Experlogix Document Automation Content Manager

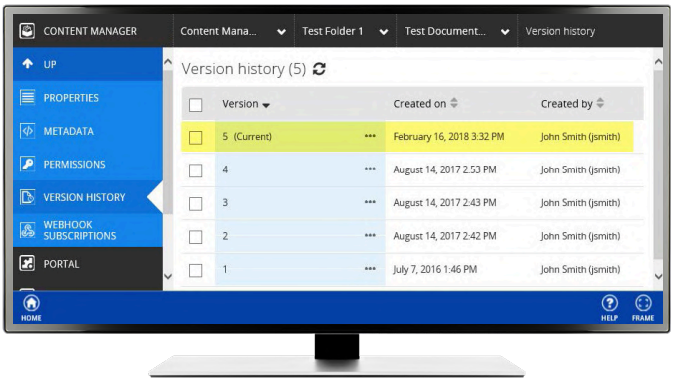
THE BETTER, FASTER, SECURE DIGITAL CONTENT MANAGEMENT SOLUTION

Efficient Content Management and Storage

Experlogix Document Automation's Content Manager is a secure and structured repository that facilitates and accelerates the management, storage and retrieval of your digital assets – PDF forms and documents, completed or unfinished documents, logos, images, and multimedia content.

Leveraging Content Manager Assets from Microsoft Office Applications

The Experlogix Document Automation add-in for Microsoft Office lets you leverage Content Manager's powerful functionalities from Word, Excel, PowerPoint, and Outlook. You can easily search images, logos, pre-approved phrases, jurisdiction-specific wording, or alternative language stored in Content Manager, and insert them into your documents.



Features to Increase Search Capabilities

Experlogix Document Automation Content Manager provides your business users with robust features that accelerate search results and improve content management.

01. Folder-like Structure

Content Manager contains libraries in which users can store digital assets in a familiar folder-like structure, similar to the one found on a C: drive.

02. Linked Metadata Forms

Each asset stored in Content Manager can be linked to a pre-built metadata form. Metadata forms have simple fields where users enter keywords and descriptors used to search and retrieve the associated documents, forms or images.

03. Field Mapping

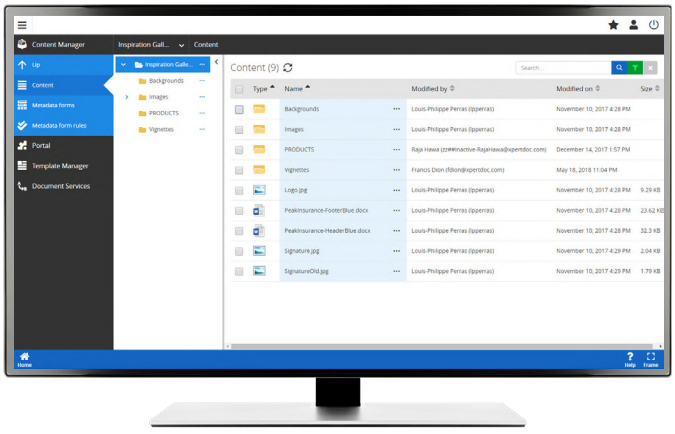
Metadata form fields can be mapped to data fields in a document; any modification or update to a mapped field, whether it occurs in the metadata form or in the document, is automatically applied to the corresponding field.

04. Plain Text Search

Users can perform plain text search in content; matching forms and documents are displayed in the search window and can either be opened or showed in the libraries.

05. Version Control

Documents can be checked-in while they are being worked on and checked-out when completed. This function also enables users to return to previous versions, compare and see where changes have been made.



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