

Using EZContentManager with EZeDocs and EZPayManager

EZeDocs and EZPayManager help you eliminate the need for pre-printed forms and checks. Now, when you combine either or both of these solutions with EZContentManager, you can easily create, store, manage, retrieve and distribute your documents and checks via the Web! Additionally, all of your documents can be automatically indexed for easy search and retrieval at any time!

Here's How it Works:

- 1 First, create your document or check template using EZDesigner. Simply draw your form or check template in our easy-to-use GUI design tool and map your print file and/or data file to the template.
- 2 Next, using EZDesigner for documents and EZPayManager for checks and payments, users can define and create indexed fields that would automatically be associated with the document at the time of creation. Users can search the EZCM document repository using any of the intelligent indexed fields that are automatically created by EZeDocs or EZPayManager. This feature fully automates the process of checking the computer generated documents into the EZCM document repository and eliminates any manual steps required.
- 3 Using the EZCM Import utility, monitor any local or network drive for documents that have been created by EZeDocs or EZPayManager, and automatically import these documents along with the indexed fields associated with each document into the EZContentManager repository. the process is fully automated and requires no user intervention.
- 4 Once the documents and checks have been successfully imported into EZContentManager, users can access the solution via any web-browser, from any PC, anywhere in the world!

Benefits of using EZContentManager with EZeDocs and EZPayManager:

Create a document or check template that is customizable. When components need to be updated (i.e., signatures, addresses, phone numbers, etc.), changes can be made "on-the-fly."

- Store document templates within EZeDocs and EZPayManager.

- Merge process can be set-up to be transparent and seamless to the end user.
- Upload the documents into EZContentManager with no user intervention, in batch.
- Automatically import index fields of documents for easy search and retrieval.
- Documents are stored in their native formats (forms and checks from EZeDocs and EZPayManager are stored as text-searchable PDF's.). Store documents from your enterprise network in EZContentManager as well.
- No additional software viewers needed to open/view documents; they open in their native applications, as long as that application resides on the user's PC.
- Retrieve documents through full-text search features, as well as searching by indexed values.
- Distribute documents via existing email and fax servers on your enterprise network. No need to purchase any proprietary email or fax solution to use with EZContentManager.
- Route documents for approval using the Workflow solution inherent in EZContentManager.
- Limit access to sensitive data via folders and domains.
- Additional access to EZContentManager available via WebDav protocols, allowing you to map as a network drive for easy access to your files, maintaining all security settings of folders within the solution.
- No need to store the documents on the IFS after initial creation; all documents are stored in one central repository for easy management and retrieval.
- No need to update individual client PC's with new upgrades to EZContentManager; it's all web-based.
- The easy-to-use and intuitive UI makes the transition to a web interface easy for users!