



## DOCUMENT IMAGING

### Benefits of Clearview

- ❖ Manage, secure, and protect your business information and content.
- ❖ Intelligently and logically organize your information across the enterprise based upon business rules.
- ❖ Federate and aggregate content from a variety of sources, including SharePoint® sites and third party document and content systems.
- ❖ Automatically manage the lifecycle of information to ensure the right information is kept for the required period of time only.
- ❖ Streamline your business processes and automate tasks for optimum workplace efficiency.
- ❖ Significantly enhance corporate governance and regulatory efforts.

*"We selected Clearview because it was the first imaging system we have seen that delivers some very unique features and functionality that will directly help us address and overcome paper-based and compliance related challenges facing our bank. We also liked the ease of use of the features.*

*Clearview is so user-friendly that you can operate it by just going into the system itself. We had virtually no training curve."*

**Frank M. Lauto**  
V.P. of Operations/Technology  
Founders Bank & Trust

To learn more about Clearview,  
please visit [www.clearviewecm.com](http://www.clearviewecm.com)

Clearview enables your organization to confidently and securely capture, manage, and access your critical business documents, files, and information. With the advanced Enterprise Content Management (ECM) functionality in Clearview, you can eliminate lost or misfiled documents while improving key business processes and enhancing workplace productivity. In today's compliance and regulatory governed business landscape, Clearview gives you the increased ability to meet these demanding and challenging business requirements—those you face today, as well as those you'll face tomorrow.

### Values and Benefits

#### EXTREME PERSONALIZATION FOR INCREASED EFFICIENCY

My File Cabinet and My Subscriptions are examples of personal user functionality that was designed to provide fast access to the files and content information workers use as a part of their daily work environment. No other system delivers this level of end-user functionality and personalized approach to content access and utilization.

#### INTELLIGENT ORGANIZATION, INTELLIGENT FOLDERS

iFolders™ provide an advanced organizational method within Clearview to uniquely store and arrange information, files, and documents the way you and your business work. No other system provides this level of information organizational intelligence.

#### ADVANCED DOCUMENT TRACKING SERVICES

The innovative design of Clearview provides a rich set of features to secure document accuracy, completeness of files, and appropriate filing location. Clearview provides the tools you need for a complete document and file tracking solution, including automated system reports, verification of missing signatures on loan documents, visual alerts for missing documents during file access, and notifications of missing documents for exception resolution.

#### SIMPLE, STREAMLINED SYSTEM ADMINISTRATION

Clearview has the most powerful and flexible System Manager module on the market. With optional Active Directory Integration, System Administrators have the option to maintain a single set of user profiles on their network, or maintain individual organizational unit, group, and user records within Clearview.

Document and file administration are also managed in a way never before seen in legacy systems. The Clearview repair queue allows users to submit repair requests for changes and updates that need to be made to documents. Requests are then monitored and maintained by the appropriate document administration personnel.

#### ELIMINATE COMPLIANCE, AUDIT, AND EXAMINATION HEADACHES

The advanced audit and tracking capabilities in Clearview are designed for today's compliance and regulatory-sensitive business world. Every single system and user operation in Clearview can be audited—that's the Clearview difference.

# Changing the way you see Enterprise Content Management



## Solution Features and Highlights

### ADVANCED DOCUMENT IMAGING POWERED BY KOFAX® ASCENT CAPTURE®

Clearview and Kofax are tightly integrated to leverage the power of Ascent Capture for automated document recognition functionality including OCR, bar code, index validation, and other innovative input capabilities. All document input is processed with high levels of automation assurance and quality control. Input is fully monitored and tracked by the system to ensure proper and accurate archival of critical business information without exception.

### iFOLDERS™ (INTELLIGENT FOLDERS)

Viewed as a separate “content type” within Clearview, iFolders can contain multiple types of optional, required, or compliance content. As soon as a key piece of content is received by Clearview, the respective iFolder is automatically generated and maintains a list of content that is required to complete that folder. Content placed in an iFolder can be stored within any repository across the Clearview federated environment. iFolders provide a new method to intelligently and logically organize your business content.

### ENCRYPTED CONTENT REPOSITORY

To deliver the maximum level of secured content within an organization, the optional Clearview Encryption module can be employed to securely encrypt each content object that is introduced and managed within the Clearview native repository.

### MY FILE CABINET AND MY WORK FOLDERS

Provide information workers with a quick and easy way to access the *allowed* documents and files they need on a regular basis, through their very own, customizable, electronic file cabinet and corresponding work folders.

### ONDEMAND AUDIT

Exceed audit and compliancy requirements with real-time audit reports targeting specific system operations, time spans, or user activity. Providing documented evidence of operational soundness to management, audit staff, or examiners has never been easier.

### INNOVATIVE USER EXPERIENCE WITH CLEARVIEW CLIENT INTERFACES

Information workers can utilize the new, feature-rich Windows Clearview Client with an advanced ribbon interface similar to Office 2007, or utilize the Clearview Web Client to access content and functionality in a highly intuitive thin client application. Additionally, the optional Clearview *Iriss* Desktop Gadget provides the ultimate user experience with ease of use and personalization. No other ECM provider delivers a wide and varied selection of next-generation user interfaces designed to maximize information worker productivity.

## How to Contact Us

### Clearview Software

1660 Opdyke Court  
Suite 100  
Auburn Hills, MI 48326  
USA

Phone 248.290.0230

Email [info@clearviewecm.com](mailto:info@clearviewecm.com)

Web [www.clearviewecm.com](http://www.clearviewecm.com)

## About Clearview

Clearview is the premier innovator of next-generation SharePoint-based Enterprise Content Management (ECM) solutions designed for today's demanding business world. Our leadership team combines years of experience with the latest Microsoft technology architecture and innovation to bring to market a new standard of excellence for ECM solutions, services, and Customer care.

To learn more about Clearview,  
please visit [www.clearviewecm.com](http://www.clearviewecm.com)



ISV/Software Solutions  
Information Worker Solutions  
Data Management Solutions