

Easy exploring with Explorer for HPE Content Manager

Yes



Easily navigate HPE Content Manager using Windows Explorer.

Highlights

- Enjoy accessing HPE Content Manager through the familiar Windows Explorer view, leveraging your Windows skills.
- Improve organisation adoption rates through an easy to use interface
- Enjoy the additional functionality of HPE Content Manager with minimal training required, avoiding additional costs and further time away from the business
- Perform commonly needed tasks quickly and easily
- Manage content in Optus Digital Asset Management for HPE Content Manager
- Export selected records to Zip files, Contact Sheets or different formats and sizes formats and sizes

Optus Explorer for HPE Content Manager (formerly HP TRIM software) is a user friendly Windows Explorer management interface for HPE Content Manager. It provides the most commonly used HPE Content Manager functions through the already familiar Windows Explorer interface, allowing you to harness user intuition and reduce barriers to user adoption.

Optus Explorer for HPE Content Manager allows users to perform commonly needed tasks through Windows Explorer quickly and easily, avoiding time wasted searching for tasks and the headache of having to learn a new interface. Appearing as a virtual drive in Windows Explorer, users can access HPE Content Manager information, browse classifications, view and edit documents, create new records, email records, bulk load folders and documents simultaneously along with many more functions. It includes:

- Server side thumbnail generation
- Folder structure copying
- Hyperlink creation and viewing
- Multiple spreadsheet editing and linking

Features

Checked Out Document Reminder

Users are reminded every morning about documents they have checked out of HPE Content Manager and are yet to be returned.

Visual Identification of Checked Out Documents

When a document is checked out, the action is visually indicated by placing a red 'lock' icon on the document.

Drag and Drop Migration

Migrating documents from the network drive is made easy. When a Windows folder is dragged to Optus Explorer, the following options are available:

- Link a network folder to create a document queue
- Delete original files after saving to HPE Content Manager
- Re-sequence Titles after Save
- Bulk rename standard file names of photos taken from a digital camera

Attaching Documents to Outlook

Drag and drop directly from Outlook to Optus Explorer to initiate the capture of one or more emails to HPE Content Manager.

Thumbnail Images

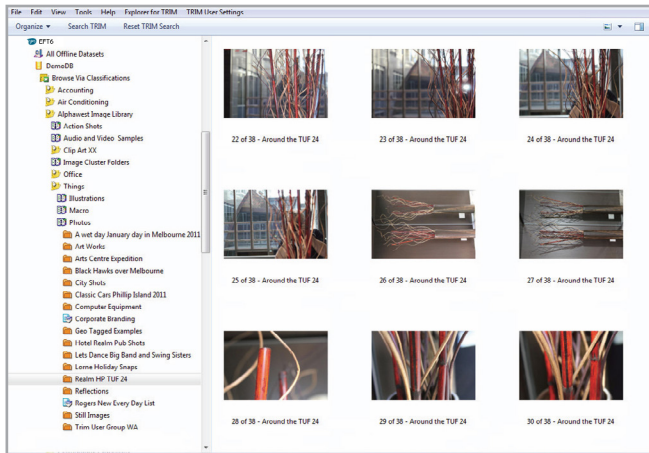
Automated thumbnail generation for most standard image and document formats allows users to visually work with documents and organise digital assets easily within and across Content Manager folders and Classifications.

Tagged Records

Group folders/containers and documents using tags in Optus Explorer, including a user friendly interface to access all tagged items.

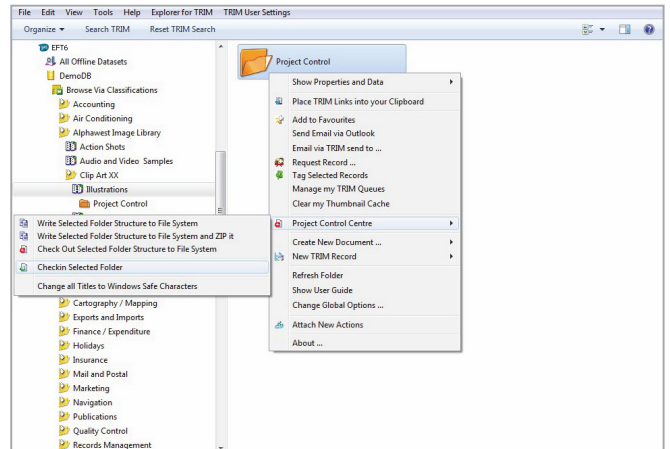
Work with multiple content manager datasets

Access one or more HPE Content Manager datasets in the same Windows Explorer session. Easily switch between datasets from the same view or open multiple Explorers at any time.



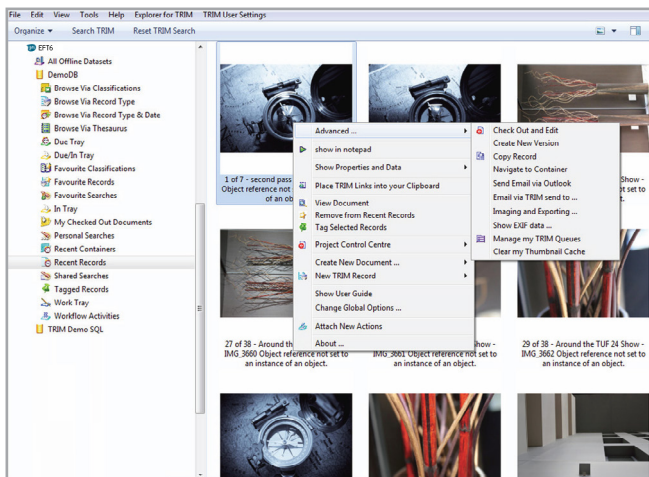
Smart menus help you decide

Perform everyday tasks with help from Optus Explorer. Based on where you are simple actions such as creating a new record are logically presented to allow you to make quick selections.



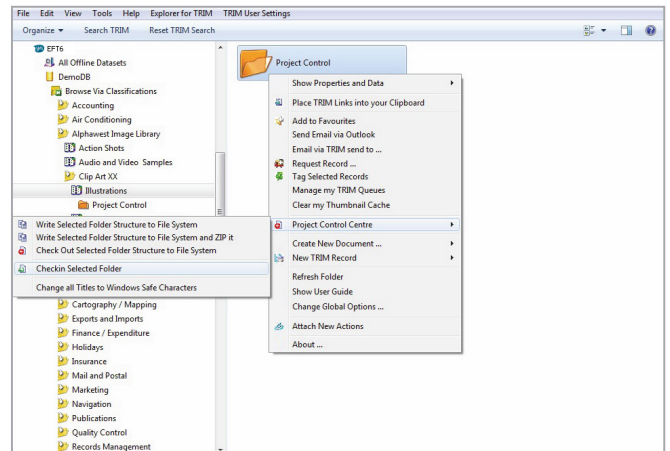
Access HPE Content functions with a right click

Context sensitive menuing shows you the functions you need with a simple Right Click. Depending on where you are in the interface your options change to reflect the relevant functions.



Project control centre

This allows you to check out complete folder structures and documents to shared file systems in a single action. Once extracted, you can work on these files, link them and create new documents while disconnected from HPE Content Manager. Then in a single operation synchronise the changes and new documents back to HPE Content Manager. This feature is ideal for multiple spreadsheets, Auto CAD files and other multi-document authoring requirements.



To discuss how Optus can help you through enterprise records management solutions contact your **Optus Account Manager** or call

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