




EDRMS functionality within the RecFind 6 Product Suite

 List - EDOC



Let's see by product.....

[RecFind 6](#)

- Electronic document, image & email check-in, check-out, export, automatic versioning, view, clone, add, modify, delete
- [Bulk Import of electronic documents, images & emails](#)
- Document scanning, Optical Character Recognition (OCR), convert to PDF or PDF/A
- Works with any TWAIN capable document scanner
- Search – by name, by Metadata, by content (full text), Boolean, Save Search, Replay Search
- Archiving/Electronic document destruction
- Workflow; 3 levels, [Embedded](#), [Graphical](#) & [Advanced](#)

Add-on products:

[RecFind 6 Button](#)

- Integrates with Microsoft Office (e.g., Outlook, Word, Excel, PowerPoint) and Adobe pro
- Electronic document & email check-in, check-out, search
- Document scanning, Optical Character Recognition (OCR), convert to PDF or PDF/A
- Works with any TWAIN capable document scanner

[RecFind 6 Mini API](#)

- Electronic document, image & email search, view, modify from within any browser
- Email notifications for workflow
- Enabling 'easy' integration with other applications
- Allowing other applications to utilize RecFind 6 as their Document & Image repository

[RecCapture](#)

- Bulk electronic document, image & email capture with automatic analysis, indexing/classification
- Automatic capture & indexing/classification of new and changed electronic documents from Shared Drives
- Capture based on multiple criteria including 'Tags', properties, keywords and text.
- Automatic initiation of Workflow

[GEM](#)

- Bulk capture of all incoming & outgoing emails with automatic analysis, indexing & classification
- Automatic creation of document abstract
- Automatic initiation of Workflow

SharePoint Integration Module

- [Integration with SharePoint](#)
- Searching the RecFind 6 database of documents from within SharePoint
- Transfer of electronic documents, images & emails from SharePoint to RecFind 6

High Speed Scanning Module

- Works with any TWAIN capable scanner
- Bulk document scanning, Optical Character Recognition (OCR), convert to PDF or PDF/A
- [Forms Processing](#)
- Bulk document, image & email capture (from shared drives)

Web Client

- Same functionality as RecFind 6 standard client, except runs in a browser
- Runs on multiple devices and operating systems
- Requires no installation on PC or notebook
- Supports tablets like the iPad
- Connect from anywhere in the world via the Internet

RecFind 6 SDK

- Exposes all of the functionality of RecFind 6
- Enabling full integration with any other application
- Enabling the extension of RecFind 6 functionality, creation of new applications

eDocArchive

- Move electronic documents, images & emails to secondary storage
- Search for and view electronic documents, images & emails in secondary storage

Supporting Features

- Full-featured, embedded Report Writer. Includes a suite of 'standard' reports plus the ability to modify and create new reports and schedule reports.
- Fully configurable Audit Trail. Monitor and record all transactions including Views. Ability to turn on 'before' and 'after' saves to allow re-creation of modified and deleted records.
- Powerful and fast Search Module; Name, Content (full text), Boolean, Metadata and Save & Replay Searches.
- Military grade security system allowing total control of all access down to the field level.
- Full automated Retention and Disposal functionality.
- Optimized 'streaming' architecture to facilitate the fastest possible download and upload of electronic documents.
- Optimized and normalized Microsoft SQL Server database to provide the most optimal storage and retrieval of electronic documents and images as Binary Large Objects.
- Scalable Database with ultimate capacity of 524,272 terabytes.
- No limits on number of end users.
- No limits on number of electronic documents (up to 524,272 terabytes).
- Integration to Active Directory.



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