

## Enhancing access to documents and their content

While documents are involved in just about every business process, only some processes need their documents to be repeatedly accessible over time.

For these situations — where long-term document searchability is important — we offer the Lexis Visualfiles History Plus extension.

## Visualfiles made more document-friendly

History Plus adds key document management capabilities to Visualfiles, using industry-standard technology from Microsoft and Adobe.

This means you can extend the workflow transformation benefits of Visualfiles to more document-centric processes - without having to invest in, and integrate, a full-blown document or content management system.

With History Plus, Visualfiles goes beyond being an engine for workflow improvement and automation. It becomes an accessible repository of the information and knowledge that is held in your organisation's documents. So when someone remembers (or suspects) that there's a document somewhere that can help them with their current task, they can easily find it.

## Save time with search flexibility and accuracy

- Find documents (including emails, images, and audio or video formats) stored against a file History within Visualfiles. From a user perspective, document storage works exactly as before, and Outlook Plus users can drag and drop emails and attachments to the relevant folders as usual. The difference is that History Plus adds powerful search functionality.
- Search by document title, associated metadata or document content:
  - History Plus automatically catalogues the complete content of documents (except for image, audio and video formats) as they're added to Visualfiles. This full text indexing makes content fully searchable from within Visualfiles.
  - Image, audio and video files are searchable through document names and associated metadata.
- Standard metadata fields such as document name, author and creation date are automatically populated from the existing document properties.
- You can define up to 30 metadata fields of your choice and present metadata screens for users to complete when they store a document; or you can automate metadata population by creating scripts using the Visualfiles Business Language.
- Use the Visualfiles Query Builder for more sophisticated document searches.
- Search for documents from the Visualfiles Finder or (for Outlook Plus users) from Outlook. You can search from within a file to return items specific to that file.

## Improve document control, make fewer mistakes

- Use check-out/check-in functionality to avoid editing conflicts from arising if multiple users want to access a document at the same time.
- Use scripts (Visualfiles Business Language) to automate or encourage consistency of user action on documents, such as specifying metadata.

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## Implement with ease

- Add searchability to Visualfiles without requiring system administrators or users to learn a new system or interface.
- Don't worry about existing documents already stored in Visualfiles. Here's why:
  - They remain accessible once History Plus is implemented, just not searchable until converted for History Plus functionality.
  - There's no requirement to convert all, or indeed any, Visualfiles documents before implementing History Plus. The History Plus functions apply immediately to all new documents added to Visualfiles; and to existing documents once you've converted them.
- Convert existing documents at your own pace using the provided migration tools, which allow for:
  - Automated batch conversion across multiple documents or files.
  - Manually convert individual documents or all documents on a specific file when required.

History Plus Features	Standard Visualfiles History	History Plus	Integrated 3rd-party DMS
Handles all common document types in native format	●	●	●
Document version control	●	●	●
Document check-in/check-out	●	●	●
Full text indexing	●	●	●
Fully searchable standard metadata fields	●	●	●
Fully searchable user-definable metadata fields	●	●	DMS-dependant
Supports scripts written in Visualfiles Business Language	●	●	●
Deployment without mass conversion of docs already stored against Visualfiles History ('legacy' documents)	N/A	●	●
Built-in tools to convert/migrate legacy documents	N/A	●	●
Document permissions based on Visualfiles security	●	●	DMS-dependant
No additional administrative overhead	N/A	●	●
No disruption or new learning curve for Visualfiles users	N/A	●	DMS-dependant

## Contact Us >

Lexis® Visualfiles™

### For more information

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