



## Clearview Document Imaging

product datasheet

### Clearview ECM 5.0 Highlights

#### **Business Process Management**

**(Workflow).** Organizations can automate repetitive business processes for increased productivity and business intelligence.

**Intelligent Indexing.** Automatically insert index values based on key lookup values.

**Index Value Validation.** Data is accurate. Information worker confidence is boosted.

**External Data Access.** System Administrators can access index values from ODBC databases outside of Clearview, expanding the ECM reach throughout an organization.

**64-Bit.** Processing time is faster than ever. And much more...

To learn more about Clearview, please visit [www.clearviewecm.com](http://www.clearviewecm.com)

*"One of the most interesting things about the Clearview solution is the extent to which Clearview leverages Microsoft Office SharePoint Server (MOSS) and the Office 2007 system – not just as a platform for delivering core ECM functionality – but also as part of the core user experience.*

*The integration of MOSS and the Office system is pretty much seamless and delivers the power of both the MOSS and Office system document management features in a very comprehensive, Microsoft-oriented user experience."*

**Ron Sielinski**  
Senior Product Manager  
Microsoft Office Business Platform

Clearview enables your organization to confidently and securely capture, manage, and access your critical business documents. With the advanced Enterprise Content Management (ECM) functionality in Clearview, you can eliminate lost or misfiled documents while improving key business processes and enhancing workplace productivity. In today's compliance and regulatory governed business landscape, Clearview gives you the increased ability to meet these demanding and challenging business requirements—those you face today, as well as those you'll face tomorrow.

#### EXTREME PERSONALIZATION FOR INCREASED EFFICIENCY

My File Cabinet and My Subscriptions are examples of personal user functionality that was designed to provide fast access to the files and content information workers use as a part of their daily work environment. No other system delivers this level of end-user functionality and personalized approach to content access and utilization.

#### INTELLIGENT ORGANIZATION, INTELLIGENT FOLDERS

iFolders™ provide an advanced organizational method within Clearview to uniquely store and arrange information, files, and documents the way you and your business work. No other system provides this level of information organizational intelligence.

#### ADVANCED DOCUMENT TRACKING SERVICES

The innovative design of Clearview provides a rich set of features to secure document accuracy, completeness of files, and appropriate filing location. Clearview provides the tools you need for a complete document and file tracking solution, including automated system reports, verification of missing signatures on loan documents, visual alerts for missing documents during file access, and notifications of missing documents for exception resolution.

#### SIMPLE, STREAMLINED SYSTEM ADMINISTRATION

Clearview has the most powerful and flexible System Manager module on the market. With optional Active Directory Integration, System Administrators have the option to maintain a single set of user profiles on their network or maintain individual organizational unit, group, and user records within Clearview.

Document and file administration are also managed in a way never before seen in legacy systems. The Clearview repair queue enables users to submit repair requests for changes and updates that need to be made to documents. Requests are then monitored and maintained by the appropriate document administration personnel.

#### ELIMINATE COMPLIANCE, AUDIT, AND EXAMINATION HEADACHES

The advanced audit and tracking capabilities in Clearview are designed for today's compliance and regulatory-sensitive business world. Every single system and user operation in Clearview can be audited—that's the Clearview difference.



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#### ADVANCED DOCUMENT IMAGING POWERED BY KOFAX®

Clearview and Kofax are tightly integrated to leverage the power of Ascent Capture for automated document recognition functionality including OCR, bar code, index validation, and other innovative input capabilities.

All document input is processed with high levels of automation assurance and quality control. Input is fully monitored and tracked by the system to ensure proper and accurate archival of critical business information without exception.

#### IFOLDERS (INTELLIGENT FOLDERS)

Viewed as a separate “content type” within Clearview, iFolders can contain multiple types of optional, required, or compliant content. As soon as a key piece of content is received by Clearview, the respective iFolder is automatically generated and maintains a list of content that is required to complete that folder. Content placed in an iFolder can be stored within any repository across the Clearview federated environment. iFolders provide a new method to intelligently and logically organize your business content.

#### ENCRYPTED CONTENT REPOSITORY

To deliver the maximum level of secured content within an organization, the optional Clearview Encryption module can be employed to securely encrypt each content object that is introduced and managed within the Clearview native repository.

#### MY FILE CABINET AND MY WORK FOLDERS

Provide information workers with a quick and easy way to access their allowed documents and files they need on a regular basis, through their very own, customizable, electronic file cabinet and corresponding work folders.

#### ONDEMAND AUDIT

Exceed audit and compliancy requirements with real-time audit reports targeting specific system operations, time spans, or user activity. Providing documented evidence of operational soundness to management, audit staff, or examiners has never been easier.

#### INNOVATIVE USER EXPERIENCE WITH CLEARVIEW CLIENT INTERFACES

Information workers can utilize the new, feature-rich Windows Clearview Client with an advanced ribbon interface similar to Office 2007, or utilize the Clearview Web Client to access content and functionality in a highly intuitive thin client application.

Additionally, the optional Clearview IRISS desktop gadget provides the ultimate user experience with ease of use and personalization. No other ECM provider delivers a wide and varied selection of next-generation user interfaces designed to maximize information worker productivity.

### About Clearview Software

Clearview is the premier innovator of a SharePoint-based ECM solution designed for today's demanding business world.

Our leadership team combines years of industry experience with the latest Microsoft technology architecture and innovation to bring to market a new standard of excellence for Solutions, Services, and Customer Care.

#### Clearview Software

1660 Opdyke Court  
Suite 100  
Auburn Hills, Michigan 48326  
USA

Phone 248.290.0230  
Email [info@clearviewecm.com](mailto:info@clearviewecm.com)  
Web [www.clearviewecm.com](http://www.clearviewecm.com)