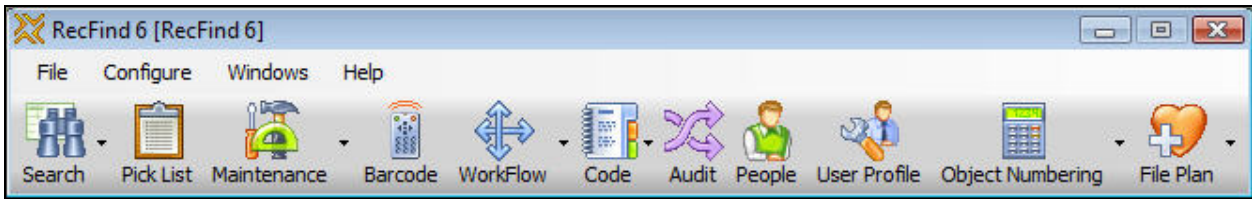

















RECFIND 6 OVERVIEW

The world's easiest to use and most powerful records and document management solution

The Main RecFind Toolbar



Icons/Methods Used Throughout RecFind 6

-  View selected item(s)
-  Add a new item
-  Modify an item
-  Delete an item
-  Clone an item
-  Request an item
-  Move an item
-  Create a new part for an item
-  Pick List
-  Search within list by filters
-  Sort a list of items
-  Reports
-  Export

Functionality

RecFind 6 is a complete solution for any organization needing a records and document management solution. The standard product includes all the functionality you will ever require including:

Search

- Full text, Metadata, Range, BOOLEAN and Saved Searches
- Search across all objects (e.g., file folders, document profiles, archive boxes, electronic documents, etc) with a single search

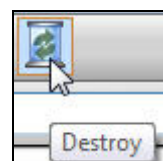
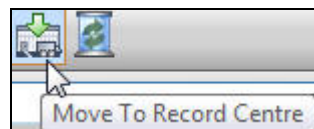
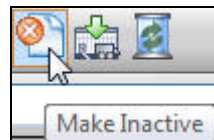
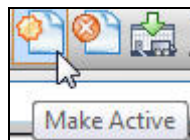
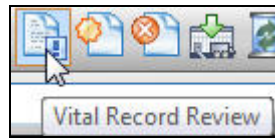
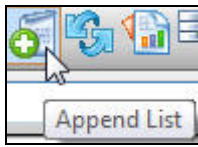
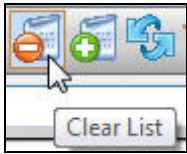


Retention

- Including multiple options for managing retention such as by a File Plan, Manually, by File Title and Series
- Also includes the ability to apply Legal Citations
- Includes 'Freeze' and 'Unfreeze' functionality
- Vital Record review and maintenance
- Can be applied to all objects, e.g., file folders, documents, electronic documents, archive boxes
- Use powerful report writer to produce any report required

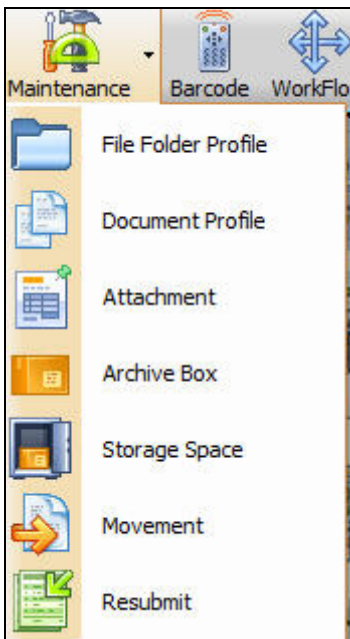
The Pick List function is used to manage all retention processes.

Pick List	
ExternalID	Type
BOX 65656	Archive Box Profile
BOX 1919191	Archive Box Profile



Maintenance

- Add, Modify, Delete, View



The screenshot shows a window titled "List - Metadata Profile (File Folders)" with a toolbar and a table. The table has three columns: ExternalID, Type, and Description.

ExternalID	Type	Description
04/000001	STANDARD - File Folder	use this file folder as the object
04/000001	R500D TEST - File Folder	use this file folder as the object
04/000002	STANDARD - File Folder	steven michael kevin

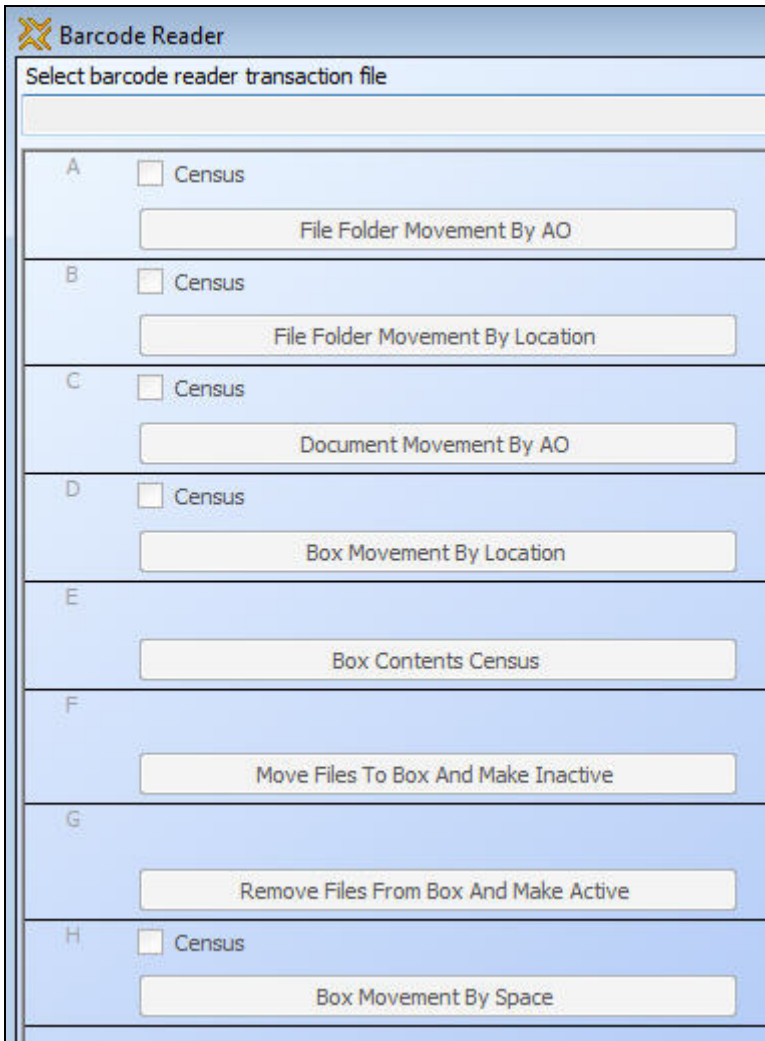
Movement Tracking

- In the R6 client and using both fixed and portable barcode readers
- RecFind 6 works with the latest technology Datalogic memo portable



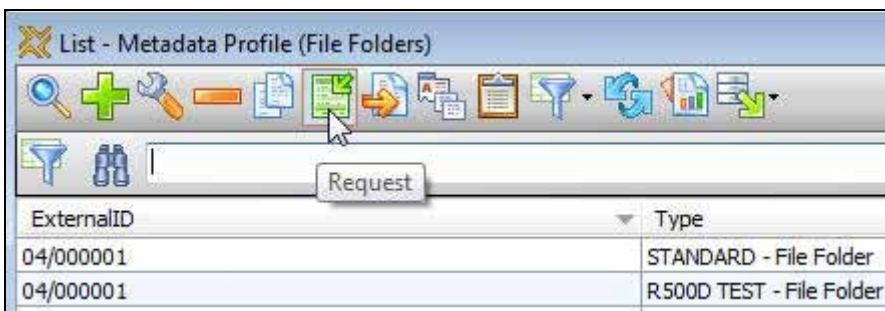
The screenshot shows the same window as above, but with the "Move" button in the toolbar highlighted by a mouse cursor. The table below shows the same data as the previous screenshot.

ExternalID	Type
04/000001	STANDARD - File Folder
04/000001	R500D TEST - File Folder



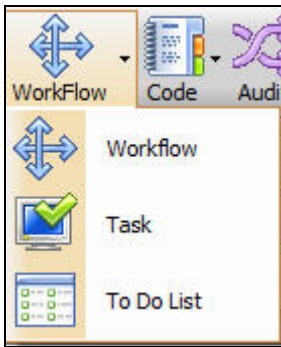
Request/Resubmit Management

- Manage all requests for items managed by RecFind 6.
- Automatically cancel outstanding requests when an item is moved to the requestor



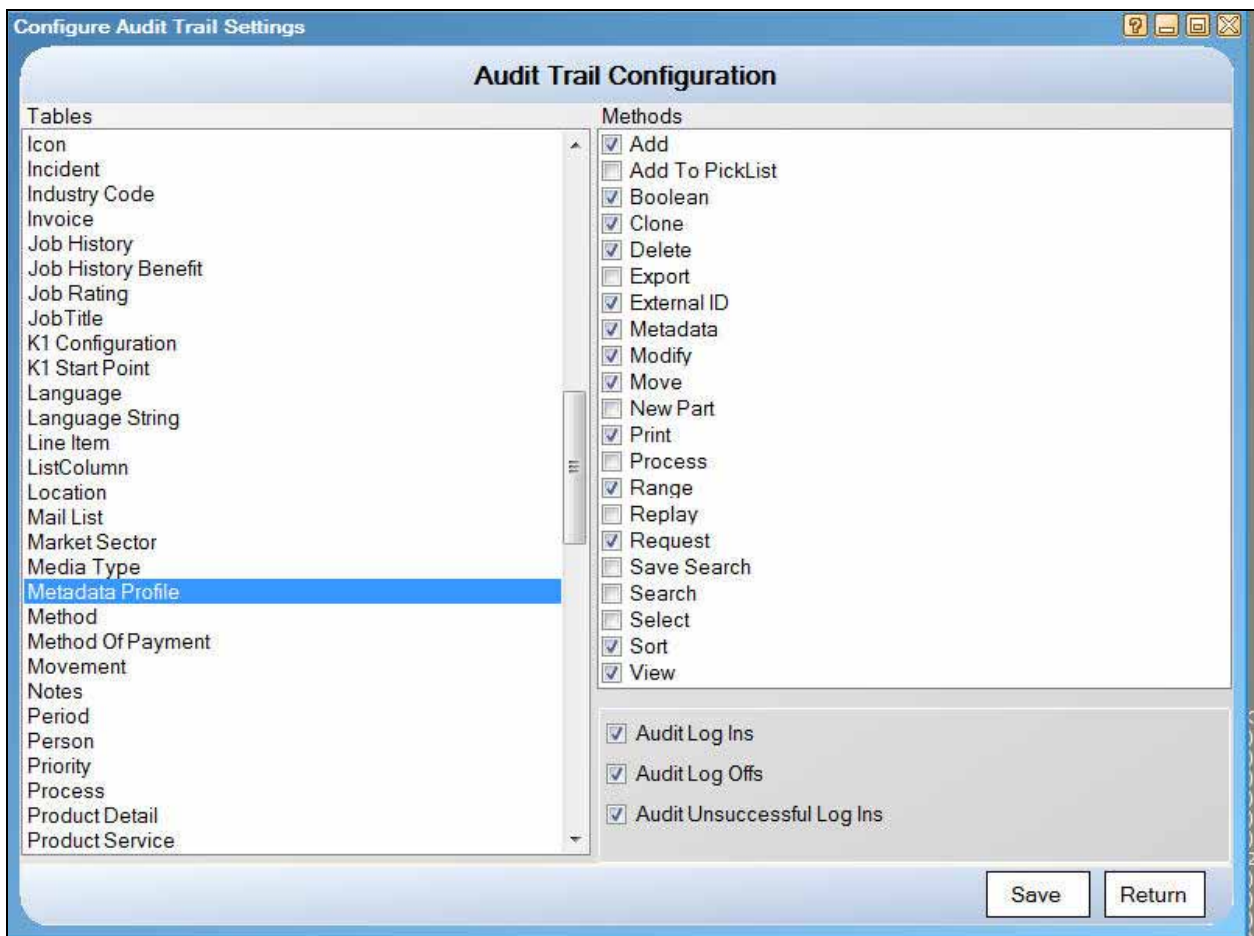
Workflow

- Highly configurable, supports parallel and serial operations plus templates and 'halt and restart at another step' functionality
- Includes 'ToDoList' function so each user can quickly see all work due for any day



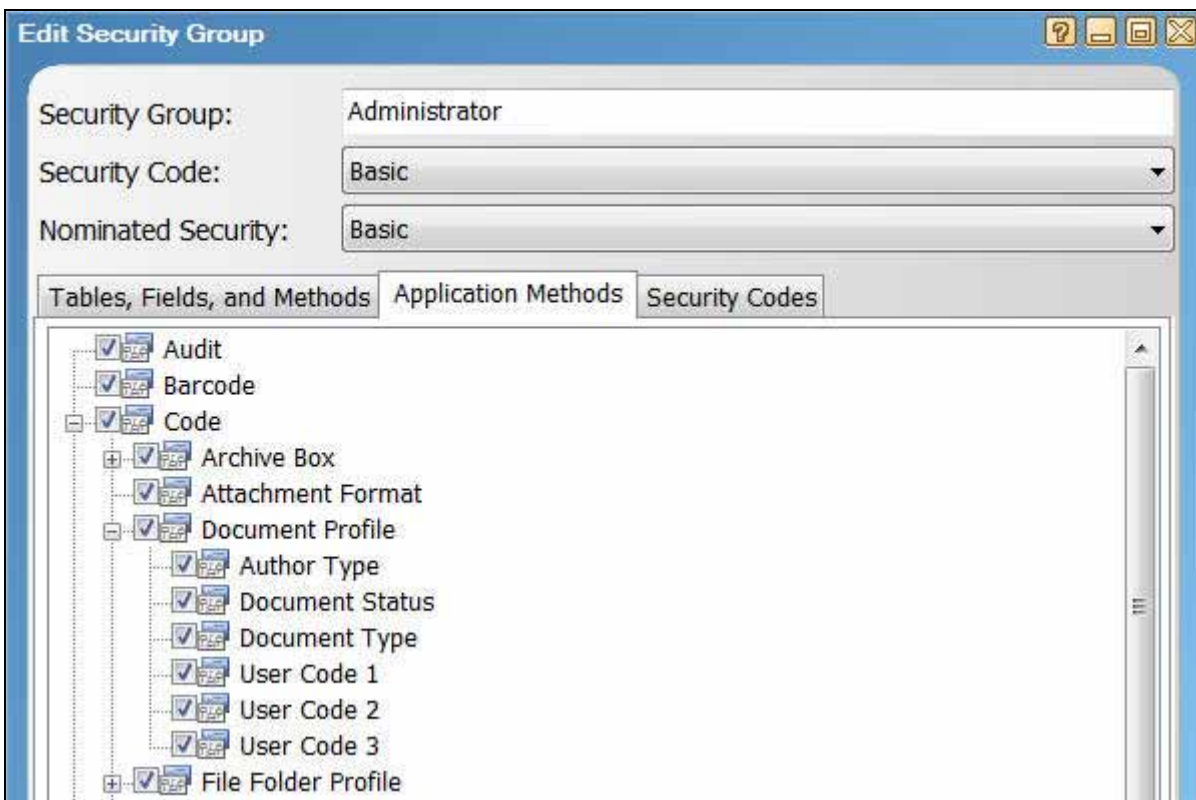
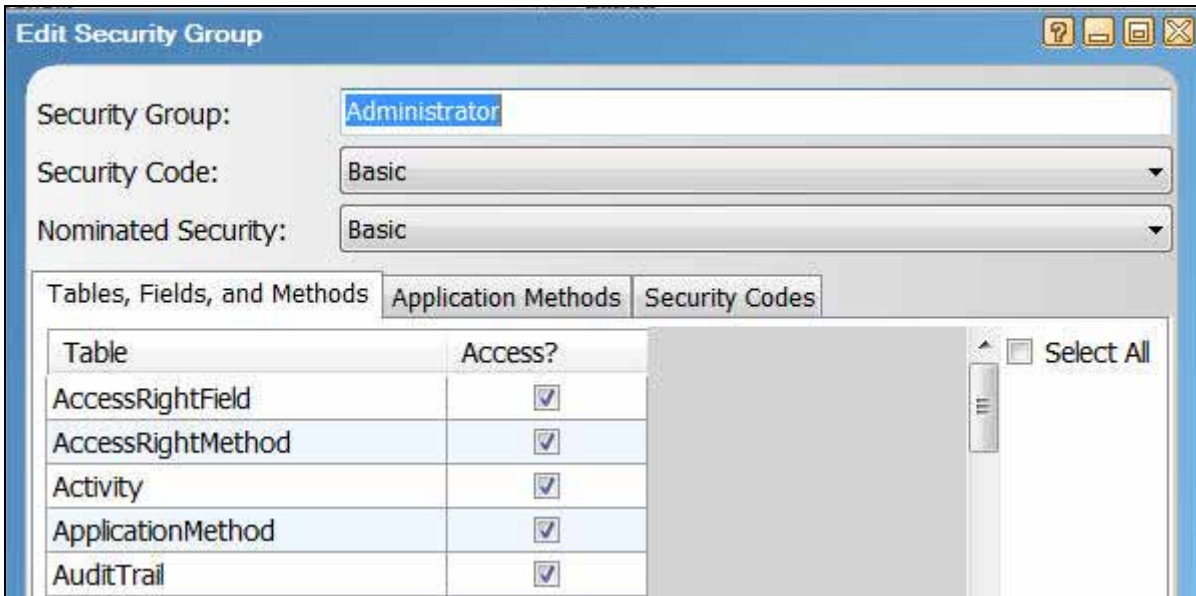
Audit Trail

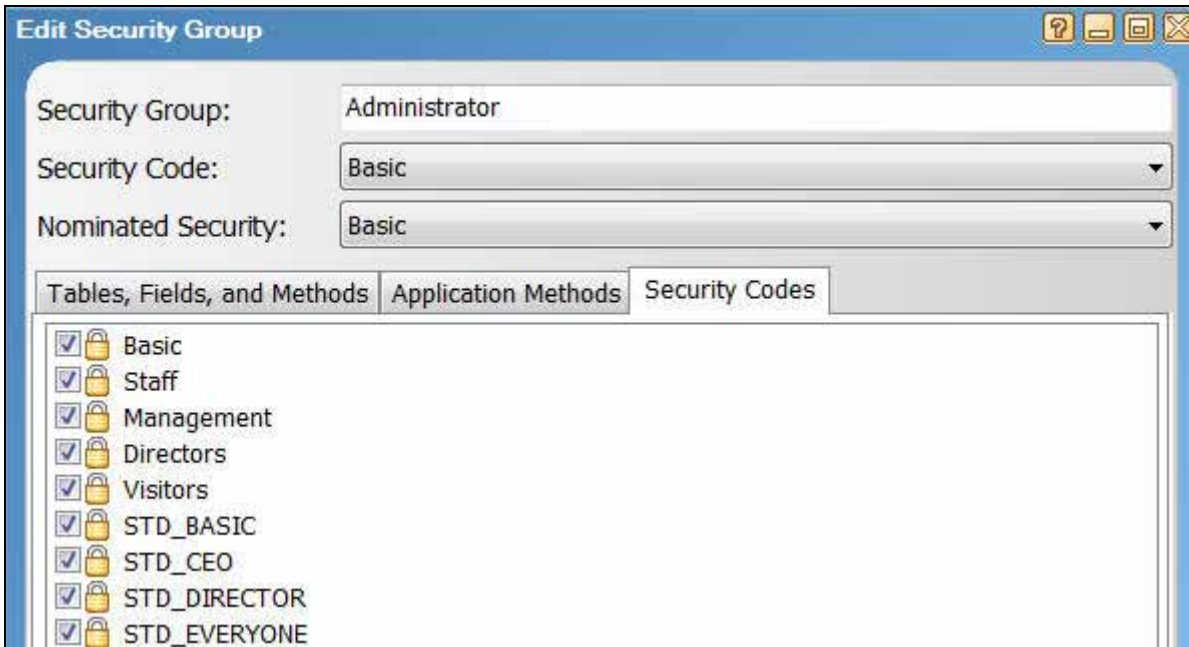
- Fully configurable



Sophisticated Security System

- Down to the field level
- Control access to all objects





Auto Numbers

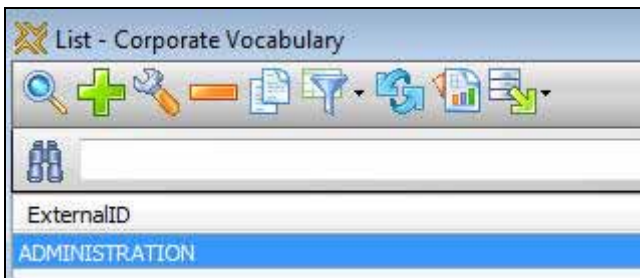
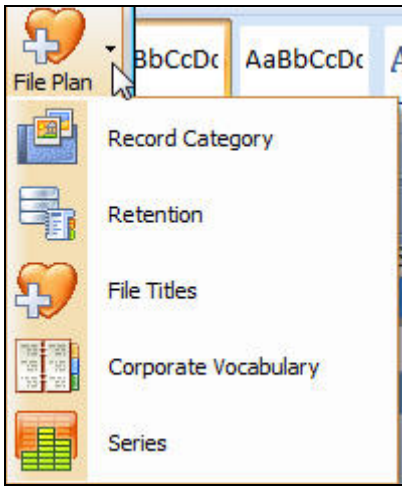
- Ability to configure auto numbers and multiple sequences to any field

ExternalID	Associated Field(s)
Incident Format Number	Incident.ExternalID
R500D TEST - Document Profile Number Auto Format	MetadataProfile.ExternalID (R500D TEST - Document Pro...
R500D TEST - File Folder Number Auto Format	MetadataProfile.ExternalID (R500D TEST - File Folder)
STANDARD - Document Profile Number Auto Format	MetadataProfile.ExternalID (STANDARD - Document Profile)
STANDARD - File Folder Barcode Number Auto Format	MetadataProfile.Barcode (STANDARD - File Folder)
STANDARD - File Folder Number Auto Format	MetadataProfile.ExternalID (STANDARD - File Folder)

ExternalID	Title1Text	Title2Text	Title3Text	Title4Text
AEB	ADMINISTRATION	ENGINEERING PRO...	BIG PROJECTS	
AEL	ADMINISTRATION	ENGINEERING PRO...	LITTLE PROJECTS	
AMB	ADMINISTRATION	ASSET MANAGEME...	BIG ASSETS	
AML	ADMINISTRATION	ASSET MANAGEME...	LITTLE ASSETS	

Corporate Vocabulary/Keyword Thesaurus

- Include all your classification terms and relationships
- Maintain multiple Thesauri



File Titling

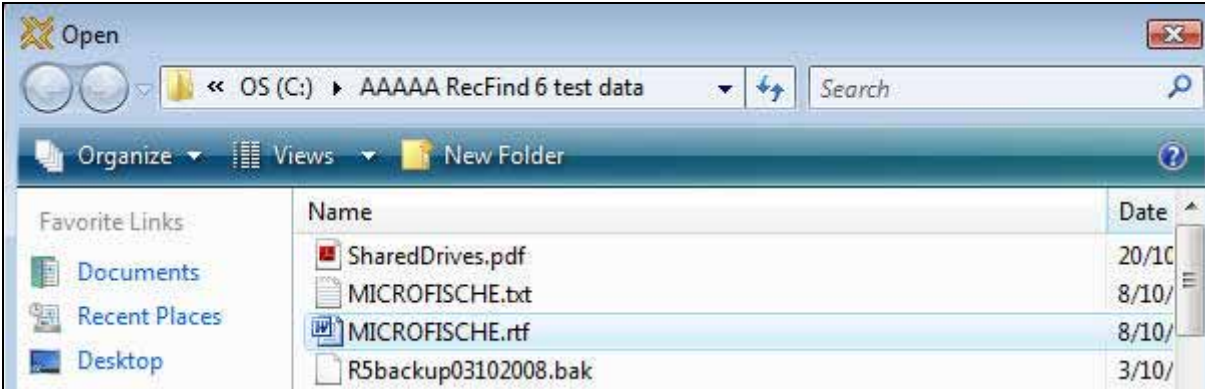
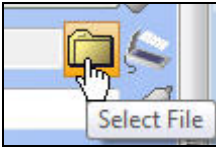
- With multiple options, e.g., linking to file numbers and retention codes
- Draw terms from the Corporate Vocabulary/Keyword Thesaurus and/or use free text terms

Type	ExternalID	Level	ParentTitle
STANDARD - Title	ADMINISTRATION	1	
STANDARD - Title	ADMINISTRATION	2	GENERAL FILES
STANDARD - Title	ASSET MANAGEMENT	2	ADMINISTRATION
STANDARD - Title	BIG ASSETS	3	ASSET MANAGEMENT
STANDARD - Title	BIG PROJECTS	3	ENGINEERING PROJECTS
STANDARD - Title	ENGINEERING PROJECTS	2	ADMINISTRATION

Electronic Document Capture

- Easily capture, index and store eDOCs of any type
- Automatic version control

ExternalID	PublishedDate	CheckedOut?	LastCheckOutPerson
WVNS GEM QUOTE.DOC - *** Version 3	14 Oct 2008 00:00:00	No	
WVNS GEM QUOTE.DOC - *** Version 2	14 Oct 2008 00:00:00	No	



Imaging

- Works with any TWAIN compatible scanner
- Includes standard functionality to convert TIFF images to text and PDF format



Standard Reports

- A full set of standard reports plus the functionality for you to be able to modify any standard report and create new standard reports

Report Writer

- Fully featured in-built report writer

Saved Reports

- Easily save and reuse any report

Clone

- Easily 'copy' any existing record for rapid data entry

Export

- Easily export any record or record set in either XML or CSV format

Email

- Easily email any record or record set

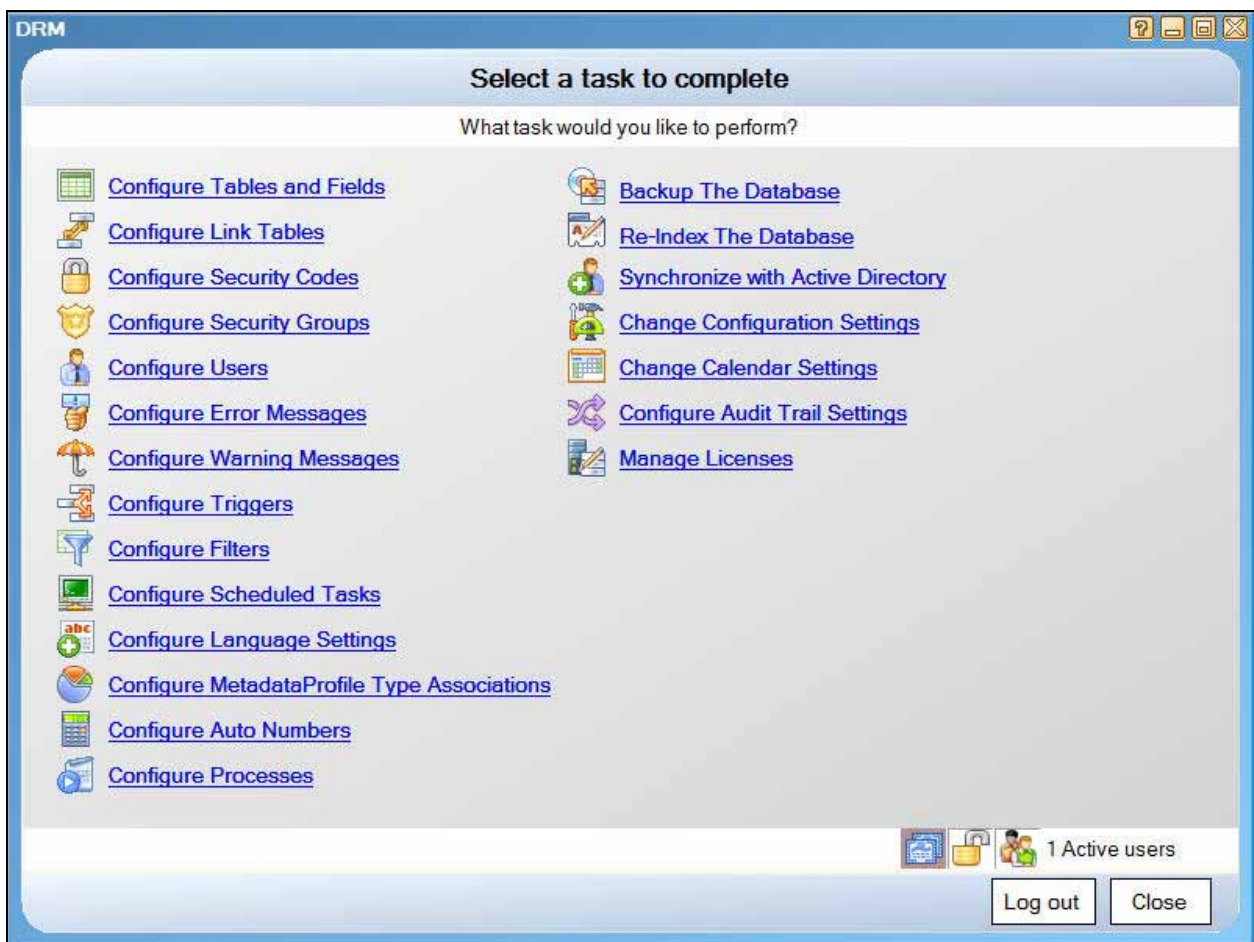
Global Change

- Select any record set and apply global changes

Administrator Tools

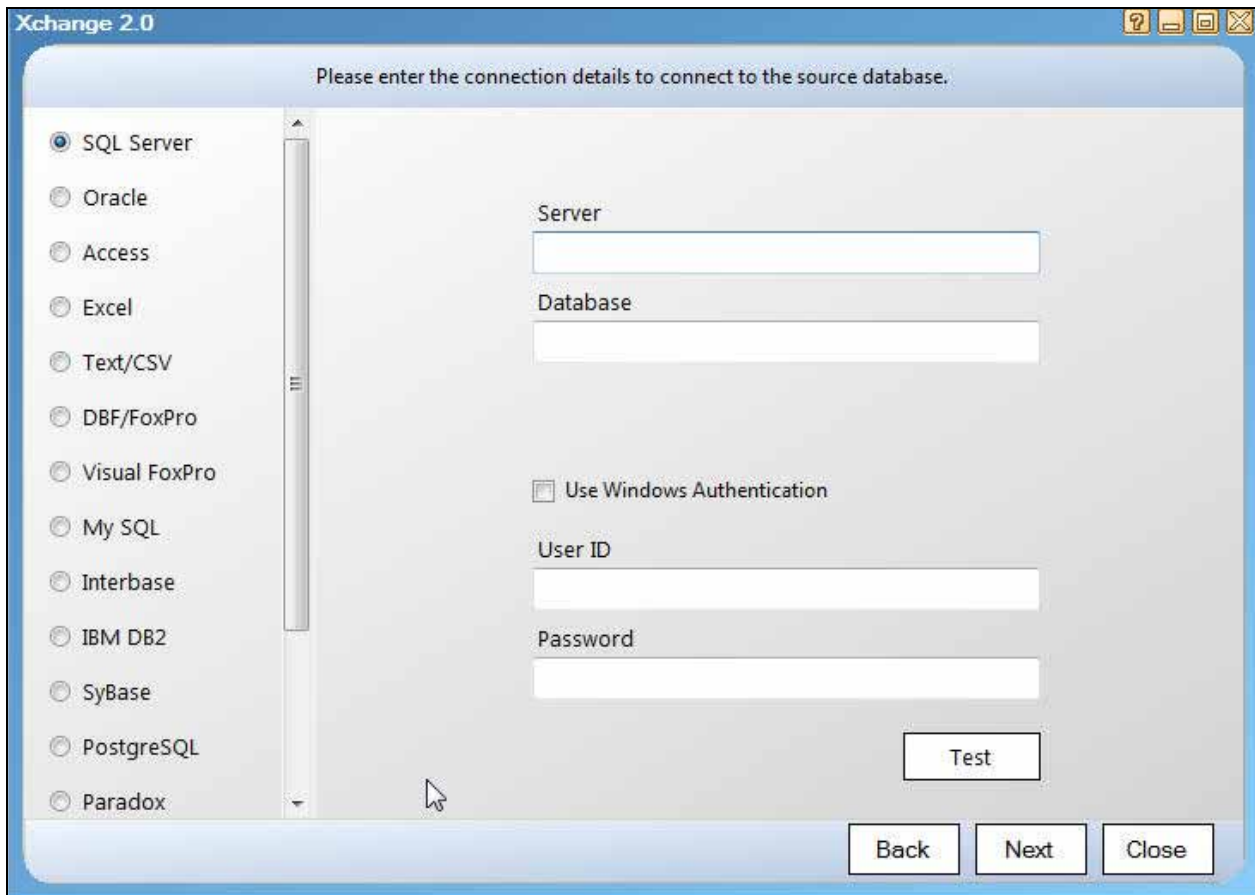
DRM

The DRM is used by the RecFind 6 Administrator to make changes to the RecFind 6 Data Model and any process within RecFind 6.



Xchange

Xchange is the Import/Export engine for RecFind 6. You can use Xchange to import data from any source and populate any table within RecFind 6. You can also use Xchange to export any RecFind 6 data in industry standard XML format.



Add-on Products

Button

The RecFind 6 Button is a small check-in/check-out application that runs both in your SysTray and in the toolbar of MS Office products such as Word, Excel and Outlook.

It is the ideal low cost way to eDOC enable users who do not require a full RecFind 6 client license.

High Speed Scanning Module (HSSM)

The HSSM is specifically designed to automate the scanning process for customers with large amounts of paper to scan and capture. It includes two products.

DocScan

Interfaces to any TWAIN compatible scanner and uses barcodes to recognize individual documents in a bulk document feed. Includes functionality to OCR captured TIFF files and convert them to indexable PDF documents.

RecScan

Is used to capture the output from DocScan (or any other imaging program) and automatically add documents to the RecFind 6 database. During this automatic process you can also choose to add classification and retention information.

GEM

GEM is a new generation, fully-automatic, rules-driven email management and archiving system. GEM attaches directly to your email server and analyzes all incoming and outgoing emails against your rules. It then classifies and adds all required corporate emails to the RecFind 6 database.

The major advantages of GEM are that it monitors and analyzes all emails in a 100% consistent manner and your staff do not have to do anything, all emails that should be captured are captured and made available to all RecFind 6 users (subject to the security regime you have implemented).

RecCapture

RecCapture is a new generation, fully-automatic, rules-driven electronic document management system. RecCapture deploys 'agents' across your shared drives/folders and automatically analyzes, captures, classifies, versions and stores electronic documents in the RecFind 6 database.

The major advantages of RecCapture are that it monitors and analyzes all eDOCs in a 100% consistent manner and that your staff do not have to do anything, all eDOCs that should be captured are captured and made available to all RecFind 6 users (subject to the security regime you have implemented).

Technology

RecFind 6 was built using Microsoft Visual Development Studio 2008. It utilizes the new 'smart-client' technology such that any RecFind 6 client can be deployed to work across your network (ADO) or across your Intranet/the Internet (Web Services). As such, any RecFind 6 client can be installed either as a traditional 'fat client' or 'thin client' product. It is a 100% .NET application based on .NET Framework 3.5.

RecFind 6 connects to data sources using .NET connection strings (it does not use ODBC).

RecFind 6 utilizes iFilters for full text indexing of electronic documents.

Prerequisites

- Windows Server 2003 server OS
- XP SP2 or Vista workstation OS
- SQL Server 2005
- .NET Framework 3.5