



# **ViewPoint Software for Business Ltd**

## **Document Manager Features**

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<b><u>Document Manager Features</u></b>	
<b>Feature</b>	<b>Feature Summary</b>
Scanning	<ul style="list-style-type: none"> <li>• User friendly interface</li> <li>• Centralised or non centralised scanning</li> <li>• Direct indexing or image assignment</li> <li>• Image Batch Management</li> <li>• Intuitive internal image ownership</li> <li>• Envelope, Document and Page Separators</li> <li>• Document Linking</li> <li>• Parameterised automated Carbon Copy</li> <li>• Image preview with magnification</li> <li>• De-skew and Rotate images</li> <li>• Supports full colour and duplex scanning-</li> <li>• Non-proprietary Multi Page Tiff image format</li> </ul>
OCR (Optical Character Recognition)	<ul style="list-style-type: none"> <li>• Recognition of ViewPoint generated Documents</li> <li>• Automated Image Indexing</li> <li>• Bank Statement Recognition</li> <li>• Document Content Recognition</li> <li>• Document Content Searching</li> </ul>
MS Office Integration	<ul style="list-style-type: none"> <li>• Integration with MS Word, Excel, Outlook and Explorer-</li> <li>• Advanced MS Outlook Integration including email generation-</li> <li>• Integration with Lotus Notes</li> <li>• Integration with Groupwise</li> </ul>
Instant Document Retrieval	<ul style="list-style-type: none"> <li>• Selected Cabinet searching</li> <li>• Master File specific parameterised searching</li> <li>• Advanced parameterised searching-</li> <li>• Wild Card searching</li> <li>• Content search using OCR data</li> <li>• Index field view and object preview with magnify feature on search results</li> <li>• Email selected objects from Search results</li> <li>• Assign task to selected objects from Search results.</li> <li>• Open object from Search results</li> <li>• Copy selected object search results to clipboard</li> <li>• Iteration control on object edit-</li> <li>• Optional inclusion on Audit Trail</li> <li>• Comprehensive security control</li> </ul>

Easy and Automated Storing	<ul style="list-style-type: none"> <li>• Wizard for commonly stored objects</li> <li>• Automatic indexing of ViewPoint documents</li> <li>• Integration with Microsoft Word, Excel, Outlook and Explorer for soft copy storing-</li> <li>• Batch import</li> <li>• Drag and Drop storing</li> <li>• Cut / Copy and Paste storing</li> <li>• Multiple record storing with single index event-</li> <li>• Optical Character Recognition (OCR) on storing</li> <li>• In-box for documents pending permanent storage-</li> <li>• Creates permanent record</li> </ul>
Task / Workflow Management	<ul style="list-style-type: none"> <li>• Multiple Task Types</li> <li>• Variety of Task Formats</li> <li>• Unlimited Client defined Task Types</li> <li>• Create own Tasks / Assign Tasks</li> <li>• View Own / Other / Team / All tasks</li> <li>• Workflow Process Builder</li> <li>• Full Searching on Tasks</li> <li>• Integration with To-Do List</li> </ul>
.WEB version	<ul style="list-style-type: none"> <li>• Global access - anytime, anywhere.</li> <li>• Online real time document store and view</li> <li>• Online real time task management</li> <li>• Remote scanning interface</li> </ul>
Automated Document Generation	<ul style="list-style-type: none"> <li>• Generates MS Word documents</li> <li>• Categorised Template Library of standard document formats and content</li> <li>• Automatic population of client and record information</li> <li>• Automatic indexing on soft copy storing</li> <li>• Automatic indexing on hard copy scanning</li> </ul>