Hyland

PERCEPTIVE CONTENT | PRODUCT SUMMARY

Maximize productivity with Perceptive Content Apps

> " Perceptive Content Apps are the answer we've been waiting for and support our campus' needs for a WebNow alternative. This latest version gives users across campus easy access to the content and capabilities they need, positively impacting the productivity of our staff. "
>
> David Turner
> Senior Imaging Application Administrator,
> University of Wisconsin-Madison

Keeping up with the pace of business in the face of rapidly changing technology is an ongoing challenge, especially when it comes to fast and reliable access to business-critical content. When workers can't input or access information in your applications, productivity drops — and so does the customer experience. Yet in today's mobile and virtual world, it's unrealistic to expect your entire workforce to plug in to an individual workstation in a specific location to manage your organization's content and workflow.

Manage content effectively and securely from anywhere

Ensure your workforce is productive from anywhere with access to Perceptive Content on the latest web browsers and devices. Content Apps provide a simplified, intuitive and optimized user interface without plugins, Adobe Flash or Java runtime requirements. Content Apps are modular in design and provide content management capabilities in functional areas such as capture, workflow, documents and tasks.

View content stored and managed within Perceptive Content with the Documents app

The Documents App allows users to view content stored and managed within Perceptive Content, accessible via browser, tablet or mobile device. Users can:

- Leverage document views or ad-hoc search to locate content and view related documents
- Create public and private filters for viewing content
- Sort search results by column headers
- View document thumbnails and reorder pages
- Capture additional pages to the current document
- View and edit document keys and custom properties
- Create, view, modify and delete annotations
- Route or add documents to workflow
- View and edit form data
- Export to PDF or native format
- Print individual pages or entire documents
- Send document links via email
- Perform version control actions
- Place retention legal holds

Complete tasks from anywhere, at any time, with the Tasks app

The Tasks App navigates users directly to their assigned tasks so they can review documents, apply annotations, update forms or digitally sign documents. The app can be accessed via browser, tablet or mobile device, allowing users the flexibility to create or complete tasks anywhere, anytime. Users can:

- Complete, reject or skip a task
- Process document deficiency, digital signature and retention approval tasks
- View metadata, including custom properties in the assigned task list
- Select reason codes and enter comments
- View task instructions

Participate in workflow processes with the Workflow app

The Workflow App allows users to process documents, apply annotations and update forms in a multistage workflow process. Users can:

- Sort documents in the workflow queue
- Route documents forward
- Place documents on hold
- View, modify and save form content
- Navigate workflow process queues to view assigned documents
- Search and sort documents within workflow queues
- Use full workflow routing
- Place documents on hold
- Send workflow link via email

View folders stored and managed within Perceptive Content with the Folders app

Folders with Perceptive Content can contain documents, other folders and shortcuts to documents. This organization of content ensures that your users can view all the content associated with a process in one place. The Folders App allows users to explore content within Perceptive Content at the folder level, accessible via browser, tablet or mobile device. Users can:

- Search and view content by folder with access to subfolders

- Leverage folder support across Workflow and Tasks

- Easily navigate folder content through a tree control interface modeled after an actual folder

- Reference and navigate folder hierarchies using breadcrumbs

Capture content from a mobile device or browser with the Capture app

This lightweight, zero-footprint, browser-based app enables users to scan or import content from any device without the need for browser plugins or runtime additions. In addition, the capture definition, image processing and document property indexing are all managed centrally from the Perceptive Content Management Console. Users can:

- File import, photo capture or physical scanner capture with additional post-processing functions, including:
  - Autocrop
  - Blank page detection
  - Color transformation
  - Crop
  - Deskew
  - Despeckle
  - Line removal
  - Black overscan removal

- Quality-assure captured content and index with property values for permanent storage

- Initiate capture via URL API from link in business system or email alert

- Modify or set document properties before uploading

- Rotate, reorder or delete pages before submitting

- Centrally manage capture and scanning profiles in Management Console

- Define application plan, workflow destination and submission to full-text

- Manage document property mapping and folder hierarchy placement

Learn more about **Hyland's Perceptive Content suite**.

Hyland™