Management Systems

ViewWise
is designed to work in many different industries including manufacturing, healthcare
and financial services. The entire suite of modules available provides you with the opportunity to establish a comprehensive paperless workflow solution.

Usability:
The interface is designed with a relatively simple set of commands and tools to facilitate the capture, storage and retrieval of documents. Along the left side of the screen are windows to access your document databases and the Input Tray. The Input Tray is where incoming documents and files are stored until they can be transferred into the document repository. You can drag and drop files directly into the Input Tray. Along the bottom of the screen, a window displays the document hit list with all of the essential file attribute information: document name, type of document, creator, file size and more. This window can be toggled to list documents, to-do list tasks and a documents version history. On the lower right side of the screen, a window can toggle to display a document's metadata values, comments and other properties. Overall, this is a well designed interface that lets you get directly to most of the functionality from the home screen.

One of the most unique features of ViewWise is the ability to create compound documents. Essentially, you establish an engagement document folder and pick and choose what files you want to include, and they can be handled as a single file for viewing, emailing, etc. despite the fact that the files may be in multiple formats, i.e., TIFF, Excel, Word, etc.

File Organization/Management:

or deleted. This is an optional setting that can be assigned based on the document type.

Integration:

ViewWise provides a file view that supports more than 400 different file formats. This allows you to view essentially any file type stored in ViewWise without launching the native application. In addition, a comprehensive set of built-in annotation tools can be used to mark up your scanned documents, apply password-protected
redaction to block-sensitive document information and create and apply custom stamp images. You can also create hyperlinks in your documents. This provides you with enough functionality to eliminate the necessity for Adobe Acrobat.

The Routing Module provides you with basic workflow functionality. You can initiate a routing automatically when a document is placed in a particular folder, users can route documents manually, or you can establish rules, i.e., invoices over $1,000 get routed to the firm administrator. You can also establish tasks and assign them to individuals who will be notified via email.

A direct integration is provided in all MS Office applications to store files directly into ViewWise. Two key integration tools available are the SDK (software development kit) and the ViewWise Application Enabler. The SDK lets you develop direct integration with other applications, and the Application Enabler tool allows you to create integrations with third-party software without the need for programming. This allows you to take information from another program and use it to create documents within ViewWise or to search for files within ViewWise as well as many other actions. Integration with specific tax and accounting programs can be created through either method.

Relative Value:

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