

# Xpertdoc Content Manager

## The Better, Faster, Secure Digital Content Management Solution

### Efficient Content Management and Storage

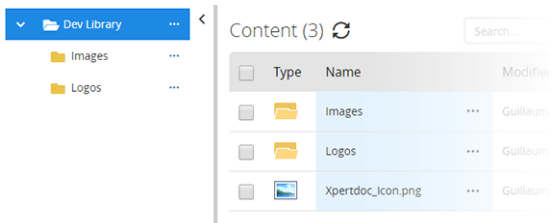
Xpertdoc's Content Manager is a secure and structured repository that facilitates and accelerates the management, storage and retrieval of your digital assets – PDF forms and documents, completed or unfinished documents, logos, images, and multimedia content. It enables you to identify each asset using a metadata form, increasing search capabilities, speeding up access to relevant content and boosting efficiency in content management tasks.

### Leveraging Content Manager from Office 365 Applications

The Xpertdoc add-in for Microsoft Office 365 lets you leverage Content Manager's robust features and more, from Office 365 applications – Word, Excel, PowerPoint, and Outlook. You can easily search images, logos, pre-approved phrases, jurisdiction-specific wording, or alternative language stored in Xpertdoc Content Manager, and insert them into your documents. Previous versions of an opened document can be quickly referred to, accelerating version comparison and review.

Supporting carry-forward function, the Xpertdoc Office 365 add-in allows you to search Content Manager for pre-labelled document sections, import them into your documents and modify them as needed, all while preserving personalized information in the data-bound fields for improved compliance and accuracy. You can attach a completed document to an email as well as store an attached document received by email, with a single click from the Xpertdoc add-in for Office 365.

## Content Manager's Key Features

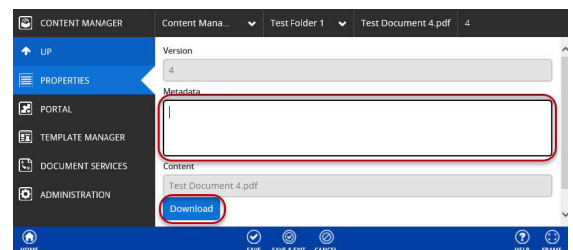


### Folder-like Structure

Content Manager contains libraries in which you can store digital assets in a folder-like structure similar to the one found on a C: drive.

### Linked Metadata Forms

Link your assets stored in Content Manager to a pre-built metadata form. Metadata forms have simple fields where you enter keywords and descriptors used to search and retrieve the associated documents, forms or images.

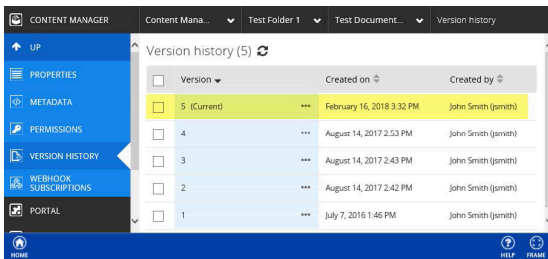


## Field Mapping

Map metadata form fields to data fields embedded in a document; any modification or update to a mapped field, whether it occurs in the metadata form or in the document, is automatically applied to the corresponding field.

## Plain Text Search

Perform plain text searches in your content; matching documents, forms or images are displayed in the search window and can either be opened or showed in the libraries.



## Version Control

Documents can be checked-in while they are being worked on and checked-out when completed. This function also enables you to return to previous versions, compare and see where changes have been made.



Better documents. Faster.

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