

MAXIMIZE PRODUCTIVITY WITH PERCEPTIVE CONTENT APPS



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 in order 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 environments. Content Apps are modular in design and provide content management capabilities distributed as capture, workflow, document and task components.

This approach breaks the monolithic client paradigm, delivering capabilities only as needed and empowering users to complete role-based tasks more efficiently.

Whether using the Content Apps or purpose-built industry applications such as the Invoice Approval App, they can be delivered as HTML5 or native iOS and Android applications.

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 re-order 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 may 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 from anywhere, at any time. 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.

SHARE CONTENT VIA THE CONTENT APPS INTEGRATION FOR SHAREBASE

The ShareBase integration for Content Apps allows users to trigger secure content sharing with internal or external reviewers from within the interface. Users can:

- Set permissions for content recipients to view and/or download shared content.
- Establish how long users have access to the shared content.
- Provide internal or external access to individual documents or a complete folder of documents without the need for a client license.



Hyland

“ Perceptive Content Apps are the answer we’ve been waiting for and support our campus’s 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

PARTICIPATE IN WORKFLOW PROCESSES WITH THE WORKFLOW APP

The Workflow App allows users to review documents, apply annotations and update forms in a multi-stage workflow process. Users can sort documents in the workflow queue, route documents forward, place documents on hold, and even view, modify and save form content. Users can:

- 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

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 folders through the Content Tree interface.
- 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 a browser without the need to install a thick client application, browser plugin or runtime environment. 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 or scan capture.
- Quality-assure and index with property values.
- Initiate capture via URL API from link in business system or email alert.
- Modify or set document properties before uploading.
- Rotate, re-order 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.

IMAGE PROCESSING FUNCTIONS INCLUDE:

- Autocrop
- Blank page detection
- Color transformation
- Crop
- Deskew
- Despeckle
- Line removal
- Black overscan removal

For users who need to capture images or content from a mobile device, Hyland offers a native Mobile Capture App, designed for use on iOS or Android devices. The Mobile Capture App is optimized for use on tablet mobile devices. It also supports capabilities such as image, video and document capture from the local camera along with metadata acquisition from barcode scanning, GPS location values or speech-to-text entry.

The native Mobile Capture App also provides onboard image processing capabilities allowing users to crop, deskew and rotate captured images.

Learn more at [Hyland.com](https://www.hyland.com)

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