

# ViewWise® Features

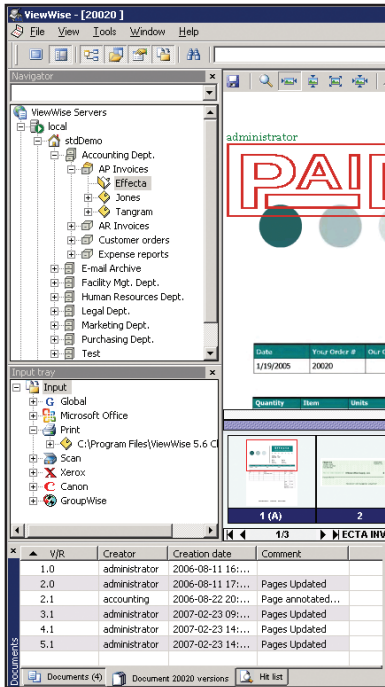


Fig. 05-04: All versions available with Version Revision Tab

## Document Management

- Unlimited user definable index fields complete with definable masks and/or defaults, can be cataloged into document types, providing a new standard in detailed document specification.
- Consolidate various file format types into compound documents which are then organized in user-definable, dynamic room, cabinet, drawer and folder configurations.
- Activate automatic version/revision logging plus now you have the ability to access and/or roll back to previous document versions, while maintaining all with security and data integrity (see Figure 05-04).
- Full audit trail facilities with the ability to generate definable reports.
- View over 350 File formats – without the authoring application. If native application is resident on desktop, automatically launch, edit and save.
- Full-text searchable document comments box, supporting up to 8,000 characters.
- Check-in/check-out of documents complete with filing structure, document type and the applicable indices with an XML miniviewer. Option to leverage installed client components for working off-line.
- Ability to import images and various file formats to create compound documents.
- Flexible security options utilizing the users and groups from the Network Operating System (Microsoft or Novell), supplemented with ViewWise assignable application and detailed document and feature entitlements.
- Documents/page storage is encrypted both at the page and at the document level with one system and one user definable 128-bit encryption algorithms to ensure data/document security.

- Easy, intuitive search and query capabilities using a comprehensive search interface complemented with full text search and advanced search options. Global search can also be incorporated to find documents on any location on the network (across many ViewWise systems).
- Save searches or create search templates for faster retrieval.
- Multiple document output options include: fax, email, print and export with the option to create multipage tiff, DjVu and .pdf file formats.
- Tool tips for toolbars and on-line help and documentation readily available.
- Ability to archive documents/images to multiple on/near/off-line storage locations yet retain references for search and location purposes.

## Image Management

- Full image manipulation including import and export functions between file types.
- Twain compliant with option to upgrade to ISIS, plus additional support for network connected scanners.
- Advanced batch scanning and indexing capabilities facilitating high volume scanning/input, complete with automatic quality control options for all image sizes.
- Support for annotations enabling redactions, sticky notes, text, hyperlinks, file embedding, highlighting and basic drawing options.
- OCR options for document, page or selected area.
- When exporting, ViewWise has support for 110 different image, text and other file formats including Adobe .pdf and DjVu.
- Simple and advanced image viewing options.



# ViewWise® Features

- Compressed and encrypted image storage—retains original image format yet minimizes storage requirements. Minimal file size also reduces network traffic.
- Scan, save, email and export in both B&W and Color. Saving in DjVu format offers file sizes many times smaller than comparable files offered by other IDM/DM systems.
- Complete image manipulation including freehand drawing, cut/copy/paste, image deskewing and despeckling, brightness, contrast, hue, saturation, half toning, invert, flip, fill, rotate and angle.
- **New Online Web Access Options**  
*Support for Terminal Services and Citrix – provides true thin client full functionality.*

## **Web Client**

- Zero foot print.
- Search, find and limited file format Viewer capability.

## **WebTop Client**

- Viewer/Thumbnail viewing capability provides same image file format Viewer capabilities as the Desktop client.
- View /create annotation layers and redactions.
- Full input and output options: send to, OCR, and export options.
- Full viewing support for text/image file formats available on desktop.
- Auto update

## **Optional Integration Available with base product**

- For Microsoft Office 2000/XP/2003 users ViewWise Office Connector provides automatic integration. With Word, Excel, Outlook and Access, save directly from the office application tool bar into ViewWise. ViewWise document indices can be autopopulated with Microsoft file properties.
- Novell GroupWise Agent enables direct save to ViewWise. It allows searches against both ViewWise and GroupWise databases, displaying both sets of results from within the GroupWise interface (See GroupWise Agent Section).

## **Optional Modules**

- Seamless connection to Metastorm's eWork Workflow for sending documents to workflow processes and receiving documents and associated information back(See eWork Connector Section).
- Integration with leading forms processing solutions including AnyDoc® and ReadSoft® Eyes and Hands®.

## **System Services – ViewWise Service Agent**

ViewWise Service Agent provides three module services

- ViewWise Full Text Search (FTS) Indexer Module for 'background' generating FTS content from ViewWise documents.
- Auto check-in of documents from supported third party workflow applications.
- Custom supplied automated batch input integrations.

## **System Integration tool kit:**

- Comprehensive Integration with ViewWise SDK.

**WITH VIEWWISE®  
YOU CAN ARCHIVE,  
MANAGE, FIND,  
SHARE AND  
DISTRIBUTE  
DOCUMENTS  
EFFICIENTLY,  
ACCURATELY  
AND SECURELY  
FROM ONE  
CENTRAL SOURCE.**

