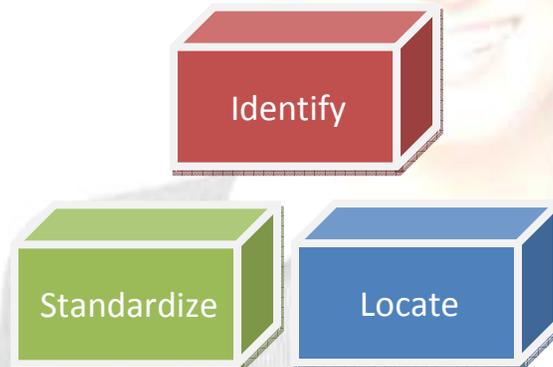


## ECM Wise presents: ECM Footers - for SharePoint

*A powerful Microsoft Word add-in to enable footers for Microsoft SharePoint.*

Being able to correctly identify what electronic or paper document you are looking at is crucial to ensuring the right documents are being used. User manual entry of footers for documents and not having a common standard for footers leads to confusion and increases the chance of losing or incorrectly updating documents.

### **Building Blocks of Using Footers for Document Identification in Supporting a Single Source of Truth**



#### **we identify our documents**

- Determine organizational records and legal document identification requirements
- Identify what you need to display in your footers
- Enable footers for your documents

#### **we standardize our footers**

- Standardize common fields
- Standardize common format
- Implement process for when footers are used

#### **we locate our documents**

- From printed or electronic documents identify your footer
- Search your ECM repository by the Document ID or metadata displayed in your footers

**Contact us for a demo today!** E-mail inquiries to: [info@ecmwise.com](mailto:info@ecmwise.com). Visit us online at [www.ecmwise.com](http://www.ecmwise.com).

#### **Key Features for SharePoint Footers**

- Display metadata in Word footer from SharePoint such as:
  - Document ID, Version #, Title, Modified Date, ...
  - Custom metadata like Matter and Client Number
- Automatically insert footers into your Word documents
- Allow custom formatting of footer positioning and labels
- Allow configuration and support for an organization wide footer format and standard
- Low total cost of ownership
- Enhance your organization's use of SharePoint and replace your out-of-date in house macros with a fully supported off the shelf solution

#### **About ECM Wise**

Founded in 2011 - success to us means we have helped your organization improve client adoption of tools + processes, and achieve excellence in our delivery of simple yet effective solutions to meet your challenges and requirements.

#### **Our ECM Wise Core Values**

- Deliver best in class Enterprise Content Management (ECM) Solutions for our Clients and Partners
- Build open and honest relationships with communication to our Clients and teams
- Pursue growth and learning
- Have fun and embrace challenges

Visit us at [www.ecmwise.com](http://www.ecmwise.com).