DOC

Word Add-In

Work smarter. Streamline your documents.

Kapish Word Add-In allows users to insert Content Manager (CM) Properties directly into new and existing Microsoft Word Documents. It takes the metadata details in real-time and allows the user to place those details in the body, header and footer of the document.

Kapish Word Add-In template building capabilities give corporate templates a professional and accurate representation of the information stored on the records.

By using the metadata stored against the record to populate the information in the document.

Key Features

- One-click to insert the Content Manager Record Number into documents.
- Insert CM Properties (metadata) anywhere in new and existing documents.
- Set User Favourite fields for quick insertion.
- Create dynamic templates containing CM metadata.
- Reply to existing CM correspondence with Kapish Word Add-In templates.
- Mail Merge (either letter or email) and save records to CM.
- Select Mail Merge recipients from Excel, CM or other systems.
- Create links to Excel Workbooks saved in CM.
- Finalise CM Records from within Microsoft® Word.
- Insert CM Location's Signature image files into documents.
- Modify CM Record Properties within Microsoft® Word.
- Incorporate CM Properties into Mail Merge documents and save Mail Merge documents as individual Records in CM.

Specs

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

Information for IT Department
Kapish Word Add-In is a client-side application that works in conjunction with Microsoft® Word and Content Manager (CM) to improve the user experience by inserting CM record details into Microsoft® Word documents. 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