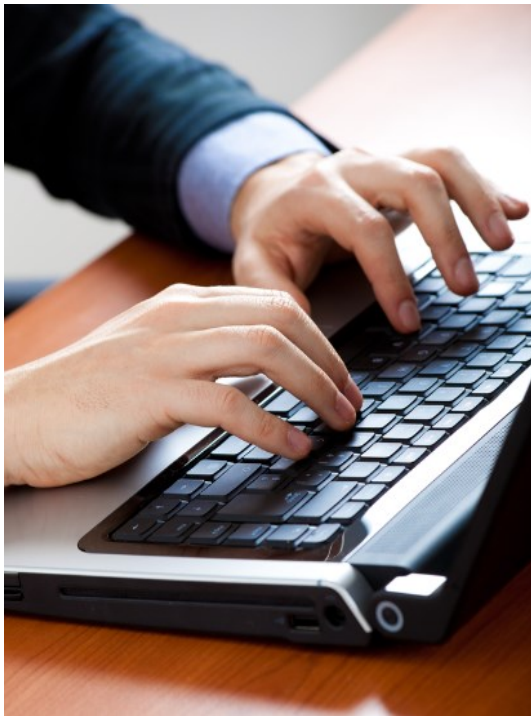


BizeDocs Electronic Document Management



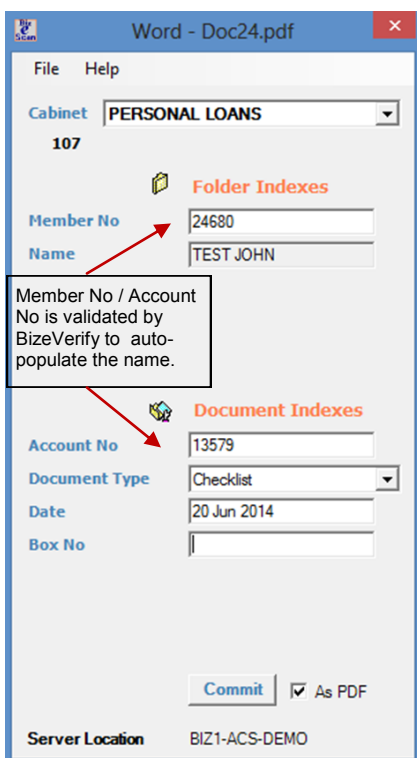
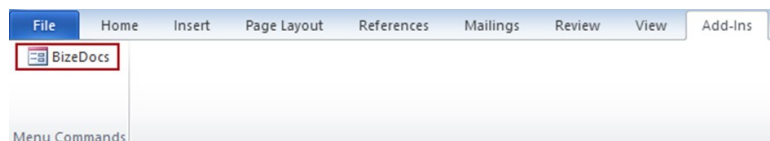
MSOAddin

Archive documents direct from MS Office

Microsoft Office is already a robust, feature-filled office suite. If you want to make it even easier and boost your productivity, BizeDocs MSOAddin is an MS Office plug-in that adds the **BizeDocs** command to the Office toolbars to allow you to archive documents directly from Outlook, Word and Excel into the BizeDocs repository. Making your work simpler.

BizeDocs MSOAddin features:

- Flexible date formats
- BizeVerify validation of customer details to the core banking database for accurate indexing
- Combo boxes configured for indexes to allow selection of index data
- Convert to PDF on Commit for Word and Excel documents
- Emails archived with attachments
- Version updates to client machines managed centrally
- Compatible with MS Office 2010 and 2013
- Compatible with Citrix/Terminal Server environments
- Switch to DR server when production server is offline

When the user clicks on the Add-Ins tab and selects **BizeDocs** the MSOAddin window will display. The user can select a Cabinet from those available and enter the relevant index details for the document being archived.

Customer details entered are validated to the banking databases using the BizeVerify functionality. This validation process can auto-populate values into the key index fields reducing data entry and ensuring correct metadata.

Archived documents are immediately available from the BizeDocs repository for users with authorised access to the relevant Cabinets.