



DocReorganizer

Reorganize and Recategorize Document Content within IBM FileNet Content Manager

Scanning is a labor intensive operation that requires attention to detail. Mistakes may occur during document preparation and capture phase. Consequently, resulting documents that were committed to IBM FileNet Content Manager may not have the correct or intended content. Some examples would be when multiple documents are combined into one document, when a document is split into multiple documents, when a document contains a page that should belong to another document, when a document contains corrupted or duplicate pages, or when pages are put in the wrong order in a document. These documents must be queried, corrected, and re-indexed, and recommitted.

Softech's DocReorganizer integrates with IBM FileNet Workplace to allow documents to be retrieved and reorganized by downstream authorized knowledge workers. DocReorganizer allows the committed documents to be retrieved and corrected. The original documents can be kept for auditing or deleted.

Highlights of DocReorganizer's capabilities:

- Softech's DocReorganizer has a thumbnail interface to allow pages to be moved, deleted, inserted, and replaced within a document and across documents.
- The number of thumbnails to be displayed is configurable.
- Documents can be combined, split, deleted, and re-indexed.
- Index information can be retained, copied, or edited.
- All operations can be done via drag & drop, hot-key, and mouse clicks.
- Documents can be bookmarked for eDiscovery.

Softech's DocReorganizer allows committed documents within FileNet Content Manager to be reorganized, reassembled, recategorized, re-indexed and recommitted. This provides for an easy way to correct documents that may have been saved incorrectly or had incomplete metadata. This is an ideal tool for organizations whose content must be reviewed and organized by knowledge workers such as lawyers in legal discovery.

Softech & Associates, Inc. is a leading provider of flexible client configurable document imaging and workflow solutions and tools that allow IBM ECM customers to better leverage their investment. Softech provides consulting services expertise in system installation and optimization, release upgrades, volume image conversions, high-speed document import/export, platform, data and application migrations and customer support.

For more information on DocReorganizer, contact your *Softech sales representative*, or email sales@softechis.com