

**Construction  
Imaging®**

MANAGED | AUTOMATED | INTEGRATED

# Content Manager 4.0

Providing content management technologies to fully manage, automate, and integrate construction business processes with construction business applications, document archiving, and information availability. Automated workflows, integrated applications, and structured information management provide our clients with the necessary tools and professional resources to implement and maintain a successful Enterprise Content Management strategy.

## An Integrated Workflow and Content Management Suite

Designed to meet the budget and functional requirements for Construction, Property Management, and Engineering firms both small and large, Content Manager is a scalable solution that reduces unnecessary costs and overhead through integrated process automation and document archiving – helping to minimize the challenges associated with paper and other electronic content.

Now with support for Microsoft Office, SharePoint 2010, Windows File Share, and many industry specific business applications such as Viewpoint, Sage, Computer Guidance, Yardi, MRI, Explorer, Microsoft Dynamics, SAP, Oracle, and many others; Content Manager increases productivity for end users by providing workflow, document archiving, and access, seamlessly integrated within these everyday business applications.

Content Manager is easy to implement, integrate, and manage- providing instant role based access to content from either a desktop interface or web browser. Content Manager is an easy to use Microsoft Windows/ .NET/ Silverlight system providing many out-of-the-box features and integrations for simple deployment of business process and workflow solutions.



**CM**

## Scalable

Content Manager's advanced integration and workflow suite come with standard templates for departmental and horizontal document repositories and workflow configurations. With many features including, out-of-the-box workflow and document searching samples, a user-friendly workflow configurator, and built-in reporting and forms support, designing and managing business processes has never been easier. The enterprise workflow management configuration allows every user to design, implement, and manage workflow configuration without IT support. As a result, workflow management enables all departments within your organization to readily adopt sound document management and archiving practices, while reducing cost within the different business units and raising productivity levels.

## Integrated Business Applications

Now with support for SharePoint 2010- SharePoint applications can provide complete visibility and seamless access to documents stored within content repositories to improve productivity. Web Part controls provide a direct portal into Content Manager repositories to improve productivity. SharePoint users can leverage Content Manager's viewing tools to access content directly in the SharePoint browser-based user interface. In addition to downloading these documents for local use, SharePoint users can view these documents within the browser, view thumbnails of multiple page documents, or zoom into specific areas of a single page. Content Manager Image Enabling provides similar direct access integration to content repositories for many industry specific accounting and project management applications. Document references or links are published within the native interface for these applications, integrating mission critical content to these back office systems.

APENTRY	CDMCHECKS	E-MAIL	EQUIP	HR	HR_VP
Drag a column header and drop it here to group by that column					
VENDOR_NAME	VENDOR#	INVOICE			
LIBERTY PLUMBING	1125	1861			
ACME PLUMBING & HARDWARE	1110	06221			
ACME PLUMBING & HARDWARE	1110	13181			
EASTERN CABINET COMPANY	1100	4388			
RICK'S GARDEN CENTER	528	1865			
ACME ELECTRIC COMPANY	1600	1241			
ACME PLUMBING & HARDWARE	1110	4389-1			

Single Interface for Workflow and Lists.

which is collected as part of a workflow is easily transferred to business systems removing the requirement to rekey pertinent information as part of an accounting or project management task.

**Content Manager Backfill** constantly monitors the export target database for changes and updates to synchronize the document data with business transactions taking place within these integrated business applications.

**Content Manager Commitment Pull and Advanced Validation** provide queries to existing business applications to integrate existing database line items and validation procedures which are already available within accounting and project management systems. These integration features provide streamlined workflow processes by reducing the need to rekey existing data and leveraging validation which is maintained by a master record source.

**Content Archiver** provides a windows file share archive and import utility. Electronic files currently stored in a file folder environment are easily mapped and ingested into the Content Management system on a one time or as needed basis. Documents are monitored at the file level to prevent duplication upon subsequent import jobs.

## Enhanced Search and Access

In addition to Image Enabling, extending document access through other business applications, Content Manager's interface provides a variety of user productivity tools for query, search, matching, sorting, and grouping. Full text search enables end users to search across an entire document repository for key words

### Content Manager Data Lookups

filter and extend your existing database information and standards into the workflow environment. Lookups and filters are applied during workflow scenarios for standard indexing schemes while also eliminating the need for redundant manual data entry.

### Content Manager Data Export

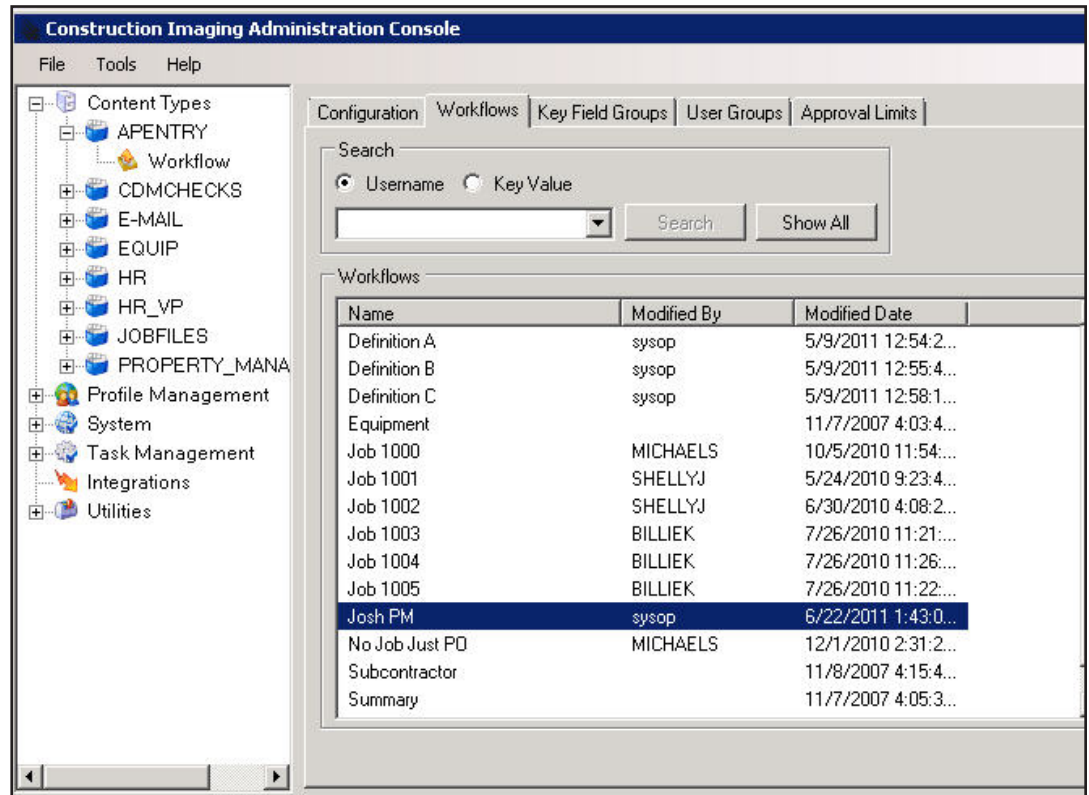
supports a variety of import routines and direct database export for Accounting and Project Management record creation. Information

and phrases found only in the body of images and text based documents. To enhance the user experience and efficiency, multiple indexing tools are available to sort and group search results. Documents are also automatically matched and associated to one another within workflow and search, allowing users to quickly find, workflow, edit, and publish documents.

## Security and Records Retention

Full lifecycle management is provided with global security and retention management administration. Content Manager's centralized administration console provides IT and systems administrators with a management portal for Authorization, Active Directory, Auditing, Group and Document Level Security. As part of workflow types and classes, content is stored in structured repositories. As a systems administrator, users are grouped by role or function using Active Directory, whereby authorization for document access and editing privileges are either granted or restricted. Audit settings determine which user actions will be monitored and recorded as part of the full system audit trail.

Retention and legal hold policies are configured to provide global and/or document level management for retention and discovery purposes in compliance with statutes set forth by local, state, and federal regulations.



The screenshot displays the 'Construction Imaging Administration Console' interface. On the left is a tree view of system components including Content Types (APENTRY, CDMCHECKS, E-MAIL, EQUIP, HR, HR\_VP, JOBFILES, PROPERTY\_MANA), Profile Management, System, Task Management, Integrations, and Utilities. The main area shows a search interface with 'Username' selected and a search button. Below is a 'Workflows' table with columns for Name, Modified By, and Modified Date.

Name	Modified By	Modified Date
Definition A	sysop	5/9/2011 12:54:2...
Definition B	sysop	5/9/2011 12:55:4...
Definition C	sysop	5/9/2011 12:58:1...
Equipment		11/7/2007 4:03:4...
Job 1000	MICHAELS	10/5/2010 11:54:...
Job 1001	SHELLYJ	5/24/2010 9:23:4...
Job 1002	SHELLYJ	6/30/2010 4:08:2...
Job 1003	BILLIEK	7/26/2010 11:21:...
Job 1004	BILLIEK	7/26/2010 11:26:...
Job 1005	BILLIEK	7/26/2010 11:22:...
Josh PM	sysop	6/22/2011 1:43:0...
No Job Just PD	MICHAELS	12/1/2010 2:31:2...
Subcontractor		11/8/2007 4:15:4...
Summary		11/7/2007 4:05:3...

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