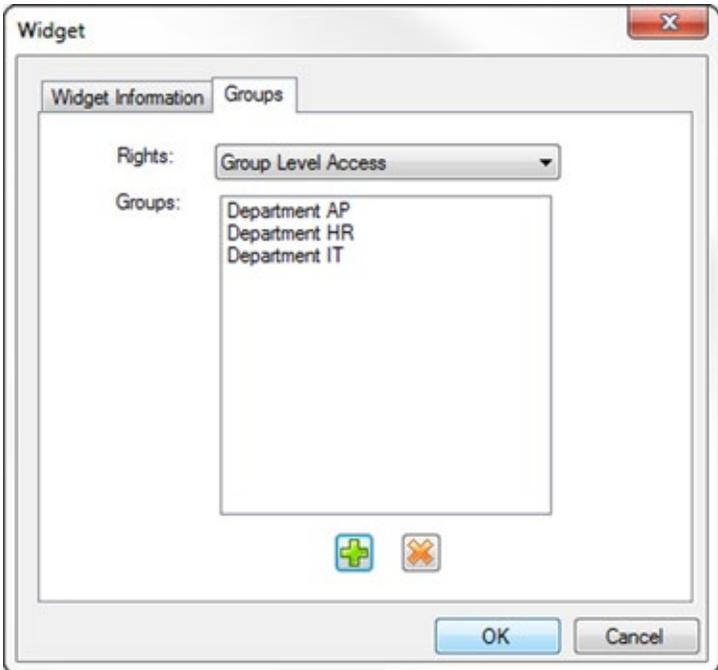
Widget access can be granted based on the group membership of a user.

Benefit:

Only certain Workspace Widgets can be made available to specified groups of users.

Use Case:

Not all users in a FileBound system use workflow. The administrator does not want the workflow oriented widgets available to the users.



Forgot Password Reset on Login Screen

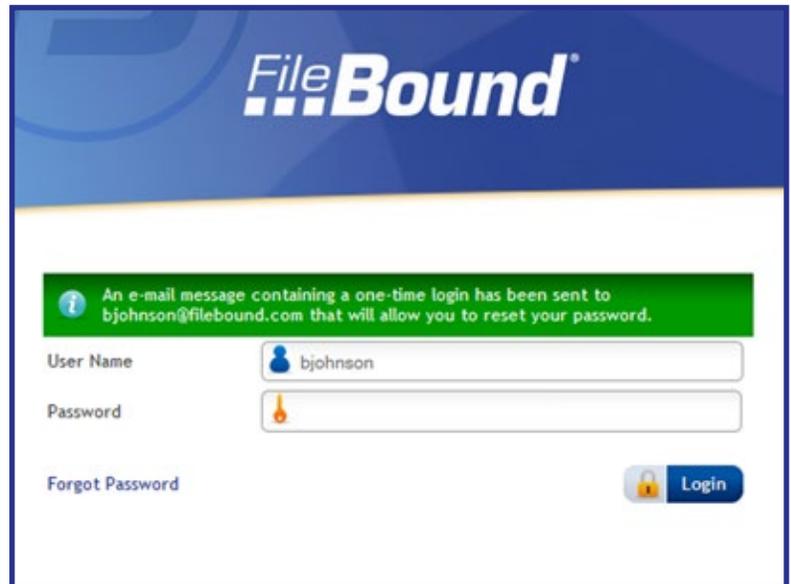
Provides a "Forgot Password" link on the login screen. User can enter their username and when the link is clicked a one-time login will be e-mailed to the user's e-mail address stored in the system. This is a new option feature that can be enabled.

Benefit:

Users that forget their password do not have to contact a system administrator to reset their password.

Use Case:

User tries to log into FileBound and cannot remember their password. They click the "Forgot Password" link and is sent an e-mail that allows them to login and reset their password



Secure Password Option

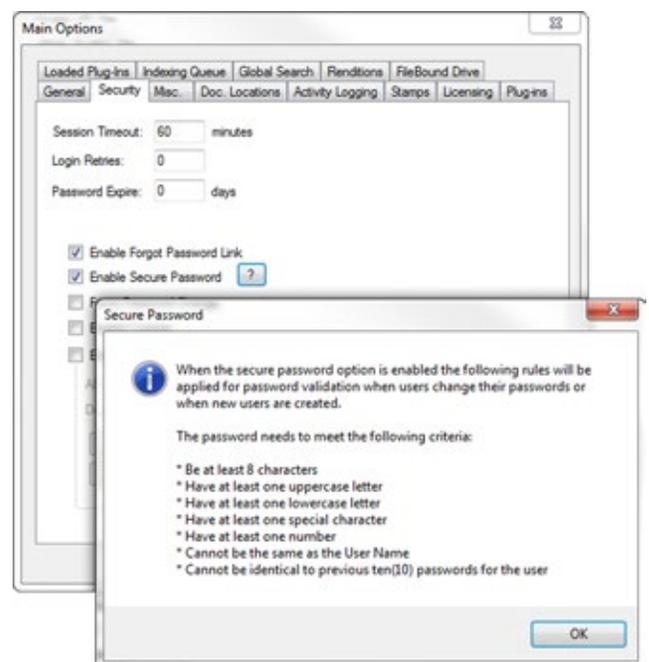
Requires users to use a combination of at least 8 characters consisting of uppercase, lowercase, numbers and symbols for the password. A new password can not be identical to the last 10 previous passwords.

Benefit:

Security of the content stored in the FileBound system is increased by using stronger passwords.

Use Case:

Many company policies require the use of complex passwords. When used with the Password Expires feature access to the content stored within FileBound is continually kept with high security.



Web Viewer Annotations - Apply, Edit and Delete

Users that have rights to work with annotations will be able to add, edit and remove annotations within the Web Viewer.

Benefit:

Users no longer have to access the Windows Viewer to be able to add, edit or remove annotations.

Mail Import Process - Hotmail, Gmail, Yahoo Mail, POP3, IMAP

E-mail accounts can be monitored and have the contents automatically imported into the FileBound Indexing Queue.

Benefit:

A Hotmail, Gmail, Yahoo Mail, and other IMAP and POP3 type e-mail accounts can be monitored and accessed by the process. This allows the e-mail or attachments in those e-mails to be added to the Indexing Queue.

Default Project User Preference

User preference that allows the user to select their preferred project. This project will be the project that is initially selected on any screen that needs a project selected to perform an action such as the Search screen, or File Entry.

Benefit:

Users that commonly work in the same project are able to default this project to be the one that the system will always start with.

Group Copy

When working in the FileBound Central Administration window, a system administrator can copy an existing group to create a duplicate that can be edited.

Benefit:

Administrators that need to create duplicate groups with the same function, but with access to different projects, no longer have to spend time selecting all of the rights for the group. They just need to change the projects assigned to the group.

Field Security User Variables

When configuring File Security `$$USERNAME$$`, `$$USERID$$` and `$$USERFULLNAME$$` can now be used. This will restrict users to only see files that contain the logged in user's username, userid or full name within the designated field.

Benefit:

When there is a need to allow individual users to only see files that relate to them you no longer need to create an individual group for each user. A single group can be created and using the variable in the File Security field the logged in user will only see files that contain their name.

External E-form Multiple Document Attachments

Expands the capability of the current external submission e-forms to allow more than one attachment to be uploaded and added to a file within FileBound. This allows for unlimited attachments during the submission process.

Benefit:

When using external submission forms more than one document or file can be attached with the submission. For example, a job application could provide upload fields for a resume and a letter of recommendation.

Exceeded Login Retries Disables User Account

When a user exceeds the number of login attempts set for the FileBound site the user's login will be disabled. A system Administrator, or Access Administrator, will need to need to reactivate the user account before the user is able to login again.

Benefit:

Increases the security provided by FileBound from outside spam attacks.

Comprehensive Project Export/Import

The project export process now includes all selected e-forms workflow processes, and other related content such as linked projects, workflow users and groups. If a project that contains a workflow process is exported and then imported, during the import process the enhanced workflow import mapping process will be used as well. During the export process workflow processes can be selected to be included, or excluded.

Benefit:

Projects that contain workflow processes will benefit from the enhanced workflow export/import process.

Indexing Queue Document Type Indexing

When auto-indexing is performed pre-defined conditions can identify documents located within a scanned packet of documents and assigned to appropriate dividers and separators.

Benefit:

When scanning a packet of documents that belong to the same file, users do not manually have to find the individual documents and separate them out. Or, users do not have to prep the packet by adding break sheets that identify the divider or separator that the document needs to be assigned to.

Create E-form Data and Extra Data Variables During Workflow

A new workflow term that allows a workflow process to create e-form variables and update variables within a workflow process.

Benefit:

Within the workflow process the system can automatically generate variables that can be used within e-forms. These variables can also be updated as a document moves through a workflow process.

Project Level File Merge Setting

A project setting that determines how new files are added to the system. New files added using any method other than FileBound Capture or Importer will use this to determine if the new file should be merged with existing content based on the key field, or all fields of the file.

Benefit:

Allows content that is added using the Indexing Queue to merge into existing files by only indexing the key index field.

Batch File Updates from Clipboard

An index field can be updated for all of the files that are located on a user's clipboard.

Benefit:

Multiple files can be updated at the same time.

Partial Indexing Support

During the Auto-Index templating process if a template failure occurs, the data within index fields that were successfully templated will be kept and saved.

Benefit:

After a template match error a user is able to open the failed document within the Indexing Queue and see the fields that were successful and then identify the fields that were unable to be populated by the template.

All Users Option within Runtime User Pick List

When configuring the User Pick list within a workflow process, "All Users" can be selected to automatically add all users with access to the project to the list of available users in the selection window.

Benefit:

When a workflow step can be completed by any user in an organization the "All Users" option can be selected. Now when new users are added or removed from the system the workflow process does not need to be edited.

Additional New Features

Group Name can be Used in Assignable Step User Assignment

An Assignable step type that has been set to a "Multi" type can now accept a group name to assign the document to a group of users. For example, this could be used in a project lookup within workflow to assign document a document to groups of users based on conditions setup within the project lookup.

Annotation Burn-in Permission

A group right that grants users the ability to use the "Annotation Burn-in" feature within the viewers. This has been separated from the File Edit permission that allowed this functionality in previous FileBound versions.

Cancel Option Added to Workflow Management Report

When using the Workflow Management Report to view user workflow assignments the user now has the ability to cancel the items listed and stop their progress through the workflow and remove them from the workflow process.

Cancel and Re-route Option Added to Workflow Management Report

When using the Workflow Management Report to view user workflow assignments the user now has the ability to cancel the items listed and stop their progress through the current workflow process and start them into a different workflow process.

Multiple Server Support for Concurrent User Licensing

Concurrent user licensed systems now support serving the FileBound Server application using multiple web servers.

E-form and Extra Data Variables Available in Replaceable Text

ExtraData and EformData variables can be called and used within the Replaceable Text workflow term.

Workflow Access to E-form Data and Extra Data

A new workflow term that allows a workflow process to access stored e-form variables and update items within a workflow process with the stored data.

Windows Viewer Refresh

Pressing this button within the Windows Viewer will refresh the content of the viewer just as if the viewer was closed and reopened.

Export to CSV from All Grids

On any grid of information within FileBound the export function allows a user to export the data to a CSV file.

File Details Hover in Global Search Results

While viewing search results from a global search users are able to hover over a result and view the file details for that result. This is for systems that are utilizing the Global Search Optimized setting.

Barcode Printing for Files on Clipboard

Barcode break sheets can be created for all of the files that are located on a user's clipboard.

Get Variable Term Added to Workflow

This workflow term can be used to retrieve a workflow variable that has been stored during a workflow process using the Set Variable term.

Workflow Comments Available in Custom E-mail Messages

Comments entered when a document is assigned to a workflow step can now be added to an e-mail message. These messages can be sent to a user notifying them that something has been assigned to them or an e-mail message can be sent during the workflow process.

Ability to Share, or Not Share, Data Between E-forms

A new setting that prevents non index field data that is entered on a HTML or PDF e-form from being automatically populated on the next e-form that is generated from the same template. This allows each e-form to have it's own unique data between forms in the same file.

Drop-down Lists and Viewer Windows Display for Long Values

Displays the entire value that is stored for an index field even if the value is too long to fit within the standard index field.

Updated TWAIN Scan Driver

The TWAIN driver that is used by all FileBound products has been updated to improve the scanning speed.

Custom Reports Ready

FileBound 6 has supported custom reports to be displayed within the Reports section since it was introduced. Setup for these custom reports has been simplified by reducing the number of steps that are needed to implement the custom report.

Separator Selection in Missing Document Widget

The Missing Document widget has been upgraded to allow users the ability to select a Separator when configuring the widget.

User E-mail Addresses Required

When adding a new user, the e-mail address is now a required field that must be completed to allow the user to be saved.

Project Type Option Added to Project Setup

When adding a new project, a Project Type selection field must be selected. This will allow for future report group functionality.

Enhanced Archiving From the Clipboard

When archiving files that are on the clipboard you are now able to archive more than 25 files at a time. You are now able to archive up to 1250 files at a time from the clipboard.

Enhanced Deleting From the Clipboard

When deleting files that are on the clipboard you are now able to delete more than 25 files at a time. You are now able to delete up to 1250 files at a time from the clipboard.

Default Viewer Setting for Mass User Import

While using the Add Mass Users feature administrators now have the ability to specify the default viewer for the added users.

Processing Status Added to Indexing Queue

A "Processing" status has been added to the list of process statuses within the Indexing Queue.

Queue Event Added to FileBound API

Within the FileBound Object Model API a new event has been added to the workflow multi-queue steps.

Suggest a Widget

Suggest a Widget link added to the Workspace Add Widget menu.

FileBound 6.5 Release Schedule

The following is the release schedule for FileBound 6.5. Please note the different dates for FileBound On-Demand customers.

Feb. 25th, 2013

- FileBound 6.5 On-Site Available in FileBound Partner Portal for On-Site Customers

Mar. 31st, 2013

- FileBound Reseller On-Demand sites upgraded to FileBound 6.5
- New FileBound On-Demand sites will start using FileBound 6.5

Apr. 28th, 2013

- Existing FileBound On-Demand Customer sites upgraded to FileBound 6.5

Importer Pro New Feature

The following is a new feature of Importer Pro.

E-mail Message Processor

Importer Pro now has the ability to monitor a Microsoft Exchange server and process e-mail messages from the server. This processor can import e-mail messages and use meta-data such as the Subject, To and From elements of the message when importing the data. The processor can also convert the body of the message to a html or text file during the import process.

FileBound Capture 6.5 New Features

The following is the new features and functionality that have been added to FileBound Capture 6.5.

Pattern Matching During Templating

During File Templating an indexing zone can be configured to use a Regular Expression to identify a pattern. When configuring the zone user's have the option to choose from 9 preset patterns, or they have the ability to customize those patterns or enter their own custom regular expression.

Document Type Indexing

Templates can be created to identify unique documents within a File. These documents can then be automatically associated with a separator or divider.

File Template Match Breaking

When a file template match happens the system can be configured to automatically create a new file for the document to be added to.

Document Template Match Breaking

When a document template match happens the system can be configured to automatically create a new divider for the document to be added to.

Improved OCR Performance and Accuracy

The OCR Engine used by FileBound Capture has been improved to increase accuracy of templating and OCR of documents.

Custom ODBC Lookup

A new processing section of the options allows users to configure when templating, indexing and upload operations can be automatically performed.

Automatic Batch Processing Options

A new processing section of the options allows users to configure when templating, indexing and upload operations can be automatically performed.

Undefined Page Removal on Upload

During the indexing and templating process pages may have not been assigned a specific divider or separator, these pages can be set to be automatically removed during the upload process to FileBound.

Barcode 128 Support

Barcode 128 is now a supported barcode font that can be read by FileBound Capture.

Updated TWAIN Scan Driver

The TWAIN scan driver that is used by FileBound Capture has been upgraded to improve performance with select scanners.

2013 Solutions Offering Success Sales Training

FileBound is going on the road again with a special Solutions Offering Success Sales Education program that is one of a kind. The training will be a half-day "practicum" where everyone will have a chance to learn a few new tricks and practice lessons learned from the Solutions Offering Success Conference. We'll have some updated demos focusing on all the other "cool stuff" introduced at conference.

Anyone involved in the sales of FileBound should attend. We've especially designed this half-day to limit sales staff time out of the field. We'll pack a lot into this half-day, including a working lunch, so you can get right back at it.

The training will start around 10:00 am and end by 3:00 pm, with a working lunch. The specific venues will be announced as this information becomes available.

2013 Solutions Offering Success Sales Training Locations and Dates

- Greensboro, NC - Wednesday, April 17th, 2013
- Atlanta, GA - Thursday, April 18th, 2013
- Lincoln, NE - Wednesday, April 24th, 2013
- Denver, CO - Thursday, April 25th, 2013
- Chicago, IL - Wednesday, May 1st, 2013
- Columbus, OH - Thursday, May 2nd, 2013
- Orange County, CA - Tuesday, May 7th, 2013
- New York, NY - Tuesday, May 7th, 2013
- Dallas, TX - Thursday, May 9th, 2013
- Ft. Lauderdale, FL - Thursday, May 9th, 2013

How to Register:

Registration can be done for any training session at anytime online at: <http://u.filebound.com/register>

2013 FileBound Education Week Offerings

The best way to improve your profit with FileBound is to invest in your FileBound Education. FileBound has organized 5 different weeks during 2013 to offer the highly popular FileBound Education Week. During this week you are able to attend 3 different education courses that will educate you on how to orchestrate a successful FileBound solution. Or, attend just the course that fits your needs.

Day One & Two (Mon.-Tue.) - FileBound Certified Professional Certification

Learn how to design and configure a FileBound system to solve different office automation and document management problems. The training will include Group and User setup and security configuration. This course will also prepare attendees to start using FileBound Capture to add content to any FileBound solution.

Day Three (Wed.) - Introduction to FileBound Workflow

Learn how to start using the Workflow Process Designer to create workflow processes. Attendees will learn about all of the different workflow stencils and how to use them. Attendees will work on different workflow scenarios and learn how to use workflow to solve different document processing problems. At the end of the class attendees will leave the session with different workflow process examples and templates.

Day Four & Five (Thu.-Fri.) - FileBound Certified Engineer Certification

Learn how to install and troubleshoot a FileBound solution. The training will provide professionals with in-depth FileBound installation training and troubleshooting for the FileBound server. The professional will gain experience and training using MS SQL for the FileBound database. Several different installation scenarios will be presented and attendees will learn from hands-on installation experience on how to properly complete the different installations.

2013 FileBound Education Week Dates

- Monday, April 8th - Friday, April 12th 2013
- Monday, June 3rd - Friday, June 7th 2013
- Monday, August 5th - Friday, August 9th 2013
- Monday, October 7th - Friday, October 11th 2013
- Monday, December 2nd - Friday, December 6th 2013

(All Dates will be held in Lincoln, NE)

How to Register:

Registration can be done for any training session at anytime online at: <http://u.filebound.com/register>

2013 FileBound Re-Certification

If you earned a FBCP, or FBCE certification in 2012 you will need to take a 2013 certification maintenance exam to maintain your certification level for 2013. These exams are free for those who achieved their certification in 2012. You can request your maintenance exam within the FileBound University at <http://u.filebound.com/recert>.