



# INFOINSERT

BY FYB PTY LTD

The FYB InfoInsert provides users with the ability to quickly and easily insert metadata properties from Micro Focus' Content Manager into Microsoft Word documents, and generate new documents from templates, streamlining document creation and enabling your users to work more efficiently



Using the FYB InfoInsert will provide the following benefits:



- ▶ Insert system generated metadata into your documents quickly and easily, providing consistent identification numbers for your internal and external customers to reference
- ▶ Electronic signatures can be inserted into your documents on the fly, saving time and resources as you no longer need to print documents for signature and then scan back into Content Manager
- ▶ Saves users time, as they no longer need to go back to Content Manager to retrieve metadata properties for insertion into documents
- ▶ Allows for the central creation and management of templates that will automatically populate the metadata, ensuring your users are accessing the most recent format and templates whilst saving them time



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Delivering the best Information Governance,  
Systems and Solutions to our customers.

### Version 4.2.3 Features

- ▶ Ability for Systems Administrators to create and manage templates centrally
- ▶ Ability to insert Content Manager metadata into Word Documents, including:
  - Record Number
  - Record Title
  - Dates
  - Related Records
  - Electronic Signatures for the user and any delegates
  - Barcode
  - Container Number and other Details
  - Location information such as Author and Addressee
  - Security information
  - Additional fields and much more
- ▶ Automatic detection of old metadata properties stored in the document to allow a user to replace old values with new
- ▶ Ability to reply to a record already in Content Manager and for the relationship to be automatically created
- ▶ Ability to set default date formats

### Prerequisites

- ▶ Micro Focus Content Manager 9.2x, 9.3x, 9.4x
- ▶ Microsoft Word 2013 and 2016

### Terms and Conditions

- ▶ Subscription pricing

See how simple and effective the InfoInsert is for your users. Contact us today to organise a demonstration and subscription pricing.



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