



**Computhink<sup>®</sup>**  
Image Enabling Your World<sup>™</sup>

**ViewWise<sup>™</sup> / e-Work<sup>™</sup> Connector**

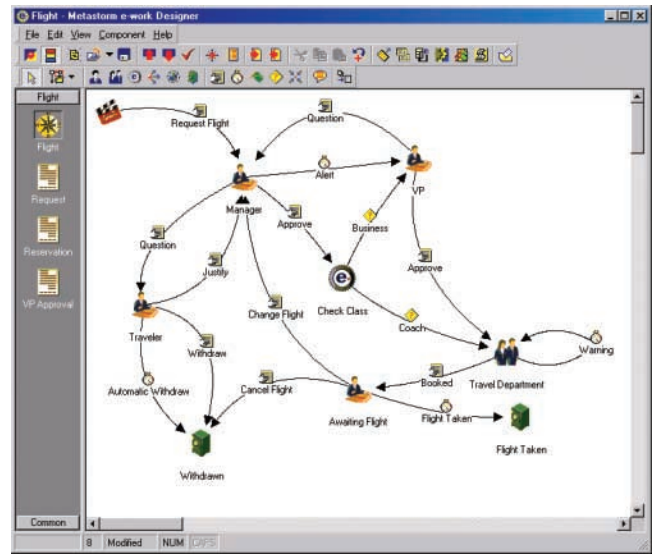
Premier Document Imaging/  
Business Process Management Solutions



The ViewWise e-Work Connector seamlessly integrates ViewWise 5.3 content with Metastorm's e-Work workflow engine. ViewWise images and compound documents can now be made a part of the workflow process.

The e-Work Connector initiates an e-Work workflow, attaches ViewWise document(s) as copies or references, and auto populates e-Work form fields. Once the workflow process in e-Work is complete, the original ViewWise document including a copy of all forms, comments, and the full audit trail is returned to ViewWise. Upon return to ViewWise, indices are updated to provide a searchable repository of all documents.

Let's take, for example, the process of recruiting staff. Resumes can be scanned and/or electronically entered into ViewWise. Via the connector, the ViewWise document can be used to initiate a recruitment process in e-Work. During the e-Work process, a ViewWise document may be viewed by double clicking on the ViewWise document reference. Once the process has been completed, the resulting file of information can be returned to ViewWise and then used as a basis for the personnel file.



Metastorm® e-Work Designer

## How it's Done

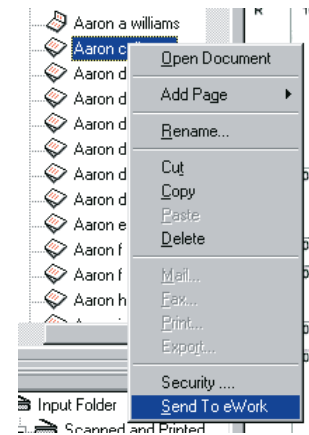
### 1. Automated and Seamless access to Images/compound documents in the workflow.

Upon opening a task in e-Work's "To Do list", the ViewWise Image/compound document auto populates the related e-Work form fields and can be accessed from the clipboard.

e-Work Client

### 2. How do I send to e-Work?

Upon selecting "Send To e-Work", the applicable preset template displays the parameters associated with that document type. If required, the user can simply change the Template selected to "None" and manually complete the "Send To e-Work" options. "Submit" initiates the workflow. ViewWise indices are then passed to auto-populate the e-Work form fields and a reference of the ViewWise Image/compound document is attached.



File Drop Down Menu

Once a document is checked out (as a reference) to e-Work, it is still available to all other ViewWise Users but in a view only (locked) mode.

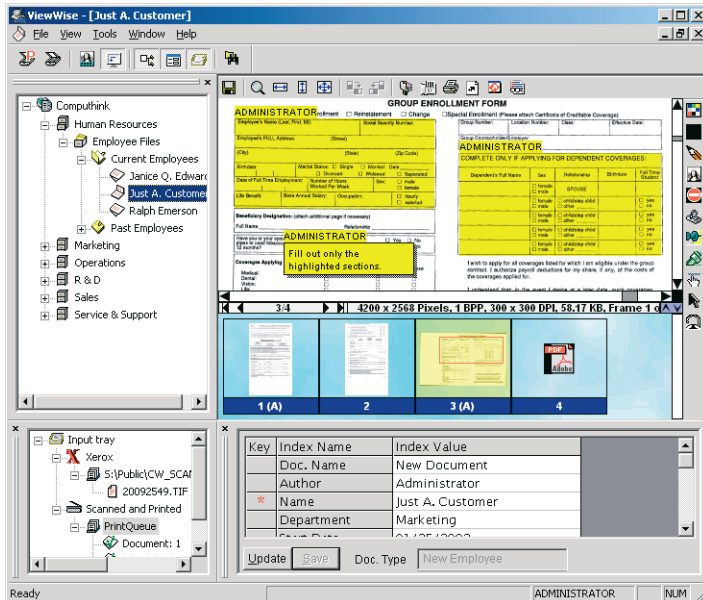
Document Type Index	eWork Map Field	Field Value
Name*	EmployeeName	John machacek
Employee #		12-34b-0012
Department	Department	Computer
Address		123 Main Street
City		Anytown
State		US
Zip		00000-0001

Send to e-Work Template

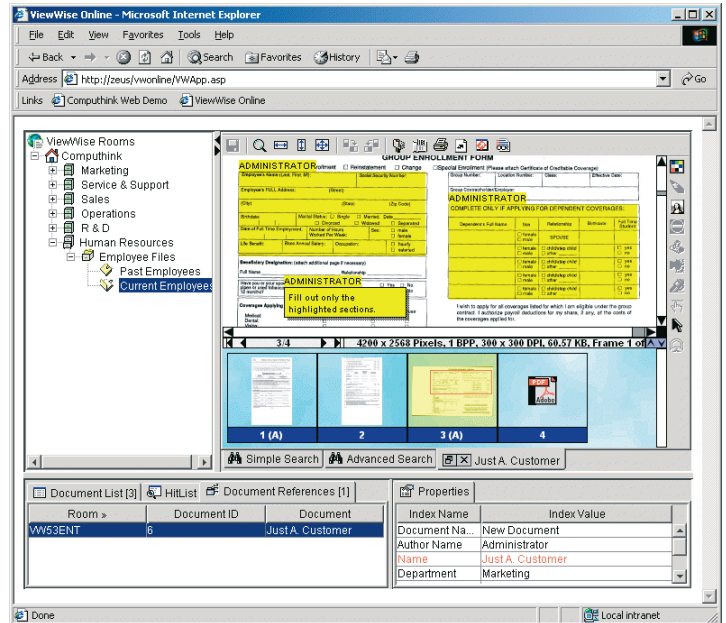
### 3. Viewing Images

Upon double clicking a ViewWise referenced document on the e-Work attachment clipboard, the ViewWise document can be viewed from either the ViewWise Desktop or Online Client.

ViewWise images/compound documents are in view only mode and cannot be modified and/or annotated until checked back into ViewWise. Upon closing the ViewWise client, you are returned to e-Work.



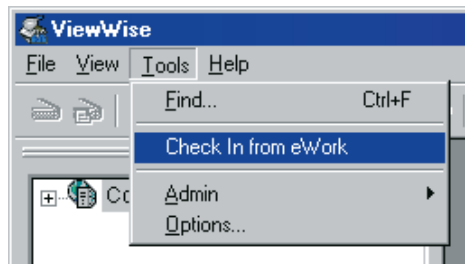
ViewWise Desktop Client



ViewWise Online Client

### 4. Returning Documents and Associated e-Work Data to ViewWise

Once the e-Work workflow process is complete, ViewWise documents that were checked out are automatically returned to ViewWise, designated "Archived," and ready to be checked back in.

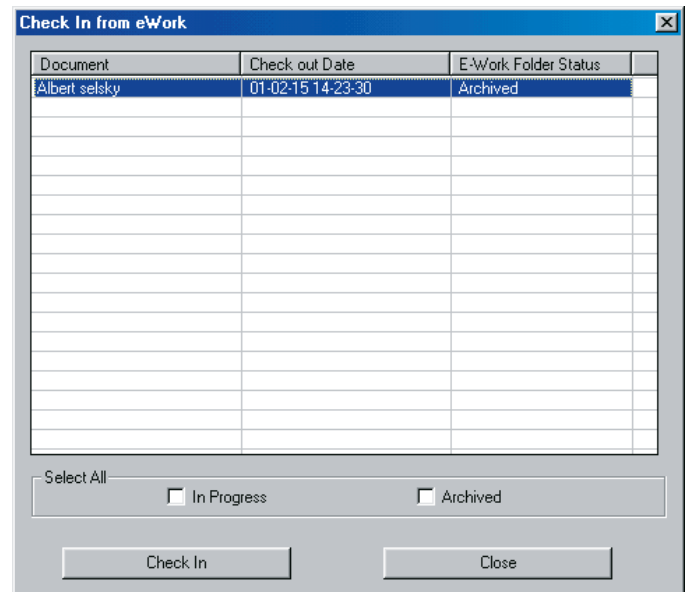


Tools drop-down menu

The "check in" screen allows the user to monitor the status of checked out documents, i.e. In Progress or Archived.

When documents designated as "Archived" are checked back into ViewWise:

- The ViewWise Document is unlocked.
- The Index field values are updated to reflect changes and/or additions made during the e-Work workflow process.
- If the "Save Associated Docs" option was selected when the document was checked-out, then any information generated by e-Work outside of the mapped indices will be captured and appended to the ViewWise document as an additional page(s).



Check in from e-Work Dialogue

If the need arises, only those users with administrator privileges have the ability to check back in documents that are in the workflow process.

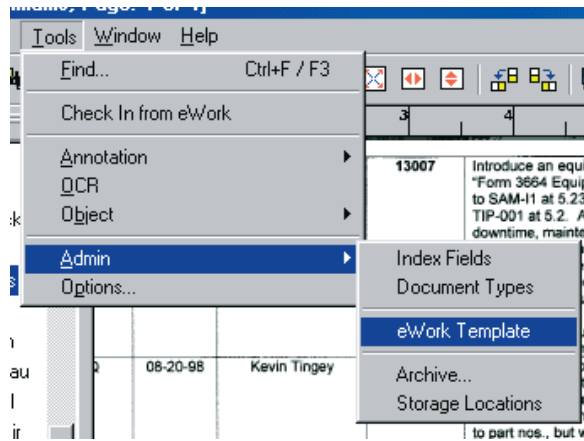
## 5. e-Work Connector Templates

A ViewWise Administrator can create and store templates for Document Types that will be used to send ViewWise documents to an e-Work server. Stored templates are Room (database) dependent and are available only to users that have access to the Room in which the template was created.

A template defines the associations between the ViewWise document type indices and the e-Work Map fields.

By selecting "Check Out," indices are sent and returned at the end of the workflow process. If "Copy" is selected, then indices are sent but not returned.

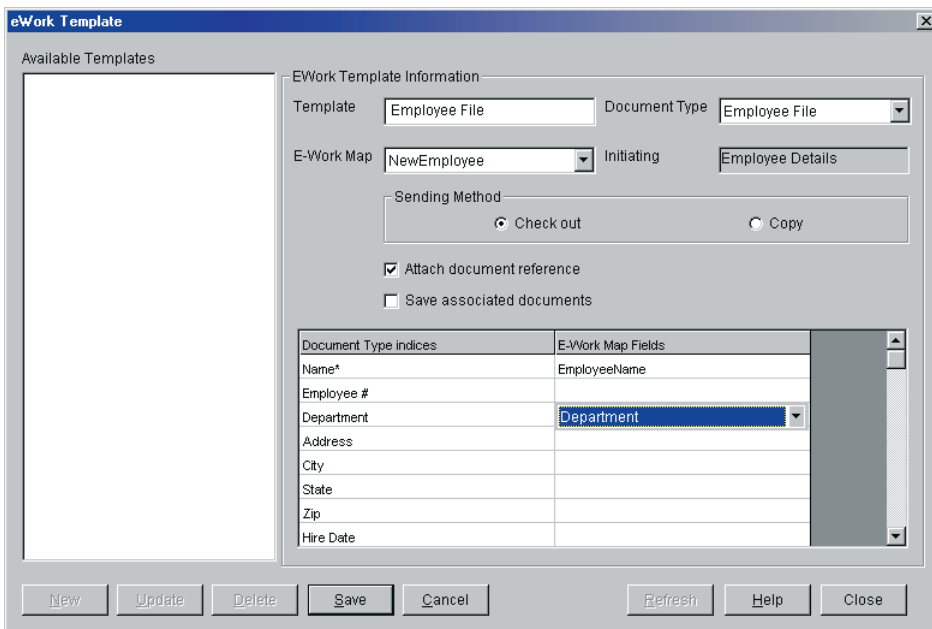
By checking "Attach document reference," a document reference pointer is attached to the workflow process. Checking "Save associated documents" returns to ViewWise any other information generated by e-Work (e.g. comments, other forms and the full audit trail). Such additional information will be stored in the form of added pages to the document.



Tool drop-down menu

By selecting "Check Out," indices are sent and returned at the end of the workflow process. If "Copy" is selected, then indices are sent but not returned.

By checking "Attach document reference," a document reference pointer is attached to the workflow process. Checking "Save associated documents" returns to ViewWise any other information generated by e-Work (e.g. comments, other forms and the full audit trail). Such additional information will be stored in the form of added pages to the document.



e-Work template

## When & Where

The e-Work Connector is installed on all network workstations where the interaction of ViewWise Desktop clients and e-Work is desired. Any workstations that do not need to send documents to the workflow but do need to be able to view ViewWise attachments, can do so from either ViewWise desktop or ViewWise online clients, without the connector installed.

## e-Work Connector Specifications

The e-Work Connector must be installed and operated from a network workstation.

### Hardware

Minimum Recommended

- 266 Mhz Pentium II (or faster)
- 128 MB of system memory or more.

### Software

Client System Support

- Microsoft Windows 98, Windows NT 4.0/2000 or Windows XP.

### Security

- To design e-Work connector Templates the user must have Administrator privileges in the ViewWise Room.
- Templates are ViewWise Room dependent and therefore only users with access to that Room can utilize them.
- All images are stored utilizing 128-bit encryption