

# BigHand DocID

BigHand DocID is a tool that lets you “stamp” your documents with key information like author, title, creation date and version number, and display it in the form of a non-destructive document footer

## Overview

BigHand DocID is a flexible tool that allows organizations to create consistency across all Microsoft Word and Excel documentation in order to prepare for audits and achieve record keeping compliance more easily.

BigHand DocID can be used to automate the insertion of the ID footer. This can be across all documents or alternatively, you

can set different rules for different types of document, different departments, or even per individual.

For users, BigHand DocID makes it quicker and easier to organize, store, identify and retrieve documents.

## Configurable Options

BigHand DocID has a number of configurable features to ensure it meets your exact requirements.

Configurable options include the placement of the footer, the information that’s displayed and whether the footer remains when the document is saved, sent or printed.

Settings can be managed centrally and distributed globally or you can give people the flexibility to make updates on a case by case basis via the BigHand DocID ribbon.

## BigHand DocID Ribbon

The BigHand DocID ribbon is available in Microsoft Word and Excel so that you can make changes to the DocID footer as you work. The ribbon is shown as default but you can hide specific buttons (or the whole ribbon) from users if you want to restrict their permissions.

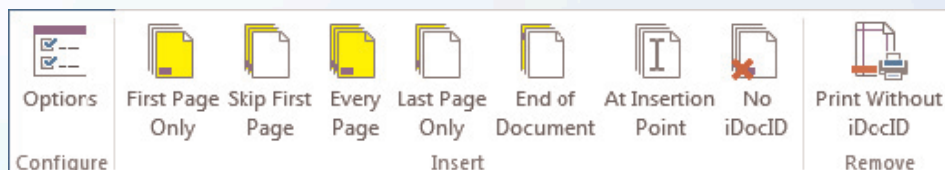
## Removing Legacy Document ID

Documents that contain legacy document ID can be automatically updated to BigHand DocID upon use. BigHand DocID allows for the automated removal of old document identifiers at the same time as inserting the new identifier.

## BigHand DocID Admin

Configurable settings can be managed from a central admin console and distributed either globally, according to department or document type, or even by specific user.

The administration console lets management control all aspects including formatting rules, user options, template specific settings and default behaviour.



DocID ribbon

## Key features

- Integrates with Microsoft Word and Excel, iManage Work, OpenText / DM, NetDocuments and Worldox
- Integrates with document management systems: iManage Work, NetDocuments ndOffice and OpenText eDocs DM
- Integrates with document management systems for automatic storage and to achieve record keeping compliance
- Automatic stamping of documents helps to achieve accurate, record-keeping compliance across the firm

## Benefits

- Centrally administer document IDs to avoid individual user effort
- Control how document IDs are used and what information is contained in them
- Automate document identifier insertion, streamlining the workflow process
- Set company standards for document identification, helping to improve document archiving, control and management

## System requirements

### Microsoft Office

- Microsoft Office 365 (32-bit & 64-bit) Desktop only
- Microsoft Office 2019 (32-bit and 64-bit)
- Microsoft Office 2016 (32-bit and 64-bit)
- Microsoft Office 2013 (32-bit and 64-bit)
- Microsoft Office 2010 (32-bit and 64-bit)

### Email system

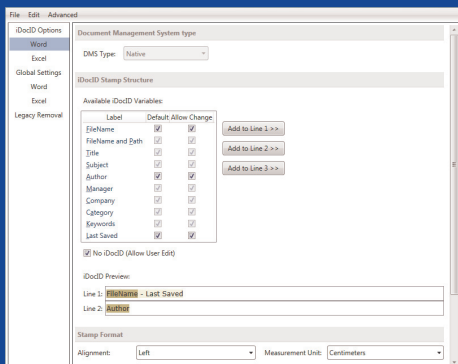
- Microsoft Outlook 2019, 2016, 2013 and 2010

### Operating system

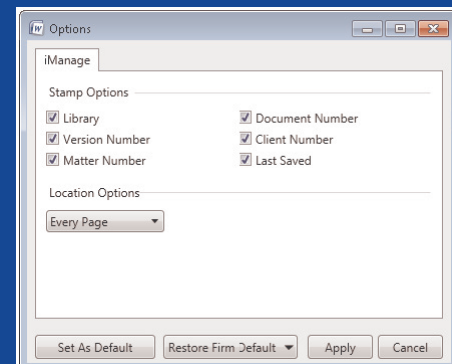
- Microsoft Windows 10 (32-bit and 64-bit)
- Microsoft Windows 8.1 (32-bit and 64-bit)
- Microsoft Windows 7 SP1 (32-bit and 64-bit) - default UAC
- Microsoft Windows 7 (32-bit & 64-bit) – default UAC

### Other

- Microsoft .NET Framework 4.0
- Microsoft Office Visual Studio 2010 Tools for Office Runtime
- Windows Installer (x86), version 3.1.0.0
- 2.0Hz+ processor
- 2GB RAM (XP) or 1.5GB RAM (Vista/7)
- 30MB free disk space



DocID admin console



Options dialogue



With BigHand's technology, we are able to streamline our administrative processes and automate many document production tasks, which will free up support resource

BigHand DocID user



BigHand has increased our flexibility and ability to manage the administrative workload more effectively, which is allowing the team to take on more value added work

BigHand DocID user