

# **Explorer**

## Bring Content Manager into Windows Explorer



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**

- CMin 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, multilevel '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

### **Supported Platforms**

- Content Manager 10.0
- Content Manager 10.1
- Content Manager 23.3
- Content Manager 23.4
- Content Manager 24.2

### **Windows Support**

- Windows 10
- Windows 11

### **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

