



## ViewWise® 6.1 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
<b>Any File Format</b>	Unlike other Document Management systems, Computhink is out-of-the-box compatible with over <b>400+ file formats</b> . 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.
<b>Java-based Flexible Environment</b>	ViewWise is the only Document Management system that can be deployed in Windows, Linux, (SuSe / RedHat), and NetWare environments.
<b>Minimum File Size For Maximum Storage</b>	ViewWise offers options for file storage significantly smaller than competitive products using the most current and proven compression technologies.
<b>Ease of Use</b>	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"><li>▪ File cabinet structure is easily recognizable</li><li>▪ High adoption rate</li><li>▪ Refined interface</li><li>▪ Tiered toward the end-user</li><li>▪ Compatible with multiple servers (Windows, Linux, NetWare)</li><li>▪ Stores any file format</li></ul>
<b>Familiar</b>	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"><li>▪ Supports Drag-n-Drop</li><li>▪ Right-Click for options</li><li>▪ Automatically recognizes Windows file structure for easy import</li></ul>

<b>Version Revision</b>	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.
<b>Hardware Independent</b>	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.
<b>Security</b>	ViewWise is the most secure document management system available. Security happens on many levels, including the following: <ul style="list-style-type: none"> <li>▪ Encryption at standard and enhanced level</li> <li>▪ 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</li> <li>▪ Security is determined by the administrator for every level of ViewWise. Appoint allowances based on specific locations or entire cabinets.</li> <li>▪ Audit Trail keeps track of every action in ViewWise.</li> </ul>
<b>MiniViewer</b>	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 outside of ViewWise.
<b>Full Text Search of Any Supported Document Format</b>	Once imported documents are processed by the <b>Indexer Server</b> , the text contents 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.
<b>Annotations</b>	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).
<b>Redactions</b>	ViewWise comes standard with this annotation that allows password protected redactions on sensitive document information. By using this feature within ViewWise, the information can be guarded, but not permanently removed.
<b>Input Methods</b>	Allows ViewWise to batch hundreds of documents at once. There are many simple ways to add new pages to ViewWise. <ul style="list-style-type: none"> <li>▪ Right-click, add page</li> <li>▪ Drag-n-Drop from Desktop</li> <li>▪ Drag-n-Drop from the Input Tray</li> <li>▪ Scan directly to ViewWise</li> <li>▪ MS Office integration</li> <li>▪ GroupWise integration</li> </ul> The <b>Global Input Tray</b> utilizes a company's existing investment by importing files directly from the existing file structure.

<b>Easy to Share Documents</b>	<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"> <li>▪ E-mail</li> <li>▪ Fax</li> <li>▪ Print</li> <li>▪ Export</li> <li>▪ Send to</li> <li>▪ Check Out</li> </ul> <p>Additionally, when checking out the pages a <b>MiniViewer</b> can be written to any storage device so the receiver can view the images. If E-mailing between two ViewWise users, a <b>Reference Pointer</b> can be inserted in the E-mail to automatically link to any document in the system.</p>
<b>Web Server</b>	<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>
<b>Records Retention</b>	<p>Allows documents to automatically be purged from the system after a specified period of time. Standard feature that saves time from manually removing old content when enabled. Options include:</p> <ul style="list-style-type: none"> <li>▪ Make read-only</li> <li>▪ Move document to another folder</li> <li>▪ Generate report</li> <li>▪ Delete</li> <li>▪ Delete &amp; Purge</li> <li>▪ Take no action</li> </ul>
<b>Audit Trail</b>	<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>
<b>Direct Integration with MS Office</b>	<p>Provides direct save to ViewWise or save for later indexing in its native format.</p>
<b>Direct Integration with Novell Applications</b>	<p>Integration to GroupWise via GroupWise Agent, utilization of eDirectory, as well as GroupWise E-mail Archive for Gwava option.</p>
<b>Utilize Previous Investments</b>	<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"> <li>▪ Supports TWAIN compatible scanners</li> <li>▪ Supports ISIS compatible scanners with the ISIS driver</li> <li>▪ Hardware independent</li> <li>▪ MS Office Integration</li> <li>▪ Novell GroupWise integration</li> </ul>
<b>Shortcuts</b>	<p>User-defined shortcuts can be created for any area 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>
<b>Node Properties</b>	<p>Indices can be auto-populated by parent cabinet, drawer, or folder.</p>

<b>Add-On Features for ViewWise</b>	
<b>Routing</b>	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.
<b>SignWise</b>	Signs documents directly in ViewWise while adhering to compliancy regulations.
<b>E-mail Archival Soluation (E.A.S.)</b>	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.
<b>Automated Input Processor (AIP)</b>	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.
<b>Application Enabler</b>	The ViewWise Application Enabler allows for integrating with 3rd party, business line software without a need for understanding software languages and programming.