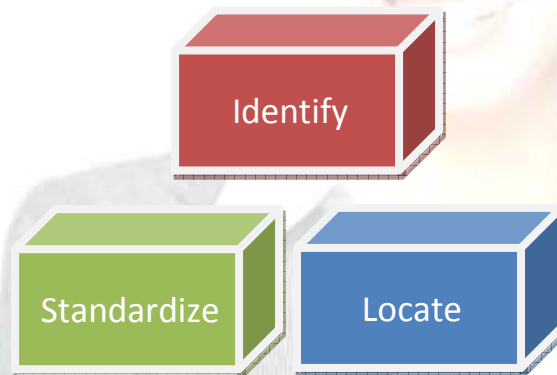# ECM Wise presents: ECM Footers - for Livelink

A powerful Microsoft Office add-in to enable Enterprise Content Management Footers for OpenText Livelink.

Being able to correctly identify what electronic or paper document you are looking at is crucial to ensuring the right documents are being used. User manual entry of footers for documents and not having a common standard for footers leads to confusion and increases the chance of losing or incorrectly updating documents.

Building Blocks of Using Footers for Document Identification in Supporting a Single Source of Truth

Identify

Standardize

Locate

we identify our documents

- Determine organizational records and legal document identification requirements
- Identify what you need to display in your footers
- Enable footers for the documents that you wish to identify

we standardize our footers

- Standardize common fields
- Standardize common format
- Implement process for when footers are used

we locate our documents

- From printed or electronic documents identify your footer
- From the Office applications of Word, Excel and PowerPoint – ability to search your repository or single source of truth by Document ID

In the past there was no easy way to automatically have documents stored in Enterprise Content Management systems display vital information about the document in their footers. In large ever changing organizations having metadata information such as the Document Identifier, version# and the folder path becomes increasingly important in locating and identifying your crucial documents and preserving organizational knowledge.

ECM Footers for Livelink enables Footer integration for your organization to:

- Achieve enterprise standards for document identification
- In turn support the "Single Source of Truth"
- Increase user adoption for Information and Records Management
- Enhance ease of use of Livelink

To find out more about ECM Footers for Livelink, please visit us at www.ecmwise.com.
Or e-mail us your inquiry to info@ecmwise.com