Folder Wizard

Automate compliant Content Manager
Folder structures

Kapish

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Bringing a little bit of magic to Content Manager

Automate consistent and compliant folder structures in Content Manager (CM) and remove the need for repetition by creating both, single and multi-level record structures instantaneously, honouring retention, security and naming conventions.

Key Features

- Simple and intuitive for users
- Record Templates can be designed and managed by CM Administrators
  - no programming or coding skills are required
- Ensures consistency with naming conventions, retention and security
- Automatically create both single and multi-level CM record structures
- Flexible options to adapt to the way your organisation works
- Control how and when the Kapish Folder Wizard is triggered
- Run Kapish Folder Wizard over existing records to 'tidy' up current structure
- Works silently with 3rd party applications
- Integrates with Kapish Explorer

Specs

Operating System Requirements

- Records Manager 8.1 or later (including Content Manager) installed on the PC
- Windows 7, Windows 8 or Windows 10 (32-bit or 64-bit)
- Microsoft .NET Framework 4.5.2 or later

Compatible Applications

- Microsoft Office 2010, 2013 or 2016
- Kapish Explorer

Information for IT Department

Kapish Folder Wizard is a client-side application that automates record structure creation in Content Manager. Software installation is via a Microsoft Installer (MSI) file, this can be run manually on each PC or via common network installation methods (e.g. SCCM, SMS, Group Policy etc.).

Talk to us today to find out how our suite of products and services can help you get the most out of Content Manager

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