



# Explorer

Bring Content Manager into Windows Explorer

**Kapish**

[kapish.com.au](http://kapish.com.au)



# Explorer

Explore the possibilities

Simplify the complexity of Content Manager (CM) by leveraging users existing knowledge of Windows Explorer. Allow a more seamless approach to information management, while enforcing all business rules and record keeping requirements. Access Content Manager Trays as top-level folders, preview multiple documents at once and drag and drop records to create relationships, zip multiple records and email them without launching CM.

## Key Features

- CM in a familiar Windows Explorer interface
- Browse Kapish Explorer similar to network drives and 'drill down' into Classifications
- Manage and Action Workflows from within Kapish Explorer
- Open and save CM records within their native applications e.g. Adobe PDF, web pages
- Drag & Drop multiple folders and files from network drives directly into CM (for bulk migrations)
- Customised template record entry form for data migration
- Design internet-style Search forms that are specific to your organisation
- Create, view and edit CM records and metadata within Kapish Explorer
- Categorise CM records with personal, multi-level 'Tags'
- Zip and email multiple records (folders and documents)
- Assign and complete CM actions from within Kapish Explorer
- Simple to deploy, implement and configure
- All this and much, much more...

## Specs

### Operating System Requirements

- Records Manager 8.1 or later (including Content Manager 9) installed on the PC
- Windows® 7, Windows® 8.1, or Windows® 10 (32-bit or 64-bit)
- Microsoft .NET Framework 4.5.2 or later
- The minimum requirements set by your current version of Content Manager

### Compatible Applications

Microsoft Office 2010, 2013 or 2016

### Information for IT Department

Kapish Explorer is solely a client side application that works in conjunction with Window Explorer and Content Manager (CM) to improve the user experience with CM. 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, ZENworks, Group Policy etc.).

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

**Kapish**

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