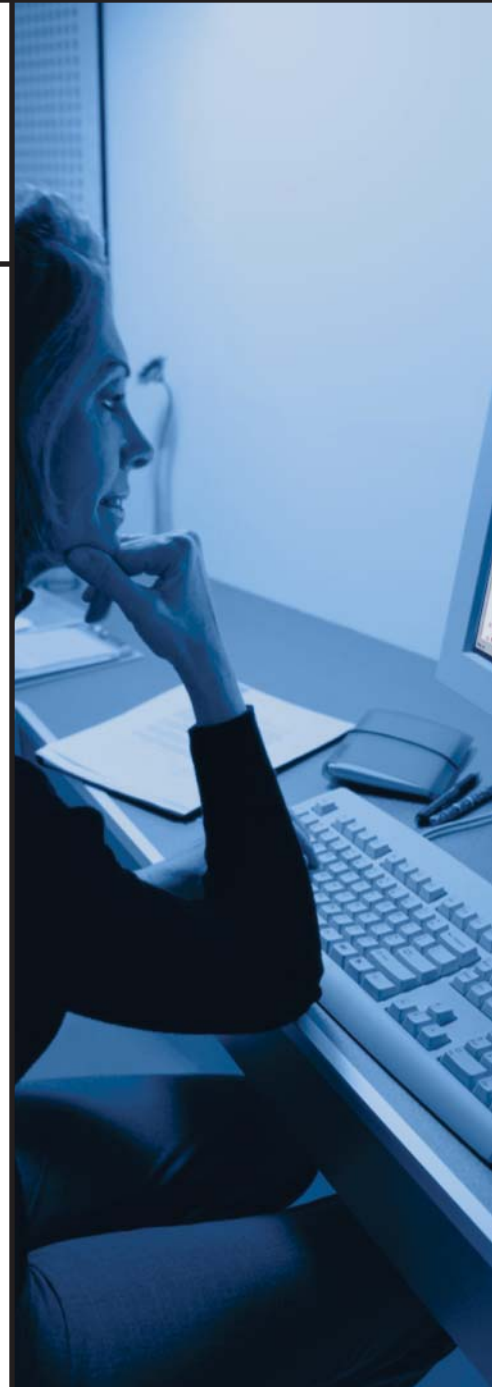




**Computh!nk**<sup>®</sup>  
Image Enabling Your World<sup>™</sup>

**ViewWise<sup>®</sup> Enterprise Edition**

Integrated Document Management /  
Image Enabled Solutions



# Computhink's Commitment

Computhink commits to providing feature rich IDM / Image Enabling solutions for the small to medium-sized Enterprise (SME) markets. The features and functions of our ViewWise product lines will rival products offered by major industry leaders to the world's largest customers. Specifically designed to operate in diverse network environments, leveraging existing operational investments in IT infrastructure, ViewWise continues to adhere to the base principles of simplicity in the areas of installation, use, support and maintenance..

With advanced integration capabilities ViewWise solutions specifically address the needs of compliance, internal application digital rights management and the larger complex interaction required in the Enterprise market.

ViewWise is structured to optimize business processes, boost user productivity, and gain better return on IT capital investment. Significant and quantifiable benefits of a ViewWise system include securing accessibility, reducing physical storage space overhead, providing document rights security and insuring data and system integrity. Documents consisting of multiple file format pages can be accessed almost immediately and from multiple locations, eliminating the need for creating copies and document transfer and or expensive courier fees. Improved efficiency is the underlying criteria locating and retrieving documents easier and faster.



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

# ViewWise Enterprise Edition

Computhink's ViewWise Enterprise provides the answer to combining business solutions with Integrated Document Management. It allows companies like yours to compete more effectively in today's marketplace. Progressively developed on the concepts of flexibility, connectivity, simplicity, scalability, reliability, security, and interoperability, ViewWise Enterprise is structured so that whatever the architecture, centralized, distributed, clustered and or combinations of these, ViewWise can evolve and grow with your systems needs over time. Our latest enhancement is the wider Enterprise distributed support with the introduction of Document Storage Servers and the new Servers Manager.

## Connectivity

ViewWise Enterprise Edition helps you manage information types while capitalizing on your current infrastructure investments and processes, as well as emerging technologies. Our integration of industry standard technologies (e.g., Java, RDBMs MAPI, JDBC, etc.) ensures that this investment will continually provide returns.

## Simplicity

This solution lets you handle data like you handle paper, by providing an easy-to-use and intuitive interface exceeding 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 has and continues to evolve to meet the new requirements.

## 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 facilitates additional comprehensive security features to ensure that you succeed. This includes page and document encryption of the data itself.

VIEWWISE  
ENTERPRISE  
EDITION PROVIDES  
A COMPLETE  
DOCUMENT  
MANAGEMENT  
SOLUTION

# ViewWise Enterprise Edition

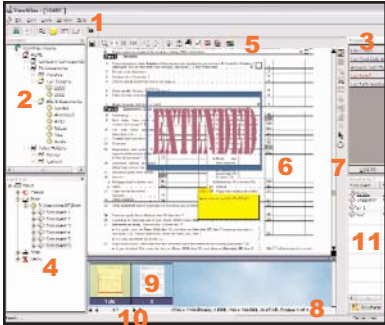


Fig. 04-01: ViewWise application interface

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

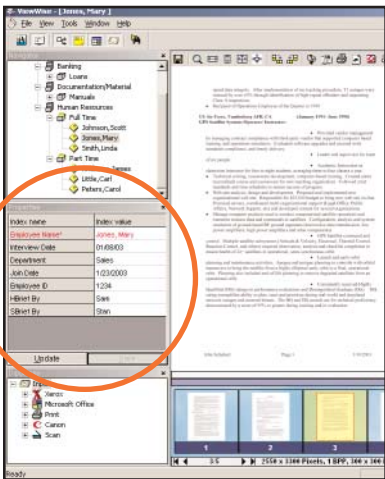


Fig. 04-02: Property Sheet has key information for easy indexing and retrieval

Computhink's IDM solution for the SME market, is complemented with optional ViewWise integrated modules for Automated Input Processing, Email Archive for Gwava, Novell's Groupwise, multiple workflow and Forms extraction applications, as well as tight interconnection with Microsoft's Office suite (including Outlook) to provide building blocks for creating comprehensive solutions to your particular business needs.

ViewWise enables you to centralize all incoming data/information, especially paper and electronic based "documents", as digitized electronic images and many formats of data files (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 you often can't 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 wasted costs become self-evident.

ViewWise eliminates these costs by delivering the information you need, when you need it—so you can make the appropriate decisions—straight to your computer desktop and the Internet.

Instead of going on time and money-wasting document hunting trips, you can now locate documents in seconds from your desktop.

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 information. This gives you the independent power to search and quickly find information without leaving your desk. And you can name and save your effective search criteria for repetitive reuse if desired.

### Easy Input and Storage

ViewWise makes entering documents simple. There are many different options for inputting documents including direct scanning, either individually or through batch processing; by using a print-to-driver directly from the program you are working in; 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 options on what you can do with it. It starts with locating the document and then viewing each page in the thumbnail view for easy location. As long as you have security permissions, you can:

- create an annotation on the document (e.g., hyperlink key information to another source upon click, 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, multiple output – Email, Print, Fax, Send To another application in its respective file format or Export 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 checked in and the system updated.
- add Multiple comments to any document. Comments can be private or public, are time date stamped, 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.

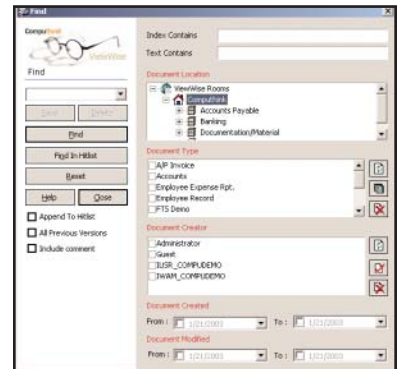


Fig. 05-01: Advanced search

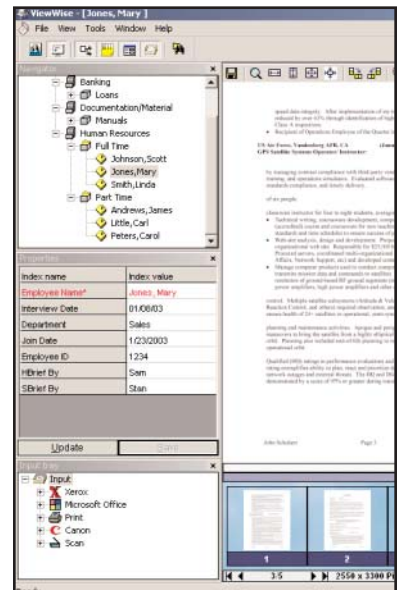


Fig. 05-02: Easy input and storage

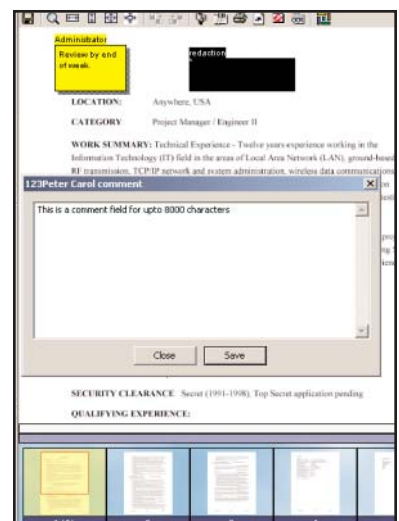


Fig. 05-03: Add an annotation to any document

# ViewWise Features

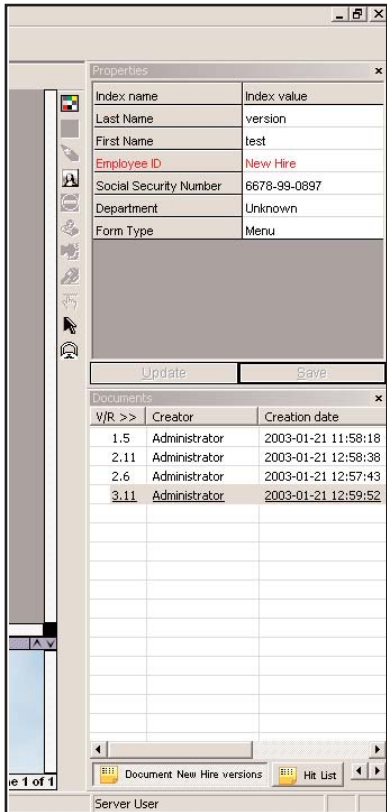


Fig. 05-04: All versions available with Version Revision Tab

## Document Management

- Unlimited user definable index fields, complete with definable masks and/or defaults, can be compiled into document types providing a new standard in detailed document specification.
- ViewWise enables the organization of all file format types into compound documents which are then organized in user-definable, dynamic room, cabinet, drawer and folder configurations.
- Automatic version / revision logging plus ability to access and roll back to previous versions, all with strong security and data integrity (see Figure 05-04).
- Full audit trail facilities with the ability to generate definable reports.
- View over 225 Native File formats – authoring application not needed!, as well as retaining the option to open in the native application for editing.
- 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 native file format documents to create compound documents.
- Flexible security options utilizing the users and groups from the Network Operating System (Microsoft or Novell) complemented 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 of Print, fax, email, export with options to create multipage tiff, DjVu and PDF file formats.
- Tool tips for toolbars and on-line help and documentation
- Ability to archive documents/images to multiple on/near/off-line storage locations yet retain records for search and location purposes.

## Image Management

- Full image manipulation including import and export functions between file types.
- Twain compliant with option to upgrade with 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, hyper-links, 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 DjVu format offering 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, repurpose and Export options.
- Full viewing support available for text/image file formats as per desktop.

## **Optional Integration Available with base product**

- For Microsoft Office 2000/XP/2003 users ViewWise Office provides automatic integration, to save from the office application tool bar directly into ViewWise. Includes Word, Excel, Outlook and Access support. Auto population of system known information to respective Indices.
- Novell GroupWise Agent enables direct save to ViewWise, allows searches against both ViewWise and GroupWise, display of both sets of results from the same interface within the GroupWise interface. (See GroupWise Agent Section)

## **Optional Modules**

- Seamless connection to Metastorm's eWork 6.5 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 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 – is available with:**

- Comprehensive Integration with ViewWise 5.6 SDK.

WITH VIEWWISE  
YOU CAN ARCHIVE,  
MANAGE, FIND,  
SHARE AND  
DISTRIBUTE  
DOCUMENTS  
EFFICIENTLY,  
ACCURATELY  
AND SECURELY  
FROM ONE  
CENTRAL SOURCE.

# ViewWise Specifications

The following constitute the Guideline specifications for the components of a ViewWise system:

## ViewWise Server

### Hardware

Minimum Recommended

- CPU: 800 Mhz or faster
- RAM: 512MB for ViewWise
- 300Mb Diskspace
- Plus RAM & Disk storage space for Database

### Software

Network Operating Systems supported:

- Microsoft 2000/3 Server
- Novell Netware 6.0 Server
- RedHat LINUX
- SuSe LINUX
- 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 1.4.1
- 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 9  
For FTS capabilities on Oracle Text support (formerly known as interMedia text) must be installed.
- Others Upon Request

## Scanning Support

TWAIN and ISIS\* scanners are supported, together with selected 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

- 256MB RAM
  - CPU: 800 Mhz
- 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 Gwava
- GroupWise Agent
- AnyDoc Connector
- eWork Connector
- Eyes & Hands Forms Connector
- NCS Pearson hi-speed scanner

See respective Connector Sections

**Computh!nk**<sup>®</sup>  
Image Enabling Your World™

## 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](http://www.computhink.com).

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