RecFind 6

A robust, scalable Enterprise Content Management Solution (ECMS) that can manage all of your records, document and emails with ease.

Knowledgeone Corporation's RecFind 6 is a new and easy-to-use ECMS that makes managing your organisation's electronic and paper documents quick and easy. Built on the latest .NET 2015 technology and seamlessly integrated with your email and MS Office, RecFind 6 is a robust, scalable system that gives your organisation improved search capabilities and efficient day-to-day document management processing.

However, RecFind 6 is also a generic application solution able to run multiple applications concurrently. As well as being your core EDRMS it can also be your asset management system, your HR system, help desk or incident system, contracts management system or CRM.

About RecFind 6

RecFind 6 is the very latest version of Knowledgeone Corporation's well known RecFind product line. The RecFind product range began in 1986 as the world's most innovative records management solution. After multiple redesigns and rewrites over the years, RecFind is one of the most successful records management products ever produced.

RecFind 6 is a major advance in EDRMS design and technology, taking the EDRMS experience to the next level.

Full Functionality

RecFind 6 is an easy to use EDRMS for small and large organisations needing to retrieve corporate information, manage physical records, electronic documents and emails. With a new user interface (below), it includes all the features you'll ever need for imaging and scanning, capturing documents into searchable PDF's, producing standard and customised reports, business process and workflow, retention schedules, importing and exporting, integration, barcode reading, offsite records storage support, automatic versioning, check-in and check-out, tracking, security and more.

RecFind 6 comes with a standard integration engine and API (Xchange) plus a tool to change the data model and business processes (DRM). There are no additional modules to buy to meet all of your EDRMS and compliance needs - it is a complete solution.

With RecFind 6 you can:

Reduce application software costs as RecFind 6 can do it all - ECM, EDRMS, KM, Asset Mgmt etc.,

Meet any compliance or quality assurance standard

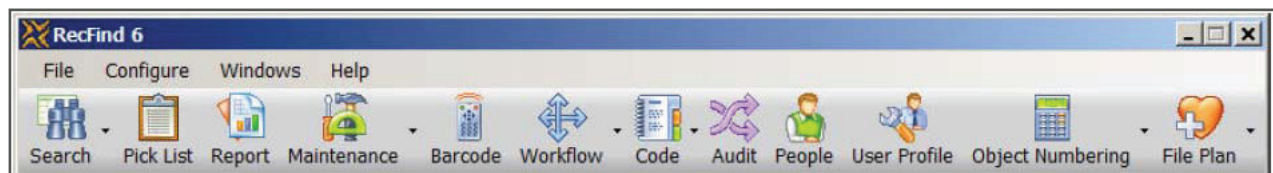Quickly retrieve your corporate information and records

Effortlessly produce customised reports

Streamline day-to-day business processes and workflow

Utilise comprehensive barcode reading support

Save money on installation and roll out costs using the latest Microsoft .NET technologies

Benefit from our cost effective concurrent user model

RecFind 6's simple and efficient user interface

The Latest Technology

Built on the Microsoft .NET 2015 platform, RecFind 6 uses Microsoft SQL Server 2008/12 as its relational database. There are two RecFind 6 clients; one based on the Microsoft "smart client" model and the other an OS and browser independent web client for maximum choice plus the ability to deploy it across your LAN, WAN, Intranet or the Internet with identical functionality.

Concurrent User Licensing

RecFind 6 clients are provided as concurrent user licenses; the most cost effective way to licence software. One RecFind 6 licence can easily support from 4 to 16 "real" users. Named or Seat licences are easily four times more expensive and infinitely harder to manage and deploy.

Key Features & Benefits

Ease of Use

- Simple and efficient user interface.
- 100% Configurable user interface - change colours and configure functionality to suit each user.
- Innovative functionality like the 'Clone' button reduces workload and shortens data entry time.

Easy to Deploy and Maintain

- Save money on roll out and workstation maintenance costs as there is nothing to install or maintain on the user's workstation. The RecFind 6 client can be distributed via Active Directory or as a URL.
- Developed using the latest .NET 2015 technology - a fully featured rich Windows application or an identical looking thin-client application. Run the same rich Windows RecFind 6 client on your network (WAN/LAN) and on your Intranet or the Internet using either the smart-client or the web-client.

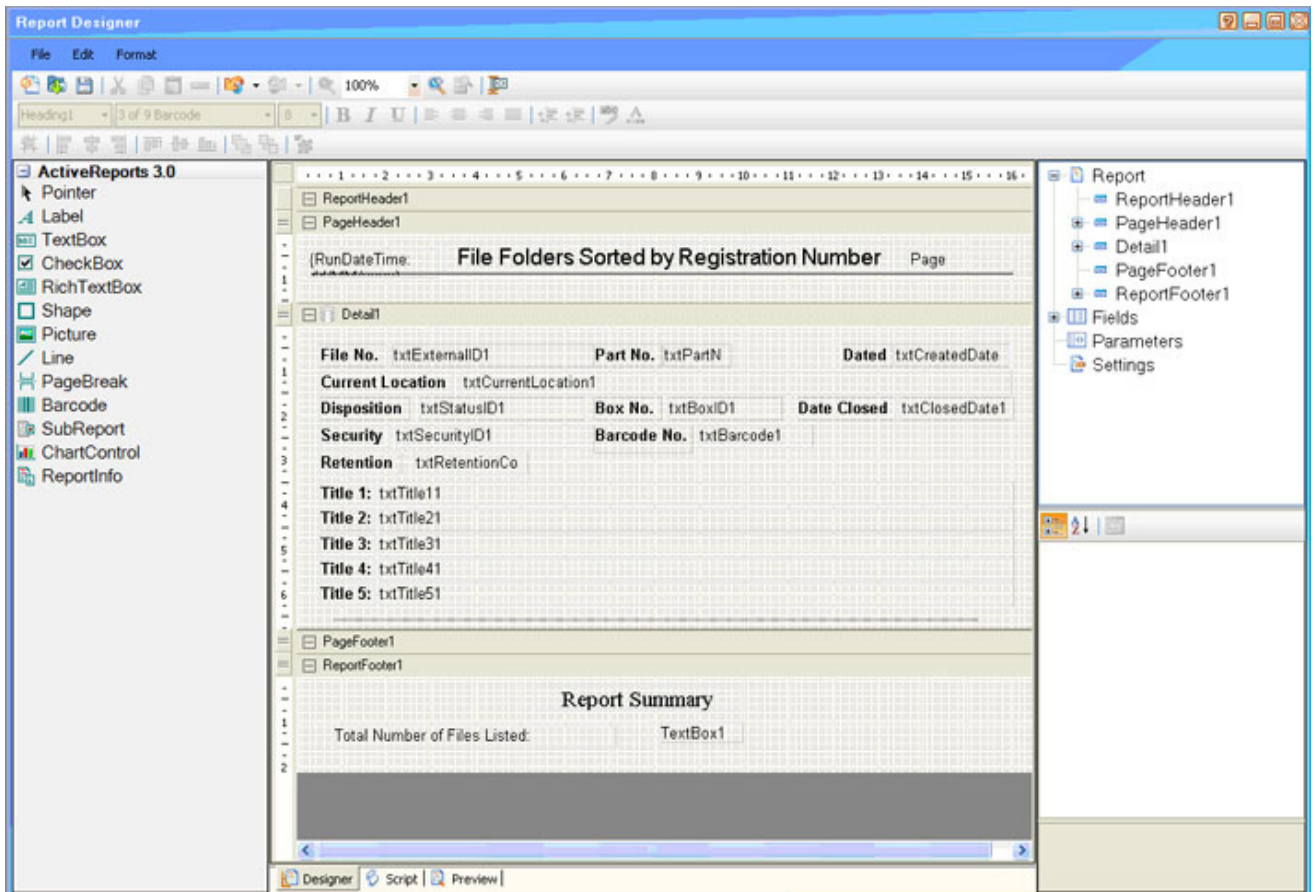#### Enable Fast, Distributed and Simultaneous Access to Records

- Perform full text searching on all captured electronic documents (including emails).
- RecFind 6 has a "Google-like" search which enables you to search all records (document, file folder, box, attachments, etc). Reduce your time finding records.
- Perform sophisticated Metadata & Boolean searches across any table.
- Save and reuse searches.

RecFind 6 allows you to perform powerful searching across your entire RecFind 6 database. Search on the text fields of records, the External ID field, on any metadata or construct a Boolean query. Searches can also be "saved" and "replayed " later.

Text Search - training AND recfind

Type	Count
File Folders	6
Doc Profiles	2
Archive Boxes	0
Attachments	42
Storage Spaces	0

RecFind 6's advanced reporting functions allow you to build, modify, save & schedule reports as required.

Advanced Reporting

- RecFind 6 has a new, powerful reporting engine based on Active Reports, as well as a set of standard reports that you are able to extend and modify. Quickly report on just about anything in the database.
- Save, reuse & schedule reports.

Powerful Security

- Secure data through encrypted passwords, encrypted data, and HTTPS.

Meet any Compliance or Quality Assurance Standard

- RecFind 6 is fully VERS compliant.
- RecFind 6 includes all the functionality to meet any compliance or legislative requirement.
- Modify almost any aspect of RecFind 6 yourself (with the DRM & integrated report writer tools) to meet the requirements of any new or changed standard - there is no need to wait for the vendor to make changes.

Seamless Integration

- Capture data from any other system using Xchange.
- Export data to any other system in industry standard XML format using Xchange.
- Integrate to any other system using Xchange.

RecFind 6 Add-Ons

RecFind 6 comes with a range of "high-powered" add-on tools for a more powerful and "automatic" solution.

Button
A simple, easy to use check-in and check-out tool; fully integrated with MS Office.

GEM
Fully automatic email management and archiving; connects directly to your email server.

RecCapture
Fully automatic electronic document management; connects directly to your system folders.

High Speed Scanning Module (HSSM)
For high volume document scanning and capture.

Mini-API
Mini-API enables you to integrate RecFind 6 with any other application and then use RecFind 6 as its electronic document repository.

SharePoint Integration Module
Link seamlessly to SharePoint from RecFind 6.

Web Services API/SDK
Develop your own applications based on RecFind 6, develop your own interfaces to RecFind 6.

Configurability

- Configure multiple Metadata models, easily add tables and fields and links and filters without programming.

Business Solutions

Electronic Document Management

- RecFind 6 includes all the functionality you will ever need for EDRMS (e.g., Automatic versioning, check-in, check-out and fully configurable audit trail).
- Capture electronic documents, emails and images.
- OCR and convert images to searchable PDFs.
- Capture electronic documents, emails and images without having to leave that application (works with both MS Office products and non Microsoft products) via the RecFind 6 Button.

Records Management

- RecFind 6 includes all the functionality needed to manage physical assets like file folders, loose paper, archive boxes and both on-site and off-site storage facilities.
- Enter a complete classification system in the form of Keywords, Descriptors, Related Terms, Narrower Terms, Broader Terms, Forbidden Terms, Scope Notes etc.
- Automatic Version Control.
- Print a wide range of label formats for files, boxes, locations and Action Officers using the in-built module or utilise third party colour label printing software.
- Search for paper documents, images and electronic documents within the RecFind database. Full text search on any "text" document (e.g., PDF, Word, Excel, PowerPoint, etc).
- Design custom reports and save these report formats for regular use through its own report writer.

Email Management

- RecFind 6 includes all the functionality to capture, classify, index, store and retrieve emails in the most effective and easiest possible way.
- Integrates to Outlook, Exchange, GroupWise and Lotus Notes for a seamless email management process.

Correspondence Management

- RecFind 6 handles any electronic (e.g. email) or physical (e.g. file folder or loose paper) document and it includes all the functionality you require to manage tasks and monitor and report on correspondence.
- Capture correspondence of any type (e.g. paper, electronic, email, fax, etc) and then manually or automatically classify it and assign workflow and due dates.
- Track the correspondence through all stages and instantly find it and all related correspondence and tasks when needed to answer inquiries.
- Build and save standard correspondence reports using RecFind 6's advanced reporting functions.
- Automate any process (e.g. overdue response alerts) and add new business processes to meet any need.

Workflow

- Allocate, monitor and manage work through the RecFind workflow module.
- Quickly and easily define procedures/actions with its graphical interface.
- RecFind supports the use of a portable barcode reader to effectively track files and documents.
- Log all transactions including views and administrator transactions. RecFind offers a complete Audit reporting program allowing reports to be generated on who did what and when.

Box Management

- Manage boxes and storage centres with disposal/retention schedules.

Imaging

- Scan, store, print and redisplay images, including multi-paged scanned images.
- Works with any TWAIN compatible scanner.
- Includes standard functionality to convert TIFF images to text and PDF & PDF/A format.

Asset Management, HR Management, Incident Management and CRM

RecFind 6 comes 'out-of-the-box' with the tables and fields and functionality required for any of the above applications. In addition, the DRM makes it easy to modify the standard data model and any business processes to create a perfect fit for your organisation.

- RecFind 6's security makes it easy to manage and control access to any of these tables and functions and build "Chinese Walls" between them.
- RecFind 6's powerful search functionality provides easy access to any of these applications.
- RecFind 6's powerful reporting tool makes it easy to create, save and schedule reports for any application.

System Requirements

Server installations

- Application server operating system: Microsoft Windows Server 2003, 2008 & 2012.
- Database server operating system: Microsoft SQL Server 2008 & 2012.
- Web server: Microsoft IIS, Microsoft .NET framework version 3.5 SP1 or higher.
- Microprocessor: Intel Pentium microprocessor (P4 or later).
- RAM: 4 GB RAM (minimum).
- Hard disk space: 30 GB free hard disk space (minimum); your hard disk space requirements may be different, depending on the volume of data you may be importing.
- Network card: high-speed network card.
- **Note:** For single-user or demonstration systems, it is possible to use Microsoft Windows XP or Windows 7 as the server operating system. You may also use SQL Express (with limitations on users, data and performance). However, for any installation with a heavier load than these examples, we strongly recommend that you use the "full power" OS and DB from the Microsoft professional product range as detailed above.

Client installations

- Operating system: Microsoft Windows XP, Vista, Windows 7 and Windows 8 & 8.1.
- Microprocessor: Intel Pentium microprocessor (P4 or later).
- RAM: 2 GB RAM (minimum).
- Scanner: any TWAIN-compatible scanner.
- Additional software: Microsoft .NET framework version 3.5 SP1 or higher.

Professional Services

Knowledgeone Corporation can provide a full gamut of services to help you assess, plan, install, configure and train staff. For more information, visit www.knowledgeonecorp.com/services/index.htm

Technical Support

Knowledgeone Corporation has highly skilled support specialists to make sure that everything runs smoothly during and after installation. For more information, visit www.knowledgeonecorp.com/support/index.htm

Why choose Knowledgeone Corporation?

We have been in the information management business since 1984 and in that time have brought 29 products to market and sold to and supported thousands of customers all around the world.

Our RecFind product suite is renowned for its robustness, scalability and configurability.

We are renowned for the quality of our support and have many testimonials and references to this effect.

There are very few companies with our depth of experience or track record of successful projects.

We have worked with all industry segments (e.g., local, state and federal government, banking, finance, education, health care, defence, law enforcement, etc.) and have specialized knowledge about the unique needs of each of these industry segments.

This depth of experience and knowledge allows us to bring significant value to your organization. You benefit because we have 'done this' thousands of times before. Just talking to us and asking our advice will add value to your organisation.

Learn more! Visit:
www.knowledgeonecorp.com/products/recfind_6.htm