



Folder Wizard

Automate compliant Content Manager
Folder structures



Folder Wizard

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

- HP Records Manager 8.1 or later 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 & services
can help you get the most out of Content Manager**