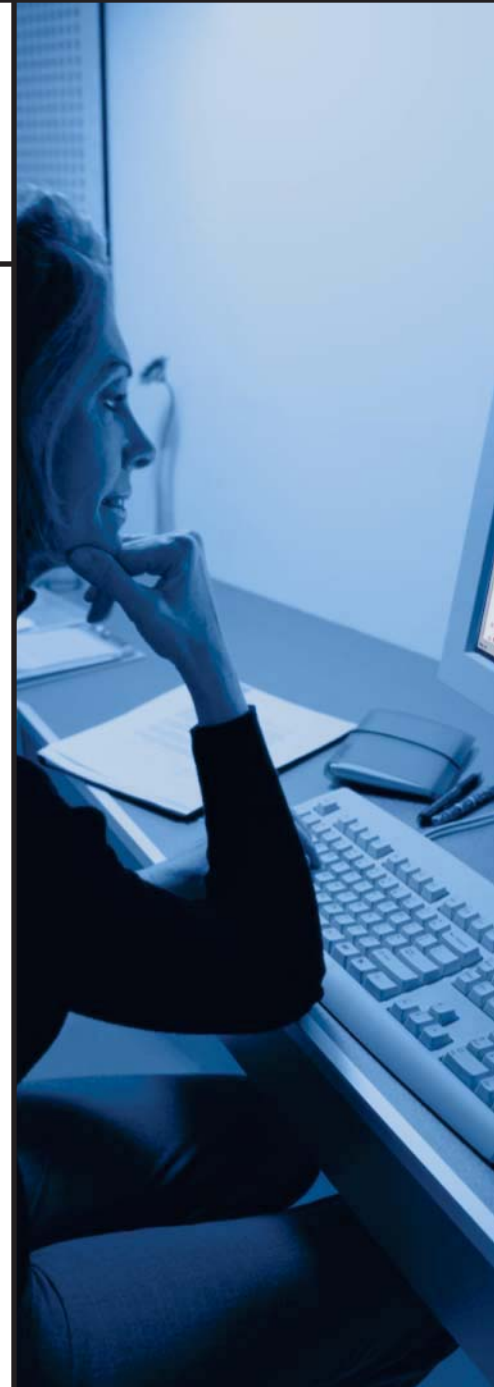




Computhink[®]

ViewWise[®] Enterprise Edition

Integrated Document Management /
Image Enabled Solutions



Computhink's Commitment

Computhink is committed to providing an extensive, yet simple to use, solution for the small to medium-sized Enterprise market utilizing the latest technology in Integrated Document Management (IDM). Our ViewWise product lines offer features and functions that rival other products offered by major industry leaders to any size company, whether it be an office of less than five users or a corporation with thousands of users. ViewWise is individually designed to operate in multiple network environments, using your existing operational investment in Information Technology (IT), and yet continues to base principles of being user-friendly in the areas of installation, use, support, and maintenance.

ViewWise solutions utilizes advanced integration capabilities to specifically address your needs for compliance, internal application digital rights management, and larger scale interaction required in today's Enterprise market.

ViewWise was built to optimize your business processes, boost employee productivity, and gain a better return on your IT investment. Just some of the significant and proven benefits of the ViewWise system include reducing physical storage space, making your documents more accessible, reducing overhead costs, insuring data and system integrity and providing documents rights security.



CAPTURE, STORE
RETRIEVE, DISPLAY,
PROCESS, AND
MANAGE BUSINESS
INFORMATION IN
DIGITAL FORM

ViewWise® Enterprise Edition

Computhink's ViewWise Solutions provide the answer to combining business solutions with Integrated Document Management. ViewWise allows companies like yours to effectively compete in today's marketplace. ViewWise was developed to evolve and grow with your system's needs over time. ViewWise Enterprise is structured so that whatever the overall makeup of your network: centralized, distributed, and/or combinations of these, it will progressively develop on the concepts of being flexible, connectable, simple to use, expandable, reliable, secure, and allow your users to operate together. We recently upgraded ViewWise with the introduction of Document Storage Servers and a Servers Manager to give you even wider distributed support.

Connectivity

ViewWise helps you manage all of your information while capitalizing on your current infrastructure investments and processes, as well as newly released technologies. We constantly are adding the latest industry technology standards (e.g., Java, RDBMs, MAPI, JDBC, etc.) to ensure that your investment continues to provide your organization with positive returns.

Simplicity

This solution lets you handle data like you handle paper, by providing an easy-to-use and instinctive common boundary that exceeds the desires of even the most discerning users.

Flexibility

ViewWise Enterprise Edition has the ability to operate in many diverse environments. Integration flexibility enables effortless solution interoperability, so when your solution's needs change, ViewWise can easily be adapted and evolve with them.

Compliance

Industry and Government legislation continue to refine business processes and ViewWise continues to assist in meeting new compliancy regulations and laws.

Scalability

As your business grows our solutions grow with minimized, new IT investment.

Reliability

Backed by superior customer and technical service, ViewWise Enterprise Edition provides the most reliable solutions in the industry.

Security

Maintaining the integrity of information and access to that information is paramount to the success of your organization. ViewWise Enterprise Edition leverages current operating system security and makes possible additional security features to guarantee that you succeed. This feature includes page and document encryption of the data itself.

VIEWWISE®
ENTERPRISE
EDITION PROVIDES
A COMPLETE
DOCUMENT
MANAGEMENT
SOLUTION

ViewWise® Enterprise Edition

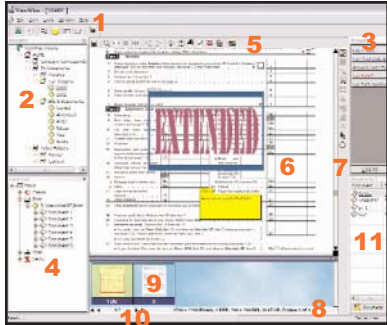


Fig. 04-01: ViewWise application interface

1. Menu & Main Toolbar
2. ViewWise Navigator
3. Document Properties Window
4. Input Tray Window
5. Viewer Toolbar
6. ViewWise Viewer
7. Annotation Toolbar
8. Viewer Status Bar
9. Thumbnail Viewer
10. Client Status Bar
11. Version Revision Viewer

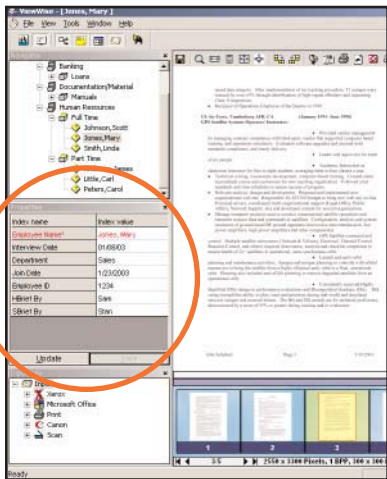


Fig. 04-02: Property Sheet has key information for easy indexing and retrieval

Computhink's ViewWise solution for the SME market is complimented with optional integrated programs for Automatic Input Processing (AIP), Email Archive for Exchange and Novell's GroupWise via GWAVA and multiple workflow and forms extraction applications. These programs provide the building blocks for creating a personal and comprehensive solution to your particular needs while maintaining a tight interconnection with Microsoft's Office Suite (including Outlook).

ViewWise enables you to capture and centralize all incoming data/information such as paper and electronic based "documents", as digitized electronic images with a host of many data/image file formats (Fig. 04-01). These images and files can be integrated with your existing applications, allowing you to best utilize the information, while making the workflow within your organization as efficient as possible. With ViewWise, you can archive, manage, find, share, and distribute compound documents efficiently, accurately, and securely from one central source.

Increased Productivity

Today's offices produce such an enormous amount of documents, reports and other resources that it may be difficult to distinguish between valuable information and what is just data. Combine that with the time it takes you to hand-file (miss-file?) and then later, locate a document and the expenses become self-evident.

ViewWise eliminates these costs by delivering the information you need, when you need it so you can make the appropriate decisions—from your computer desktop or remotely via the Internet.

You can also locate documents in seconds through the internet. With ViewWise Online Web options and the appropriate system and security permissions, you can access the information you need anywhere with a computer connected to the web. This gives you ultimate access to all the information you need from anywhere you need it.

Faster and Increased Document Find Rate

ViewWise allows you to work with single or multiple documents. Large volumes of images, native application files, Audio, Video, email and web files are easily stored, indexed and retrieved through an intuitive interface that mimics a real-world filing cabinet. This electronic "filing cabinet" provides a simple and efficient method for storage of individual documents and recovery of files in an intuitive manner.

A Property Sheet (Fig. 04-02) for each defined document type allows key information to be associated for indexing and retrieval.

If you know where the document is stored, simply point and click on the browser window and you will have instant access.

ViewWise also gives you the ability to perform ad-hoc, full text, focused and/or conditional searches for documents (Fig. 05-01). If you know the document name, indices or other relevant information, you can perform either a simple or complex search against that criteria. This gives you the independent power to search and quickly find information without leaving your desk. You can also name and save your effective search criteria for future repetitive use if desired.

Easy Input and Storage

ViewWise makes entering documents simple. There are many different options for inputting documents. These include: direct scanning, either individually or through batch processing, using a print-to-driver directly from your various in-house application, by saving direct from Microsoft office applications or by importing a document (Fig. 05-02). You also have the ability to access a native file format in the original application from within ViewWise. Rework, update or modify the document and automatically save it back to ViewWise. ViewWise includes the option to use an embedded OCR utility so that you can easily transfer text from an image without having to re-type it.

Use Documents Effectively

Once the document is in ViewWise, you have a number of available processing options. It starts with locating the document and then viewing each page in the thumbnail viewer. With appropriate security permissions, you can:

- Create an annotation on the document (e.g., hyperlink key information to another source, mask private or important information with a redaction, add a sticky note, post a stamp, etc.) (Fig. 05-03)
- Share a document with co-workers who have access permissions. Documents can be emailed, printed, faxed, sent to another application in its respective file format or exported as an image, text, .pdf or DjVu file.
- Checkout or copy documents to a designated location together with an XML MiniViewer for Media publishing and or working off-line. Documents checked-out can be subsequently checked-in and the system updated.
- Add multiple comments to any document. Comments can be private or public, are time date stamped and can contain up to 8,000 characters of text which also can be full text searched.
- Add internal references between ViewWise documents to aid in content collaboration.

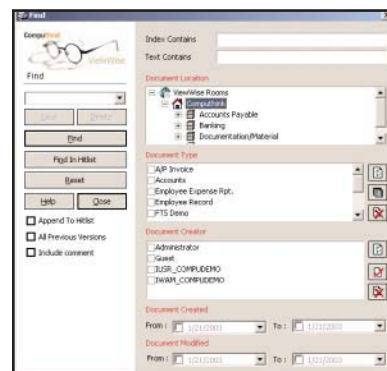


Fig. 05-01: Advanced search

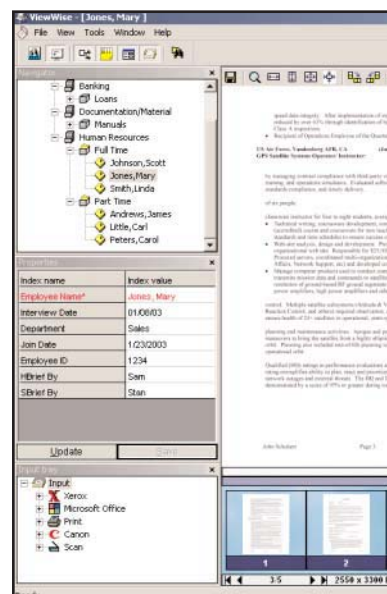


Fig. 05-02: Easy input and storage

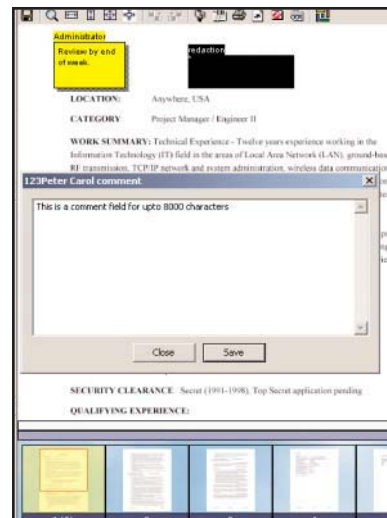


Fig. 05-03: Add an annotation to any document

ViewWise® Features

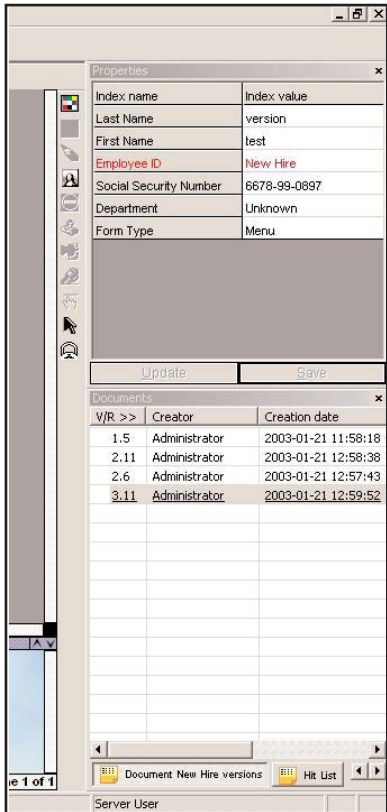


Fig. 05-04: All versions available with Version Revision Tab

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 225 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.

Web Plus Client (Web Client capabilities plus upgraded Viewer option)

- Updated Viewer/Thumbnail viewing capability provides same image file format Viewer capabilities as the Desktop client.
- View annotation layers and see pages incorporating redactions.
- Auto update

WebTop Client (Web Plus Client with upgraded output options)

- Full output options: send to, OCR, and export options.
- Full viewing support for text/image file formats available on desktop.

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.

ViewWise® Specifications

System Specifications:

ViewWise Server

Hardware

Minimum Recommended

- CPU: 1.0 Ghz CPU or faster
- RAM: 1 GB for ViewWise
- 300 Mb Diskspace
- Plus RAM & Disk storage space for Database

Software

Network Operating Systems supported:

- Microsoft Windows 2000/2003 Server
- Novell Netware 6.0/6.5 Server
- RedHat LINUX 2.x/3
- SuSe Enterprise 8/9
- Others upon request

ViewWise Client

Hardware

Minimum Recommended

- CPU: 800 Mhz or faster
- RAM: 128MB or greater depending on types of documents
- Disk space: 128MB

Software

Client Systems supported

- Microsoft Windows 2000 or XP Professional.
- Microsoft Office 2000/XP required for ViewWise Office integration.
- Windows running Terminal Services or Citrix client

Web Client Options

- Client system with Java Runtime Environment 1.4.2
- Plus either:
 - Microsoft Internet Explorer 5.0 or greater
 - Netscape Navigator 6.0 or greater

Web Servers

- Microsoft IIS
- Novell Enterprise Web Server
- Apache

Relational Database Support

- Microsoft SQL 2000
For Full Text Search (FTS) capabilities Microsoft FTS must be installed.
- Oracle 9i
For FTS capabilities on Oracle, Oracle must be installed on a Microsoft Operating System with Text support (formerly known as interMedia text) installed.
- Others Upon Request

Scanning Support

TWAIN and ISIS* scanners are supported, together with select multipurpose network scanners. Please consult with Computhink.

*Available with upgrade

Service Agent – Optional Components

ViewWise FTS Indexer
(Module for generating FTS content from ViewWise documents)

Hardware

Minimum Recommended

- 1.0 GB RAM
 - CPU: 1.0 Ghz
- Memory and CPU speed scale depending on the workload

Software

Microsoft Windows 2000 or XP Professional

Auto Check-in for Workflow

- Auto check-in of documents from supported third party workflow applications.
- Specifications as per VW FTS Indexer if deployed separately. Memory and CPU speed scale dependant on the workload

Optional Connectors

- Automated Input Processor (AIP)
- Email Archive Service for Exchange®
- Email Archive Service for GWAVA®
- GroupWise Agent
- AnyDoc® Connector
- Metastorm® eWork Connector
- Readsoft® Eyes & Hands Forms Connector

See respective Connector Sections

Computhink®

About Computhink, Inc.

Computhink, Inc., part of the Computhink Group of companies, with corporate offices located in Chicago, Illinois, offers the premier image-enabling software for information and document archiving and sharing. Computhink is Novell's preferred imaging partner. Information about Computhink and its products can be found on the Internet at www.computhink.com.

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