



# ManagePoint Feature Matrix

---

## A Total Solution for Document Management

---

For any organization, extending information access can be a challenge. Yet it's often the key to increasing profitability, maximizing productivity and reducing operating costs. ManagePoint is a powerful content repository designed to help achieve that goal and give access to content quickly, effectively and securely. It combines sophisticated yet intuitive document management with flexible and accessible collaboration to accelerate the flow of information throughout your organization.

Designed for departments and small to mid-sized businesses ManagePoint helps you capture, manage, distribute and work with documents in diverse working environments, whether you have 10 or 500 employees.

With ManagePoint, you start with a feature-rich system that perfectly meets your needs.

## Key Features

---

- ✓ Import and work with electronic documents, such as Word files or PDF, alongside your scanned documents.
- ✓ Powerful content repository that makes it easy to find and work with your documents
- ✓ Flexible administration tools to tune the solution for your needs
- ✓ Email documents directly from your repository
- ✓ Integrated directly into Microsoft Office and Outlook

## Components

---

- ✓ **ManagePoint Server**  
The foundation of all Redmap document management solutions provides a central location to manage multiple types of content, including scanned documents, electronic documents, e-mail, CAD files and multimedia audio and video files.
- ✓ **ManagePoint Client**  
An easy to use tool to give users access to the content repository. The client can be used to perform all indexing, searching, distribution and editing actions. It also provides a document preview for document types when browsing search results.
- ✓ **Microsoft Office Client**  
Seamlessly integrated into Word, Excel and PowerPoint, the user is able to search, check out, edit and check in documents directly.
- ✓ **Outlook Client**  
Provides profile based filing of emails directly from within outlook. By automating the extraction of email fields and mapping them directly into ManagePoint user intervention is rarely required. The user can also search for files directly when creating a new email without having to leave the Outlook environment.
- ✓ **Web Client**  
Remote access is easy with the web client interface. It is useful for remote offices, travelling employees as well as a customer and vendor portal. This client provides most of the document management features available in the rich client.



## Search

---

- ✓ **Metadata Search**  
The metadata fields required to file and access your documents are completely customizable. The lists from which fields are populated can be filled and validated against existing ERP or CRM data. And relationships between the fields can be established to make it simple to select valid data for filing and searching.
- ✓ **Full Text Search**  
Search the contents of the entire repository (image files and electronic documents) using words and phrases from those documents. Even attachments to emails and files stored in zip files are searchable.
- ✓ **Saved Searches**  
Save common searches for later execution. This saves you time entering the content and metadata every time you need to get at the results.

## Document Capture

---

- ✓ **Structured File Import**  
Classify and store your documents according to your existing folder structure. Importing is simple and fast and re-uses the folder and file names to file the documents.
- ✓ **Mail Servers**  
Archive all in-bound and out-bound email in real time and store it in your content repository. Email metadata is automatically extracted and used to file them.
- ✓ **Print Streams**  
Text based print streams can be captured and the data extract to be used in generating PDF based documents. These are then filed into the content repository. An example of this is an invoice print run.
- ✓ **Production Imaging (optional)**  
The Redmap CapturePoint and CaptureInvoices products can be used for higher volume paper scanning.

## Document Management

---

- ✓ **Check In/Out**  
Check out documents to work on them off-line. Other users can access a read-only version of the documents that have been checked out.
- ✓ **Versioning**  
A full version history of all document changes is retained and previous versions of documents can be accessed and reviewed. The name of the user, the date and a change description provide context for each change.
- ✓ **Auditing**  
The complete history of every document is recorded. View reports in the Administration tool.
- ✓ **Input Queue**  
Prepare documents and collaborate with other users using the unique InputQueue feature of ManagePoint. Think of this as your personal workspace for documents which allows you to share access to documents with your collaborators.

## Publishing and Distribution

---

- ✓ **DVD Publishing/Archiving**  
Store documents and associated metadata onto a local disk drive or DVD. This makes the



data in the repository portable for distributing to customers, taking a working copy when travelling, or for archiving and backup purposes. The archiving client can be published onto the DVD so that software to search and access the data is available with the documents.

- ✓ **Email**  
Email documents directly from the rich client, web client and Outlook client interfaces. Convert documents to PDF before attaching them to an email.
- ✓ **Export**  
Export files from the repository and save the associated metadata as a CSV file.
- ✓ **Web Link**  
Provide external read-only access to documents through a web-link.

## Document Imaging

---

- ✓ **Scanning**  
Scan paper documents with a TWAIN or ISIS compatible scanner.
- ✓ **Automated Import**  
Monitor any UNC addressable folder and import files into a personal Input Queue. This is especially useful for network attached multi-function devices and scanners.
- ✓ **Image Viewer**  
Powerful and fast image viewer that provides scanning, annotation and editing of many different image file formats. It also provides OCR extraction of regions of the document for reuse in other contexts.
- ✓ **Annotations**  
Sticky Notes, Text stamps, Image stamps, Redaction, Highlighting, and Rectangle
- ✓ **Image Editing**  
Insert Pages, Delete Pages, Move Pages, Rotate Pages
- ✓ **Printer Driver**  
Print any document to a TIFF file. This can be a colour file which will be compressed using JPEG compression or black and white which uses Group 4 Fax compression.

## Security

---

- ✓ **LDAP Integration**  
Import users, groups and membership data from LDAP. Synchronize the data and update any new, changed or deleted entries.
- ✓ **Single Sign-On**  
In domain environments use single sign-on to simplify password management and improve security.
- ✓ **Metadata filters**  
Use the document metadata to restrict access to documents.
- ✓ **Secure Document Access**  
Access to documents on the content server is only accessible using the secure document access protocol. Un-authenticated users cannot directly access the documents through the file system.
- ✓ **Group Based Permissions**  
Permissions for all operations in the software is done at a User Group level, making it simple to manage user rights.



- ✓ **Secure Deletions**  
Users cannot directly delete a document; they are simply marked for deletion. An administrator must then confirm all deletion requests.

## Extensibility

---

- ✓ **Integration Toolkit**  
Tightly connect existing systems with your company's document repository. The toolkit provides full and secure access to ManagePoint and makes integration easy.
- ✓ **Sample Projects**  
Jump start your customization and integrations from working examples.
- ✓ **ERP/CRM Hooks**  
Hook directly into your ERP and CRM systems using database connectors.
- ✓ **SmartKey**  
Provide context rich lookup using the hot key features of the SmartKey module. Define a hot key combination and then from any application type the key combination to use the selected text to do a look-up. For example select an invoice number in your accounting system and hit the hot-key, the scanned image of the invoice will be returned to you immediately.
- ✓ **Client Plug-ins**  
Provide custom document post-processing with rich-client plug-ins. Add a custom module into the rich client to action the documents in a search result. Select from an existing library of add-ins to add more functionality to your implementation. For example one add-in can convert documents to PDF and collate them together.