

ViewWise® 7 Unique Feature Set

INTRODUCTION

This document is a general overview of the features included in Computhink's ViewWise Content Management system. This basic feature set shows why ViewWise is the preferred choice for the small to mid-sized enterprise. Unlike other systems, the below features come stock with ViewWise.

ASK THE QUESTIONS BEFORE MAKING THE DECISION

Does your current content management solution offer all of the following features at one low cost? Most other Document Management systems require extra license fees for features that come standard with ViewWise. We are confident the total solution that we provide out-of-the-box can rival any competitive product in both features and cost.

FEATURE	BENEFIT
Any File Format	Unlike other Document Management systems, Computhink is out-of-the-box compatible with over 400+ file formats . Using the ViewWise viewer, which is stock in ViewWise, any supported file is viewable, regardless of whether the original application is installed on the system.
Java-based Flexible Environment	ViewWise is the only Document Management system that can be deployed in Windows, Linux, (SuSe / RedHat), and other environments.
Minimum File Size For Maximum Storage	ViewWise offers options for file storage significantly smaller than competitive products using the most current and proven compression technologies.
Ease of Use	Another out-of-the-box feature of ViewWise is its general ease of use. Training costs and Support calls are low because ViewWise has a very straight-forward design, and once the system is learned it is very simple. This is very conducive for SMB. <ul style="list-style-type: none"> ▪ File cabinet structure is easily recognizable and emulates your current physical filing system ▪ High adoption rate ▪ Refined interface, with familiar Microsoft ribbon ▪ Tiered toward the end-user ▪ Compatible with multiple servers (Windows, Linux, NetWare) ▪ Stores any file format
Familiar	Anyone who can use Windows can use ViewWise, as it was designed to work the same way as the popular operating system. <ul style="list-style-type: none"> ▪ Familiar Microsoft ribbon ▪ Supports Drag-n-Drop ▪ Right-Click for options, import ▪ Automatically recognizes Windows file structure for easy import

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Version Revision	When a change is made to the document, a new version is saved. Previous versions are stored automatically, so the user can track every version of a document. This feature can be turned on or off based on any document type, and comments can be added about any revision made. Yet another feature that comes as part of the base package.
Hardware Independent	Information can be stored wherever the user sees fit. ViewWise is fully compatible and flexible. If information can be stored there, ViewWise will be compatible.
Security	ViewWise is the most secure document management system available. Security happens on many levels, including the following: <ul style="list-style-type: none"> ▪ Encryption at page and enhanced level ▪ Flexible redaction (see “Redactions” section below) ▪ Saved files are available in their native format, but saved in an encrypted form. This level of encryption means no one can open these files without the proper authentication in ViewWise ▪ Security is determined by the administrator for every level of ViewWise. Appoint allowances based on specific locations or entire cabinets. ▪ Audit Trail keeps track of every action in ViewWise. ▪ Print-screen prevention
MiniViewer	Standard with ViewWise, MiniViewer can be written to any storage device so the receiver can check out or copy documents for auditing purposes. Documents can be revised, saved, and checked back into ViewWise. If a document is checked out of ViewWise, MiniViewer can be included on the storage device so the images can be viewed securely outside of ViewWise.
Full Text Search of Any Supported Document Format	Once imported documents are processed by the OCR, the text contents of a page are readily searchable. Now finding a document is simple, because the filename is no longer the only searchable field. This is very popular with end users who can find text highlighted at the page level and in text documents the instances are highlighted in the native file content. Advanced Boolean searching allows for even more specific searches.
Annotations	A feature that is common in more expensive programs is an annotation system that is stock in ViewWise. This allows the user to Image retouch, Stamp (void, paid, this is user definable), Sticky Note, Highlight, Hyperlink, and Redact (see next).
Redactions	This annotation allows password-protected redactions on sensitive document information. By using this feature within ViewWise, the information can be guarded, but not permanently removed.
Input Methods	Allows ViewWise to batch index hundreds of documents at once. There are many simple ways to add new pages to ViewWise. <ul style="list-style-type: none"> ▪ Right-click, send to ▪ Right-click, add page ▪ Drag-n-Drop from Desktop ▪ Drag-n-Drop from the Input Tray ▪ Scan directly to ViewWise ▪ Save directly from Microsoft Office ▪ GroupWise integration ▪ MFP integration The Global Input Tray utilizes a company’s existing investment by importing files directly from the existing file structure.

FEATURE	BENEFIT
Easy to Share Documents	<p>ViewWise makes sharing documents easy and gives the user many different options when doing so. If given the security rights, the user can choose to share the documents in the following ways:</p> <ul style="list-style-type: none"> ▪ E-mail ▪ Fax ▪ Print ▪ Export ▪ Send to ▪ Check Out <p>Additionally, when checking out the pages a MiniViewer can be written to any storage device so the receiver can view the images. If E-mailing between two ViewWise users, a Reference Pointer can be inserted in the E-mail to automatically link to any document in the system.</p>
Web Server	<p>Allows users to connect to the Document Management server via IE and Firefox. Yet another feature that comes standard with ViewWise via the Web Client. Looks identical to Desktop Client and allows for most functions.</p>
Records Retention	<p>Allows user to take a specific action on a document after a specified period of time or based on a value found in the document. This saves time from manually removing old content when enabled. Options include:</p> <ul style="list-style-type: none"> ▪ Make read-only ▪ Move document to another folder ▪ Generate report ▪ Delete ▪ Delete & Purge ▪ Take no action
Audit Trail	<p>Gives administrators the ability to audit what actions are made by what users in the system. Monitor when a document was printed, viewed, saved, or moved by any user on the system.</p>
Direct Integration with MS Office	<p>Provides direct save to ViewWise or save for later indexing in its native format.</p>
Direct Integration with Novell Applications	<p>Integration to GroupWise via GroupWise Agent, utilization of eDirectory. Directly save from GroupWise to ViewWise as well as search for content from GroupWise.</p>
Utilize Previous Investments	<p>There is no need to start over. If a company has already invested time and money into programs and integration, it may not matter. ViewWise may work with the existing investments. Companies need not start over to implement ViewWise.</p> <ul style="list-style-type: none"> ▪ Supports TWAIN compatible scanners ▪ Supports ISIS compatible scanners ▪ Hardware independent ▪ MS Office Integration ▪ Novell GroupWise integration
Shortcuts	<p>User-defined shortcuts can be created for any folder within ViewWise. Instead of taking the time to drill down to common locations, the user can create a shortcut that automatically opens the specified location.</p>

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Database Lookup Feature	Allows for easy retrieval of data from existing data sources.
MS Outlook Hot Folder	Allows for Microsoft Outlook rules to route documents instantly/automatically to ViewWise with a simple drag and drop. This feature will be familiar to anyone who has used Outlook in the past.
Folder Node Properties	This feature allows for static index values to be assigned to all documents in a particular folder, and allows for Admin to set default, making the system easier to use.

In addition to standard features that come pre-packaged with ViewWise, the following features are also available as add-on modules which only further enhance the ability of ViewWise to answer any and all of an organization's Document Management needs.

Add-On Features for ViewWise	
Web Access	Authorized users will have access to documents from any common web browser with web connectivity, including Microsoft Internet Explorer, Mozilla Firefox, Apple Safari, Google Chrome, and more! This means the hottest smartphones and tablets, such as the iPad, iPhone, Blackberry, Motorola Droid, Palm Pre, HTC Evo 4G, and more can also access ViewWise via Web Access.
Save Directly from MFP	Computhink has partnerships with many MFP and scanner manufacturers to offer you direct save from those devices into ViewWise. Ask for more details.
Routing	Routing is an available add-on to ViewWise that is a workflow component that automatically delivers documents to the interested parties. This can be conducted in a serial or parallel manner, and as any feature of ViewWise, is incredibly easy to use.
SignWise	Digitally signs documents directly in ViewWise while adhering to compliancy regulations.
E-mail Archival Solution (E.A.S.)	Designed to help organizations address government regulations and assist with overall compliancy efforts. Offers comprehensive archival for incoming, outgoing, and internal e-mail messages and attachments. Support is available for Microsoft Exchange, Novell GroupWise, and many other popular e-mail server applications.
Automated Input Processor (AIP)	Allows user to rapidly store documents into ViewWise from multiple external sources. Makes documents readily available for business needs, which saves both time and money.
Application Enabler	The ViewWise Application Enabler allows for integrating with 3rd party, business line software without a need for understanding software languages and programming.

For More Information...

Visit our Website at www.computhink.com. Please feel free to contact one of our representatives by E-mail at sales@computhink.com or by phone at (800) 988-4465 if you have any additional questions about ViewWise.