

## RECFIND 6



### EDRMS Options with RecFind 6

*We provide all the tools and options to match your requirements*

#### Introduction

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

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 are 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.

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

2. **The RecFind Button** – The embedded (e.g., inside MS Office) 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.

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

5. **RecCapture** – Fully automatic, rules-driven electronic document management.

[http://www.knowledgeonecorp.com/products/recfind\\_6\\_recapture.htm](http://www.knowledgeonecorp.com/products/recfind_6_recapture.htm)

6. **The Mini-API** – an easy way to provide online, secure access to the electronic documents stored in RecFind 6 to any other application.

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

## How many models are there?

There are basically two models but with lots of options. The two main models are the client-centric model, where the end-user captures electronic documents and the server-centric model, where an intelligent background process captures all electronic documents. The following table summarizes both the models and 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	Cons
1	RecFind 6	Client-centric	<p>Complete EDRMS solution.</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>Not working from within the native authoring application (e.g., Outlook).</p> <p>Relies on each employee to be a consistent 'expert' (as do all client-centric models).</p> <p>Users require 2-day training course.</p>
2	RecFind Button	Client-centric *Maintaining shared drives	<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, Word).</p> <p>Minimal training required, e.g., half-day.</p> <p>Captures any type of electronic document.</p>	<p>Relies on each employee to be a consistent 'expert'.</p> <p>Half day training.</p>
3	RecFind Button	Client-centric *Replacing shared drives (i.e., we replace 'Save' and 'Save As' in MS Office products)	Same as 2.	Same as 2.
4	HSSM	Scanning station	Specifically designed to minimize the effort and difficulty of scanning in and capturing large amounts of paper on a regular basis.	<p>Half day user training.</p> <p>Continued ...</p>

5	GEM	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 how to search).</p> <p>Fastest to roll out (weeks not years).</p> <p>Lowest cost email management solution for most organizations.</p>	<p>Half day user training.</p> <p>One day expert training.</p> <p>2 days consultancy.</p>
6	RecCapture	<p>Server-centric</p> <p>*Maintain documents in shared drives, store 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.</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 document management solution for most organizations.</p>	<p>Half day user training.</p> <p>One day expert training.</p> <p>2 days consultancy.</p> <p>Continued ...</p>

7	RecCapture	Server-centric  *Remove documents from shared drives once captured	Totally automatic analysis and capture of all electronic documents using intelligent agents. End users do not have to do anything other than search.  Nothing to install on desktops.  No user training required (other than how to search).  Fastest to roll out (weeks not years).  Lowest cost electronic document management solution for most organizations.	Half day user training.  One day expert training.  2 days consultancy.
8	Mini-API	Integration tool	An easy way to use the EDRMS capabilities of RecFind to 'image-enable' any other application.  Low cost way to 'share' electronic documents stored in RecFind 6 with any other application.	One day 'expert' training.  Implementation effort required in 'other' system

As well as the above 8 options we also support hybrid options where we combine the use of two or more products (e.g., the Button and GEM). 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 25 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/implementation.htm>

The final result is a report summarizing everything we have learnt plus a series of detailed recommendations.

For further information on the RecFind 6 Button or any of Knowledgeone Corporation's products visit [www.knowledgeonecorp.com](http://www.knowledgeonecorp.com) or call +61 2 8913 9300 or email [sales@knowledgeonecorp.com](mailto:sales@knowledgeonecorp.com)