

## SharePoint Helper Software

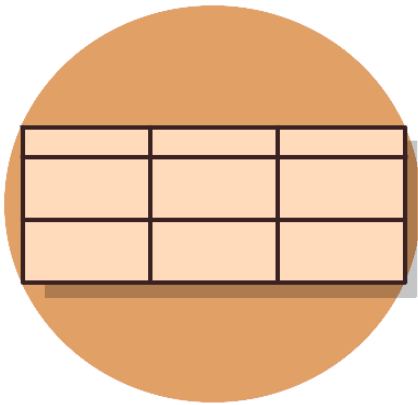
### Metadata manager

You have a SharePoint document and you have Metadata columns, which users are supposed to fill out when they save documents. Doesn't always work that way...

The Metadata manager is a service which updates Metadata automatically.

Features include:

- Based on your existing lookup lists and a simple query language.
- Run daily against your library catching any missing meta data.



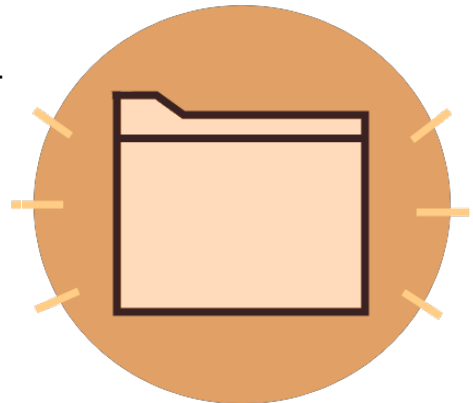
### Auto Folder creation

This unique tool creates templated folders in your Document Libraries.

Examples include:

- User creates a new client in the client list.
- Our software creates a new folder in the document library for this new client.
- Adds any number of folders and underneath based on templates we define together

Run nightly or hourly.



## Sharepoint DMS Helper Software

The Bundle option includes both tools:

- Metadata manager
- Auto Folder creation