

# Manage information from your desk.



## ManageEzy

Spend time working - not searching for information.  
Centrally store information for efficient use in your business.

- Correspondence
- Legal documentation
- Employee records
- Supplier information
- Historical archives
- Accounting records
- Customer information
- Client supplied information
- Artwork and images
- Proposals and tenders



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SIMPLY FIND IT FAST

# ManageEzy

Import, index and share information from a central point for ease of access. Increase your control and security. Reduce your storage costs.



## SYSTEM REQUIREMENTS

### Minimum System Requirements

- Processor: Pentium® II 300Mhz
- RAM: 32MB
- Free Disk Space: 100MB
- Operating System: Windows 98®, Me, NT, Windows 2000®
- Screen and resolutions: 15" or 17" & 1024 x 768
- CD ROM required: Yes
- Network Card: 10/100/PCI
- Dedicated Server: Optional but recommended, with 600MB free space
- Scanner: Twain Compliant

### Recommended System Requirements

- Processor: Pentium® III 500Mhz
- RAM: 128MB
- Free Disk Space: 100MB
- Operating System: Windows 98®, Me, NT, Windows 2000®
- Screen and resolutions: 17" & 1024 x 768
- CD ROM required: Yes
- Network Card: 100/PCI
- Dedicated Server: Yes with 1GB free space
- Microsoft SQL Server or MSDE: Yes
- Scanner: Twain Compliant

### Additional Items or Services for Optimal Usage

- 9600 bps fax modem / 14400 or higher bps modem recommended.
- Multimedia computer required to access sound and other multimedia effects.
- Some Internet functionality may require Internet Access and payment of a separate fee to an ISP.
- MAPI compliant mail system is required for mail functions.
- Windows Internet Explorer 4.01 or later may be required for Internet Access functionality.
- CD authoring software and hardware required.

## FEATURE

Both electronic and paper-based information can be imported, indexed and shared from one central location.

Electronic information can be searched for and retrieved in its native format.

Data can be securely accessed anywhere in the world, anytime of the day when used in conjunction with ManageAnywhere.

Single seat or networked (up to 50 index and retrieval seats).

Unlimited search only users.

Simple, customisable user interface.

Decreases your reliance on paper and the need to store it.

CD Authoring.

Administration tool allowing complete interface control.

Any form of information, be-it fax, email, word document, or any scanned document such as an invoice can be filed and retrieved from ManageEzy.

Email directly from ManageEzy.

Simple to install, simple to understand and simple to use.

## CAPTURE, MANAGE, PROTECT

Redmap's Capture, Manage and Protect solutions have been designed to work in a stand-alone environment or integrated with each other for optimal business benefits.

**Capture** - Redmap's Capture solutions allow businesses to systematically capture the information that is vital to their business.

**Manage** - Redmap's Manage solutions allow electronically stored information to be effectively managed from one central location, regardless of the file format.

**Protect** - Redmap's Protect solutions automate the data back up process to minimise the drain on IT or business resources.



## BENEFIT

Reduces the time needed to search for information on computers, in filing cabinets and in drawers.

Revisions and additions to files can be made directly from ManageEzy.

Documentation no longer needs to be carried with you when travelling and forgotten files can easily be retrieved.

Flexibility and the option to use this solution on more than one computer.

With permission one or more colleagues can access the information in ManageEzy.

Easy to use and customisable to suit your company information filing system.

Staff can retrieve the electronic file from their desk, in turn reducing search time and improving the distribution of the information. Reduces the need for floor space to store paper.

Files can be stored on CD reducing the need for network storage and equipment.

Your business has complete control over who uses the program and how information is indexed and retrieved.

Search ManageEzy for any information on any topic or party and view all information relating to that search, regardless of file type.

No need to open more software applications.

Minimal disruption to the business upon installation.

