

Instant access to documents, from any application

Busy workers often have found it necessary to exit an application in which they are working, in order to retrieve a document in response to queries by customers, vendors or co-workers. This multi-step process is distracting, and over a day can collectively represent a major loss of time, impacting productivity.

Why leave the application at all?

Users of ACOM's EZContentManager (EZCM) web-accessible content and document management system already know the value of centralizing corporate files in a secured data repository. With ACOM's EZRetrieve module, an add-on to EZCM, users can employ hot-keys to search for specific items located anywhere within EZCM without needing to leave their desktop applications.

EZRetrieve integrates searches seamlessly as a thick client in Microsoft Windows, as well as the IBM 5250-emulation "green-screen" environment, providing a direct connection with EZCM from any point in any application. Sage X3, Sage MIP Non-Profit, and MS Dynamics Great Plains users also benefit from EZRetrieve.

Real-World Example

An accounts payable clerk is reviewing a file when a vendor calls to inquire about a payment. Instead of leaving his/her task, the user clicks on a hot-key combination to bring up EZRetrieve and selects the search criteria based on full-text or metadata search (see Figure 1), thereby initiating automatic log-in, search and retrieval in EZContentManager.

Once the information is located, the information can be delivered verbally, as a printed copy, or delivered electronically via email right from EZContentManager. When finished, the user logs off, resumes work.

Saving Steps, Saving Time

Here's what EZRetrieve users NO LONGER have to do:

1. Log-off the application in use
2. Open a web browser
3. Locate EZContentManager (or SharePoint) server
4. Click "user log-in"
5. Sign-in with security information
6. Log-in to domain
7. Key-in target destination
8. Activate "search"
9. Log back into the application they were using

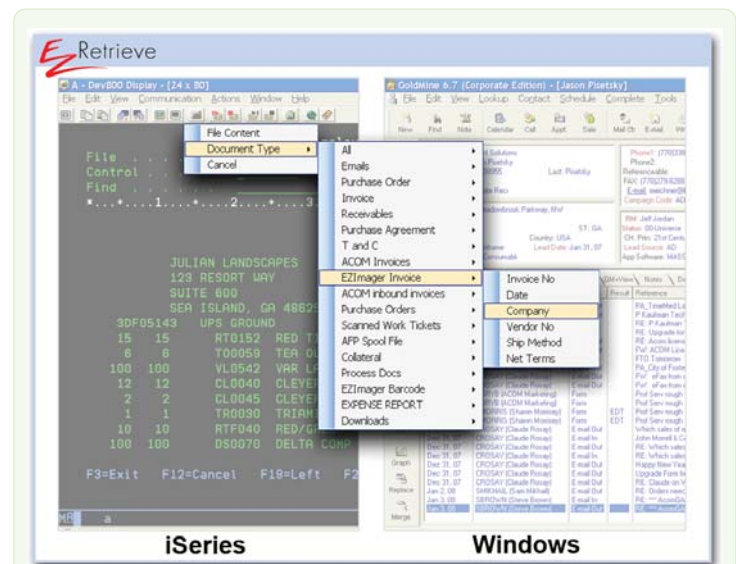


Figure 1 - From the iSeries or Windows platform, users highlight the field or keyword they want to search while in the application they are using, then press a hot-key combination on their keyboard to bring up the dialog box(es) shown above. In this case, search by indexed field by choosing Document Type and associated indexed field. This will automatically open a web browser in EZContentManager and log in as the specific user, perform the search and retrieve the results (retrieval from Microsoft SharePoint also supported).

And if you're still using a paper-based manual filing system, EZCM with EZRetrieve will save you about 5 minutes per document searched/retrieved, about 5 minutes per document filed and typically pays for itself in less than 6 months!

Hot-key Combination Search and Retrieval

EZRetrieve give users the ability to use hot-key combinations (i.e., Ctrl + Left Shift, Ctrl + Right Mouse, etc.) to search for and retrieve documents from EZCM. In addition, users can perform the same actions to retrieve documents from MS SharePoint .

From most desktop applications (i.e., ERP, CRM, 5250 Emulator, MS Office, etc.), users can highlight a word on the screen, choose the appropriate hot-key combination, and choose to do a full-text search or document type/metadata search from ACOM's EZCM (or MS SharePoint). The utility automatically launches a web browser, logs into EZCM, and performs a search based on the field chosen from the desktop application, and then shows all relevant matches.

Mapped OCR Field Search and Retrieval

EZRetrieve has the added ability to capture fields on an application's screen via OCR, to perform search and retrieval functions from both EZCM or MS SharePoint. Again, from most desktop applications users can "map" a field on the screen, like an invoice number field, and an EZRetrieve icon is created in the title bar of that screen. From this title bar icon, users can click it (similar to using one of the hot-key combinations), and the utility automatically launches a web browser, logs into EZCM (or MS SharePoint), performs the search and retrieves documents for the user. The user can then forward the document, or perform necessary actions...saving valuable time.

Additional Key Features:

- Concurrent licensing
- Import and Export shared mapping capabilities
- Hot-key combination search and retrieval from Microsoft SharePoint
- Sage X3, Sage MIP Non-Profit, and MS Dynamics GP support - allows users to retrieve documents from EZCM or MS Sharepoint

EZRetrieve is Different, More Powerful

Other companies may offer hot-key search options for their solutions, but often they are limited in compatibility and functionality: not with EZRetrieve. Here's what makes EZRetrieve different:

- Seamless auto-retrieve of documents from EZCM, right from other application screens
- Works in both the Windows and iSeries platform environments (unlike competing hot-key and point-click utilities)
- Compatible with most ERP and business software solutions
- Plug-and-play (no scripting required to customize the module for individual users)
- Installation is quick and intuitive
- User-definable hotkeys
- User-selectable URLs, names and passwords, changeable on the fly

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