Administration

Is the solution easy to administer?

	SmartWork
Administer SmartWork parameters from Content Server admin.index pages adhering to user access privileges created in Content Server.	√
Specify Users who can use SmartWork interface.	√
Specify Content Server objects that can be used in SmartWork interface such as Forms, Workflows, Search Templates, Reports, etc…	√
Configure system terminology and localization to match required business requirements.	√
Can install, deploy and upgrade SmartWork using standard Content Server Module management tools	√
Can design User/Group selection rules using Content Server Secure Database Lookups.	√
Respect Content Server predefined access settings for Folders, Documents, Workflows, Forms, Reports, Search Templates, etc…	√

Usability

Can users gather, view, and analyze information through a common, user-friendly interface?

	SmartWork
Provide users with an intuitive, responsive Web-based interface.	√
Provide users with a single integrated solution to access all data, assignments, documents, etc…	√
Present Organization Chart in tree-structure layout and allow users to search for contacts using keywords	√
Content and data produced by SmartWork is reusable from Content Server interface	√
Inherit ECM add-on module capability such as Electronic Signature, Records Management, Brava!, Enterprise Connect, Enterprise Scan, etc…	√
Show inbox counters for each assignment type and total number of assignments.	√
Inbox classification based on assignment or workflow type	√
Switch interface to desired language (Arabic, English)	√
Enable Sound & Screen alerts for new incoming assignments including SMS notification	√
Switch between Standard and Executive interfaces	√

Use predefined routing settings to Delegate, Redirect, Send for Review, Send Back, etc… and adding comments using one screen	√
Ability to sort and filter assignments using customized columns and using Filter Icons such as Late, This Month, Today, Flagged, Delegated, Read, New, etc…	√
Calculate elapsed time for each executed assignment within a workflow and track correspondence circulation	√
Inherit Single Sign On (SSO) settings from Content Server	√
User can use his preferred Theme	√

Correspondence Management	
Embeds enhanced Correspondence Management & Tracking features for both Electronic and Physical correspondences	
Design Tools	**SmartWork**
Ability to design Forms using Content Server Forms module and embed several Form Views (HTML and PDF)	√
Ability to design Workflows using Content Server Workflow map	√
Extends Content Server workflow capabilities: • Automatic distribution to performer using organizational roles • Automatic manipulation of workflow access rights • Nested distribution of notifications to groups and subgroups • Assignment Escalation, Delegation and Load Balancing • Generation of Unique References RFID using combination of attributes	√
Extends Content Server workflow map design: • Multi-level distribution of assignments • Multi-dimensional selection of groups/subgroups • Use of Workflow XML Extensions steps to enhance data communication between Form and Workflow Attribute • Use of Electronic Signature steps to allow document rendering and signing	√
Extends Content Server Assignment/Workflow interface: • Customized searchable and sortable columns such as Type, Priority, Reference, From Group, To Group, etc…	√
Extends Content Server workflow comment and tracking history	√

Extends Content Server workflow attributes usage once steps are assigned to multiple users/groups	√
Barcode Generation	
Ability to generate Barcode using different symbolisms such as Code39, Code128, Data Matrix, QR, PDF417, etc…	√
Customizable barcode settings such as format, size, font text, position, etc…	√
Ability to electronically place Barcode on PDF and Image document, and print Barcode labels for physical documents	√
Barcode can be used as Unique Reference Number that can be customized to include Year, Month, Day, Department Code, Sequence Number, etc...	√
Security & Control	
Ability to pre-define document security settings. User can select predefined security controls to limit access to documents.	√
Import documents as attachments into a running assignment using Drag/Drop, Scan or Import function. Ability to control document import type and size.	√
Embedded Built-In Viewer allows user to see document content in one-click. Users can be restricted to download documents.	√
Ability to sign document electronically using predefined Signatures for the same user i.e. Sign on behalf of person or department. Ability to use PinCode to verify authentication before signing a document.	√
Define required document set as pre-requisite to initiate a workflow.	√
Approval steps cannot move forward if there is a document that has to be signed.	√
Approved PDF Documents can be watermarked and exported with Timestamps, Initials and other configurable data.	√
Template Generation	
Ability to create new correspondences from pre-defined templates.	√
Generate Outgoing correspondences from Incoming correspondence.	√
Define public and private Microsoft WORD based templates that can be used as attachments.	√
Collaboration	
Ability to add Relation between documents and workflows, and link multiple workflows.	√
Ability to track physical document circulation and print	√

Receipt/Delivery reports	
Ability to place physical document in the warehouse facility using Physical Objects Locator feature.	√
Ability to distribute correspondence indefinitely adhering to distribution rules.	√
Users can create Ad-hoc Workflows using wizard-driven interface.	√
Ability to Email documents inside organization and outside organization and converting documents to PDF on the fly.	√
Track document history and document versions.	√
Dynamic creation of Archives based on attributes such as creating folder structure for documents based on their types and custom data.	√
Dynamic access rights to Archives based on correspondence participants.	√
Search	
Ability to use multiple search templates.	√
Simple and Advanced Search features supporting multi-query and Boolean operators.	√
Easily search for and retrieve archived and running correspondences.	√
Integrations	
Integration with Microsoft Office (Outlook, Word, Excel, PowerPoint).	√
Integration with Enterprise Scan.	√
Integration with Brava! Viewer.	√
Built-In Desktop Control to edit scanned documents and add a variety of annotations; scan additional pages, re-organize pages and recognize content (OCR).	√
Built-in Reporting tool using variety of Input Prompts.	√
Built-in KPI to provide graphical analysis of running workflows, completed workflows, late workflows, late tasks and others…	√
Integration with Email server for broadcasting alerts and documents	√