



e-grou SEARCH & VIEW

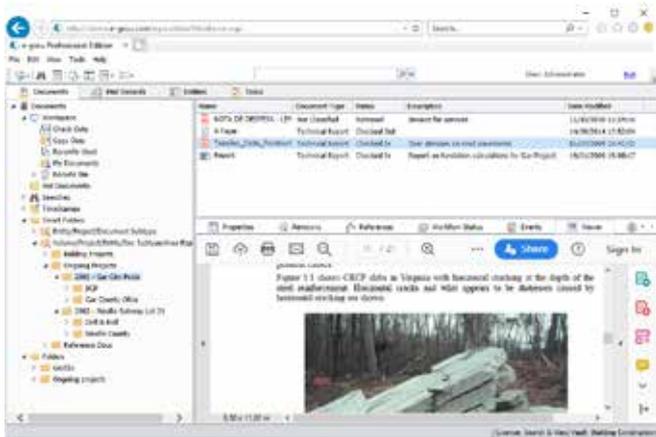
What can you do with e-grou Search&View

Search&View licenses are suitable for searching and visualization purposes and for participating in workflow tasks.

With e-grou Search&View you can search for and locate quickly any mail register and visualize the attached documents, according to the user access rights that were granted to you. To create and edit mail registers you must use e-grou Standard licenses.

You can also use e-grou Search&View to search for and locate documents, visualize any of its revisions and the associated workflow task information, according to your security rights. To create and edit documents you must use e-grou Standard licenses.

With e-grou Search&View you can participate in mail routing workflow tasks and in document routing and approval workflows, performing your tasks and assigning new tasks to others. To initiate a new workflow you must use e-grou Standard licenses.



Quickly find the mail records you need

Your user environment in Search&View is the same regardless of the mail physical support: paper, electronic files or email. This unified working environment allows you to search for correspondence in one single place, that otherwise would be scattered over different document archives.

e-grou Search&View gives you a working environment that is coherent with your companies' information structure. You may quickly locate any mail register by navigating through smart folder views or by resorting to specialized searches.

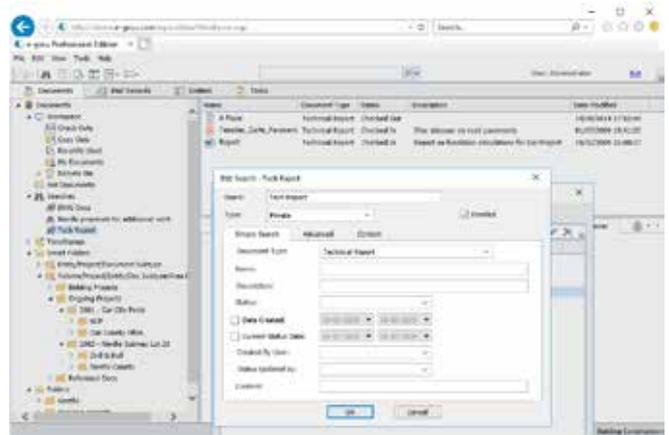
Within each smart folder view, correspondence is organized according to the predefined hierarchical criteria associated with the view. Searches are performed on the attribute values assigned to each register, such as the register number, the date, the entity, the subject, the process number, etc.

After locating the mail register you are looking for with e-grou Search&View, you may:

- Visualize the register card attributes according with your user rights;
- Visualize, print and copy the documents attached to a mail register, according to the access rights that were granted to you for

each of these documents;

- Visualize the mail routing workflow progress: the tasks, task participants, task actions and associated dates;
- Request to be notified when a mail workflow ends.

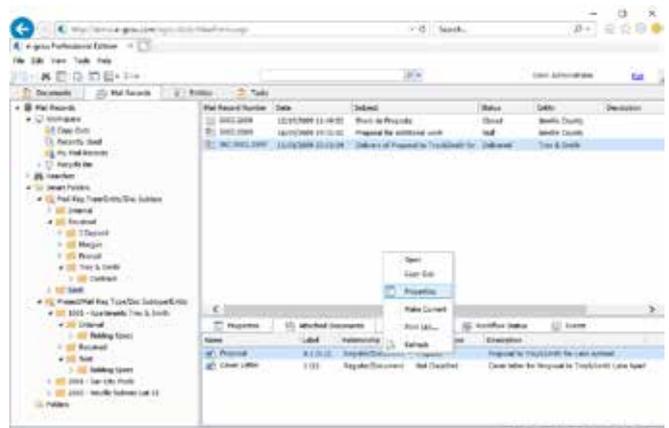


Quickly find the documents you need

Documents are imported into e-grou as documents attached to incoming mail registers and as documents created by your organization.

With e-grou Search&View you can locate with ease any document, either by navigating down the smart folder hierarchical views or by using search procedures.

Within each view, documents are organized according to the hierarchical criterion that is associated with the view. Documents may be organized according to the same criteria that are used for mail register organization or not.



Searches may be performed on the document attributes, such as the entity, process, document ID, document type, etc and on document content.

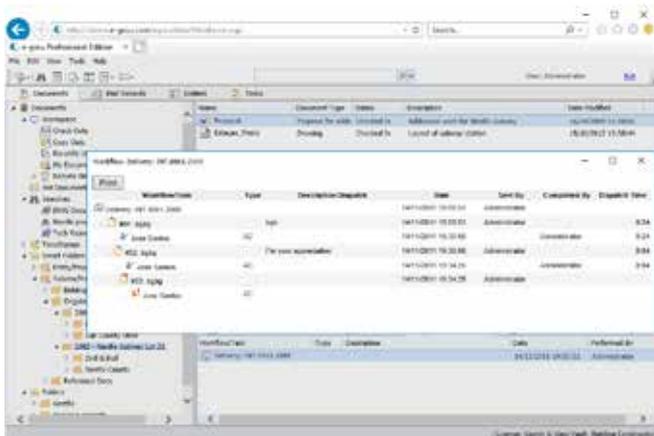
Once you have located the document, you may:

- Browse through the document revisions and visualize any revision



related information: attributes, approval workflow, according to your access rights;

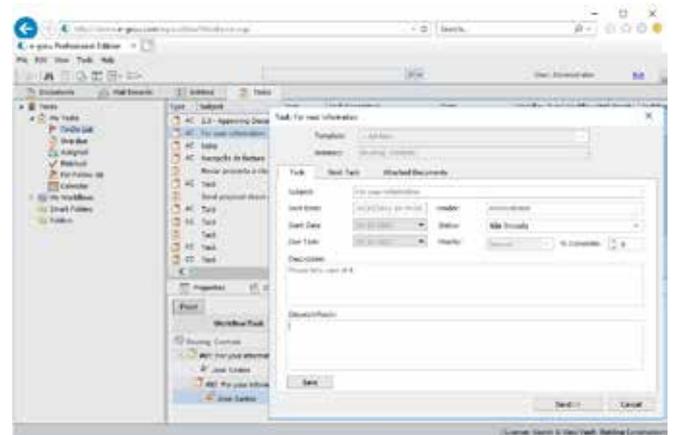
- Visualize, print and copy the file associated with a revision, according to your access rights;
- Send a revision by a routing workflow or by email to a list of recipients;
- Request to be notified of any document changes and approvals.



Participate in workflows

e-grou supports the following types of workflows: mail routing, document routing and document approval.

Mail routing and dispatch tasks are created by mail routing and dispatch workflows. Document routing and approval tasks are created by document routing and approval workflows.



You cannot initiate workflows in e-grou Search&View. However, you may participate in ongoing workflows by performing your tasks and assigning new tasks to others.

For a specific task you may use e-grou Search&View to:

- Visualize, print and copy the documents attached to a workflow task, according to your access rights;
- Visualize the overall workflow progress: the tasks, the task participants, the task actions and the when;
- Carry out your task, assign a new task to others and attach additional documents to this new task.