



## EDRMS/ECM options with RecFind 6

---

*We provide all the products, services and options required to exactly match your requirements*

### Introduction

There is no one-size-fits-all model for rolling out an EDRMS (Electronic Document and Records Management System) or ECMS (Enterprise Content Management Solution). There are common objectives naturally, but each organization needs to adapt the technology to its particular needs and culture. For an EDRMS or ECMS to be a success it needs to be a perfect fit, especially to the culture of the organization.

We see our role as being the provider of all of the software, functionality, options and services required. One of the most important services is the consultancy and advice required to help you decide upon the most appropriate model for your organization. Most importantly, our role isn't to 'tell' you how it should be done. Our role is to advise you on what we believe is the best set of tools and options for your organization at a particular point in time and then to assist you through the process from start to finish.

### What products?

Our solution alternatives are all based on the RecFind 6 product suite. This includes:

1. **RecFind 6** – the baseline product; this includes a full complement of EDRMS functionality including check-in, check-out, scanning, version control, workflow, retention, searching and reporting. You can implement an EDRMS/ECMS using just this product with no add-ons.

[http://www.knowledgeonecorp.com/products/recfind\\_6.htm](http://www.knowledgeonecorp.com/products/recfind_6.htm)

2. **The RecFind 6 Button** – The embedded (e.g., from inside MS Office, Notes, GroupWise, Adobe) way to capture electronic documents.

[http://www.knowledgeonecorp.com/products/recfind\\_6\\_button.htm](http://www.knowledgeonecorp.com/products/recfind_6_button.htm)

3. **The High Speed Scanning Module (HSSM)** – For customers with large amounts of scanning to automate.

[http://www.knowledgeonecorp.com/products/recfind\\_6\\_hssm.htm](http://www.knowledgeonecorp.com/products/recfind_6_hssm.htm)

4. **GEM** – Fully automatic, rules-driven email management. For customers wanting to go the server-centric route.

[http://www.knowledgeonecorp.com/products/recfind\\_6\\_gem.htm](http://www.knowledgeonecorp.com/products/recfind_6_gem.htm)

1. **RecCapture** – Fully automatic, rules-driven electronic document management. For customers wanting to go the server-centric route.

[http://www.knowledgeonecorp.com/products/recfind\\_6\\_reccapture.htm](http://www.knowledgeonecorp.com/products/recfind_6_reccapture.htm)

2. **The Mini-API** – An easy way to provide online, secure access to the electronic documents stored in RecFind 6 to any other application. For customers wanting to “image-enable” another application.

[http://www.knowledgeonecorp.com/products/recfind\\_6\\_miniapi.htm](http://www.knowledgeonecorp.com/products/recfind_6_miniapi.htm)

3. **The RecFind 6 Web Client** – A browser based client with a similar look-and-feel and functionality to the standard RecFind 6 smart-client. For customers needing a browser-based RecFind 6 client.

[http://www.knowledgeonecorp.com/products/recfind\\_6\\_webclient.htm](http://www.knowledgeonecorp.com/products/recfind_6_webclient.htm)

## How many models are there?

There are basically two main models but with lots of options. The two main models are the client-centric model, where the end-user captures and classifies electronic documents and the server-centric model, where an intelligent background process captures and classifies all electronic documents independent of the end-user. A hybrid model is where we combine aspects of both the client-centric and server-centric solutions. The following table summarizes both the models and main options available from Knowledgeone Corporation using the RecFind 6 product suite. **\*Note that all options require RecFind 6 as the baseline product.**

Option#	Product	Model	Pros	Comments
1	RecFind 6	Client-centric	<p>Complete EDRMS/ECMS product.</p> <p>Easy to use, easy to roll out (.NET ‘smart-client’ technology works over LAN and Internet).</p> <p>Captures any type of electronic document.</p> <p>Has a full complement of functionality.</p>	<p>Users require 2-day end-user training course.</p> <p>RecFind 6 .NET client to be installed on desktops (can be pushed out via Active Directory).</p> <p>Users capture (check-in) documents from the file system or by scanning paper.</p>
2	RecFind Button + RF6 web client	<p>Client-centric</p> <p>*Maintaining shared drives</p>	<p>Small, easy to learn, easy to use, easy to deploy check-in, check-out and scanning client.</p> <p>User works from within native authoring package (e.g., Outlook,</p>	<p>RecFind 6 Button to be installed on desktops (can be pushed out via Active Directory)</p> <p>One day end-user training.</p> <p>Users capture (check-in)</p>

			<p>Word).</p> <p>Minimal training required, e.g., half-day for Button, half-day for searching using the web client.</p> <p>Captures any type of electronic document.</p> <p>The easiest to use client-centric model.</p>	documents from the file system or by scanning paper.
3	RecFind Button + RF6 web client	<p>Client-centric</p> <p>*Replacing shared drives (i.e., we replace Save and save As in MS Office products)</p>	Same as 2.	Same as 2.
4	HSSM + RF6 web client	Scanning station & imaging solution	<p>Specifically designed to minimize the effort and difficulty of scanning in and capturing large amounts of paper on a regular basis.</p> <p>Nothing to install on end-user desktops.</p> <p>The most powerful and feature-rich image capture and processing option. Also includes basic forms processing capabilities.</p>	<p>Half day user training.</p> <p>HSSM to be installed on workstation.</p> <p>Half-day end user training on using the web client to search for and view images.</p>
5	GEM + RF6 web client	Server-centric	<p>Totally automatic analysis and capture of all emails using intelligent agents. End users do not have to do anything other than search.</p> <p>Nothing to install on desktops.</p> <p>No user training required (other than</p>	<p>Half day user training on web client searching.</p> <p>One day expert training.</p> <p>3 days consultancy (setting up and testing initial GEM rules).</p>

			<p>how to search using the web client).</p> <p>Fastest to roll out (weeks not years).</p> <p>Lowest cost email management &amp; archiving solution for most organizations.</p>	
6	RecCapture + RF6 web client	<p>Server-centric</p> <p>*Maintain documents in shared drives, store secure, protected copy in RecFind 6</p>	<p>Totally automatic analysis and capture of all electronic documents using intelligent agents. End users do not have to do anything other than search using the web client.</p> <p>Nothing to install on desktops.</p> <p>No user training required (other than how to search with the web client).</p> <p>Fastest to roll out (weeks not years).</p> <p>Lowest cost electronic document management solution for most organizations.</p>	<p>Half day user training on web client searching.</p> <p>One day expert training.</p> <p>3 days consultancy (setting up and testing initial RecCapture rules).</p>
7	RecCapture + RF6 web client	<p>Server-centric</p> <p>*Removes documents from shared drives once captured</p>	<p>Totally automatic analysis and capture of all electronic documents using intelligent agents. End users do not have to do anything other than search.</p> <p>Nothing to install on desktops.</p> <p>No user training required (other than how to search).</p> <p>Fastest to roll out (weeks not years).</p> <p>Lowest cost electronic</p>	<p>Half day user training on web client searching.</p> <p>One day expert training.</p> <p>3 days consultancy (setting up and testing initial RecCapture rules).</p>

			document management solution for most organizations.	
8	RecCapture + RF6 Web Client	Hybrid Server-centric with 'Drag & Drop'  *Removes documents from shared drives once captured	<p>Administrator creates logical shared folders. Users create shortcuts on desktop. Users drag and drop electronic documents and emails to shortcuts (shared drive folders). RecCapture monitors shared drives and instantly captures, stores and indexes new and updated documents.</p> <p>Totally automatic analysis and capture of all electronic documents using intelligent agents.</p> <p>End users do not have to do anything other than select documents to be captured and then drag &amp; drop electronic documents and emails onto shortcuts and search using the RF6 web client.</p> <p>Nothing to install on desktops.</p> <p>Minimal user training required (how to drag and drop and how to search).</p> <p>Fastest to roll out (weeks not years).</p> <p>Lowest cost 'hybrid' electronic document management solution for most organizations.</p>	<p>One-day user training on web client searching.</p> <p>One-day expert training.</p> <p>3 days consultancy (setting up and testing initial RecCapture rules).</p> <p>This is a hybrid solution because the end-user actively selects the documents and emails to be captured but then RecCapture handles the actual capture and classification automatically as an asynchronous background process.</p>
9	Mini-API	Integration tool	An easy way to use the EDRMS capabilities of RecFind to 'image-able' any other	<p>One day 'expert' training.</p> <p>Implementation effort required in 'other' system.</p>

			<p>application.</p> <p>Low cost way to 'share' electronic documents stored in RecFind 6 with any other application.</p>	
--	--	--	---	--

As well as the above 9 options we also support other hybrid options where we combine the use of two or more products (e.g., the Button and GEM – our most common hybrid solution). The idea being to provide the most flexible solution possible so we can match as close as possible the unique requirements of each customer.

### **How do we discover the most appropriate model?**

We use our services to determine this. Specifically, we use our proven (over 26 years) methodology of pre-implementation consultancy followed by key user training (so they fully understand all the capabilities of RecFind 6) followed by implementation consultancy.

<http://www.knowledgeonecorp.com/services/preimplementation.htm>

<http://www.knowledgeonecorp.com/services/coursedescriptions.htm>

<http://www.knowledgeonecorp.com/services/implementation.htm>

The final result is a report summarizing everything we have learnt plus a series of detailed recommendations and a fully configured RecFind 6 solution.

### ***Why are we the best people to do this?***

Because we are also the people who design, develop and support the RecFind 6 product suite. No one knows RecFind better than us; no other organization has more experience than us.

### ***Have we done this many times before?***

Thousands of times over the last 26 years.

### ***Have we done this in different market sectors?***

Yes, local government, state government, federal government, education, health care, banking, finance, insurance, manufacturing, mining, defense, accounting/legal, gaming/gambling, forestry,.....

### ***Have we done this in different locations and cultures?***

Yes, Australia, New Zealand, the UK, the USA, Canada, Africa,....

### ***Can we provide you with the best possible solution?***

Absolutely!

For more information and to discuss your particular needs please contact sales:

[sales@knowledgeonecorp.com](mailto:sales@knowledgeonecorp.com)