

80-20

TM

DOCUMENT MANAGER

Cost-effective, Integrated Document and Records Management

Full-Featured Document Management:

- Share knowledge embedded in unstructured data
- Manage all document types including email
- Embed document management into standard desktop applications
- Integrate document management into enterprise applications
- Reduce duplication and storage blowout

Next Generation Records Management:

- Address growing challenge of managing electronic records
- Alleviate pain and cost associated with centralized records administration
- Harness the power of end users
- Divorce end users from complex records management decisions
- Tackle demands of records retention legislation

A Next Generation Solution

Integrated Document and Records Management

80-20 Document Manager is a fully integrated document and records management solution. With the recent addition of records management capabilities 80-20 Document Manager has never been better. Not only does the solution offer companies immediate and measurable cost savings through a reduction of document duplication and increased productivity, it also provides easy to use records management to address the growing need for complete and compliant RM.

Imminent Challenges

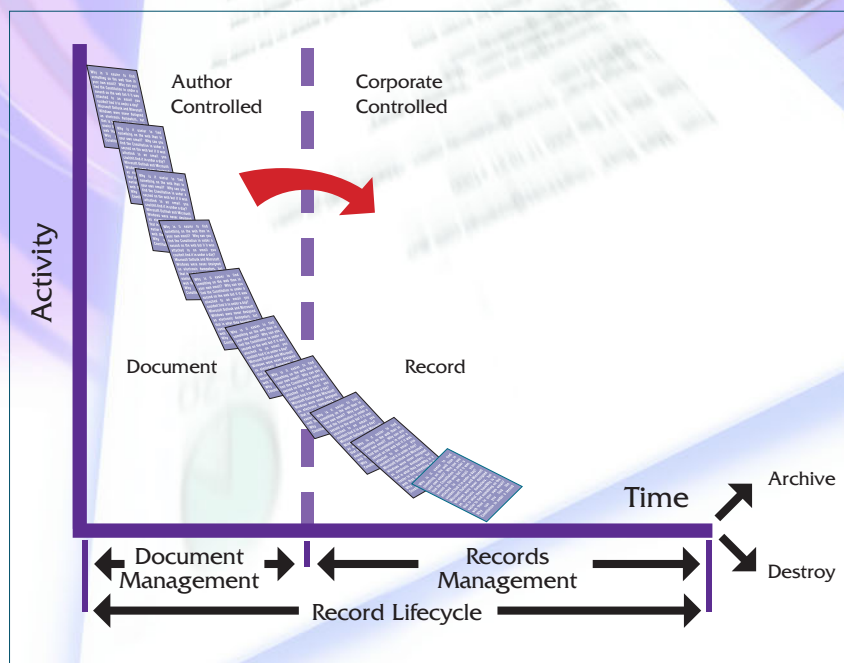
Companies are about to hit a major document management challenge head on if they haven't already done so. The proliferating need for capturing, managing and delivering the information contained in business documents ranging from engineering drawings to marketing collateral to contracts to sales presentations, is unprecedented. Successful companies must intelligently manage these unstructured assets.

Records management is also a growing concern for companies. The fact that 90% of records are now 'born electronic' coupled with stringent new retention laws are conspiring to force companies to change their current records management systems. In most large organizations, enterprise records management is still a centralized, general administrative function - a legacy of physical records management. This must change. With the number and types of records increasing exponentially and corporate scrutiny growing, the centralized management model cannot be sustained.

The Advantages of One Solution

80-20 Document Manager provides companies with seamless management of electronic documents and records from creation to archiving to destruction.

The solution leverages a company's enterprise database system and offers a unique combination of seamless application integration, ease of use and low cost implementation. The result is an immediate and measurable cost saving through a reduction of document duplication, increased productivity - and now with records management - organized accountability.



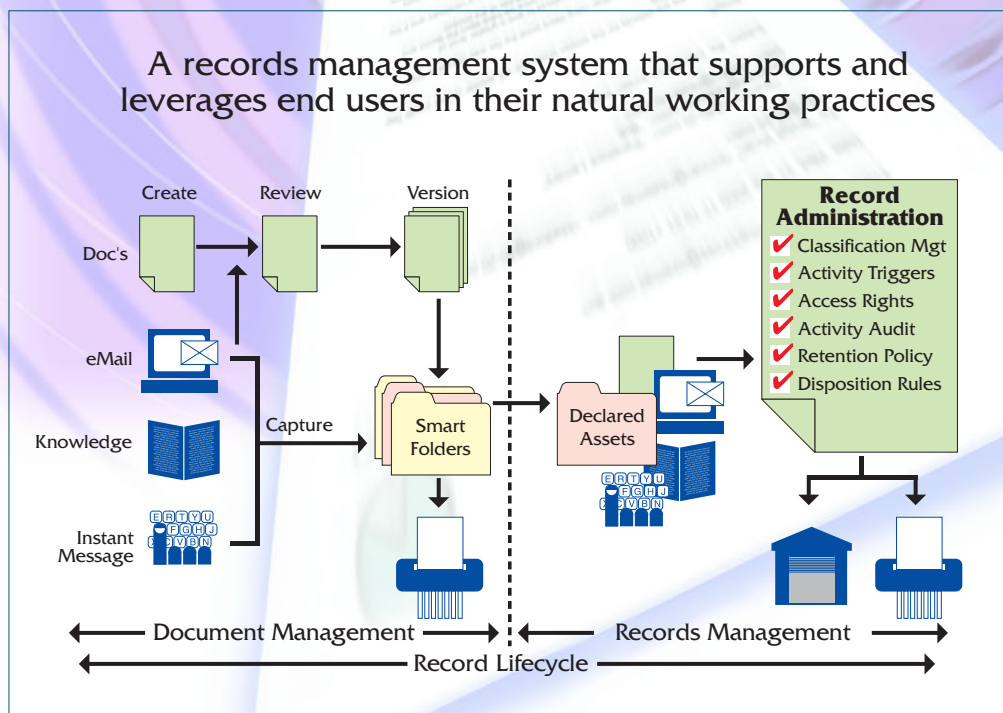
The Next Step in Document Management

As a full-featured, enterprise solution, 80-20 Document Manager supports a standard checklist of DM features including:

- Document check in/check out
- Document version and revision management
- Full content search and retrieval
- Meta tagging
- Role-based access control at the document or departmental level
- Access logging and auditing
- Saved searches
- Browser based user interface

Taking the next step in enterprise document management, 80-20 also provides unique features guaranteed to make DM an entrenched and value-adding capability in any corporation.

- **Application Integrated Interface** makes working within the DM system largely transparent to users in a Microsoft desktop environment, eliminating the primary barrier to adoption of enterprise DM.
- **Smart Folders™** enable departmental administrators to predetermine the properties and behaviour of documents, alleviating the need for end users to appreciate the complexity of DM rules and policies. End users simply save their documents to Smart Folders™ and the rules are automatically applied, resulting in simple and automatic document classification.
- **Virtual Folders** means users no longer require an understanding of complex departmental document taxonomy. Virtual Folders enable the creation of user-defined virtual structures for storing and accessing documents.
- **Collaborative Knowledge Objects** provides a set of programmatic interfaces that allow complete integration of corporate document store with key enterprise CRM and ERP applications.
- **Repository Level Configuration** allows administrators to control specific employee or business unit access levels. Multiple business units with different classification schema's can be hosted on one server.



Comprehensive Document and Records Management

80-20 Document Manager supports the full lifecycle management of unstructured information types, from authoring to archiving to destruction.

The solution seamlessly integrates records management into an easy-to-use document management system, harnessing the horsepower of workers throughout the company without disturbing their working habits.

Next Generation Records Management

Records management is undergoing momentous change. The twin challenges of electronically born records and legislation have rendered the centralized model of the physical records era obsolete. 80-20 Software has introduced a next generation eRM solution that delivers a critical attribute: the ability to harness end users as the engine room of the records management process.

The records management component of 80-20 Document Manager supports all standard features including:

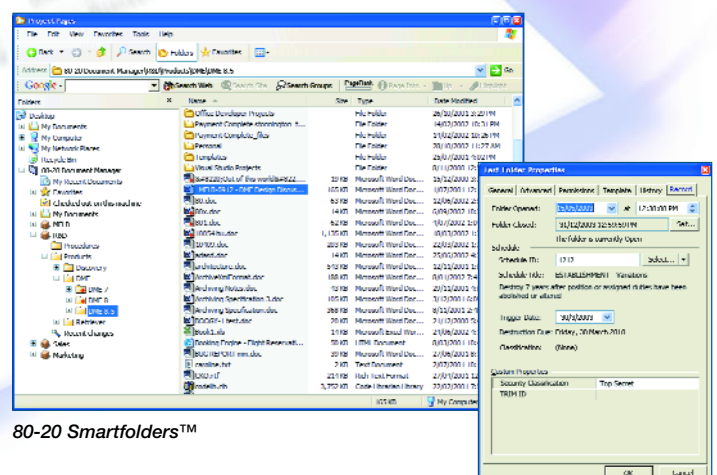
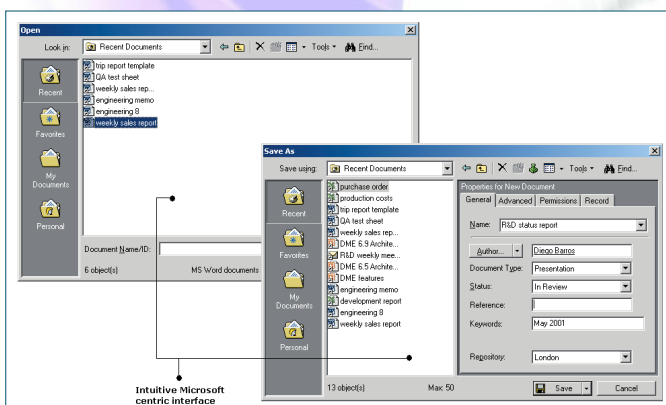
- Retention and disposition policies
- Classification management and administration
- Activity audit and logging
- Role-based access control at the record level
- Proactive record disposal management
- Standard record reporting and searching

Addressing today's unique RM challenges, 80-20 Document Manager also provides unique capabilities that support a non-centralized records management system. The solution simultaneously supports and makes use of workers throughout the company, harnessing the collective power of thousands of end users. Companies can benefit from the following RM functions:

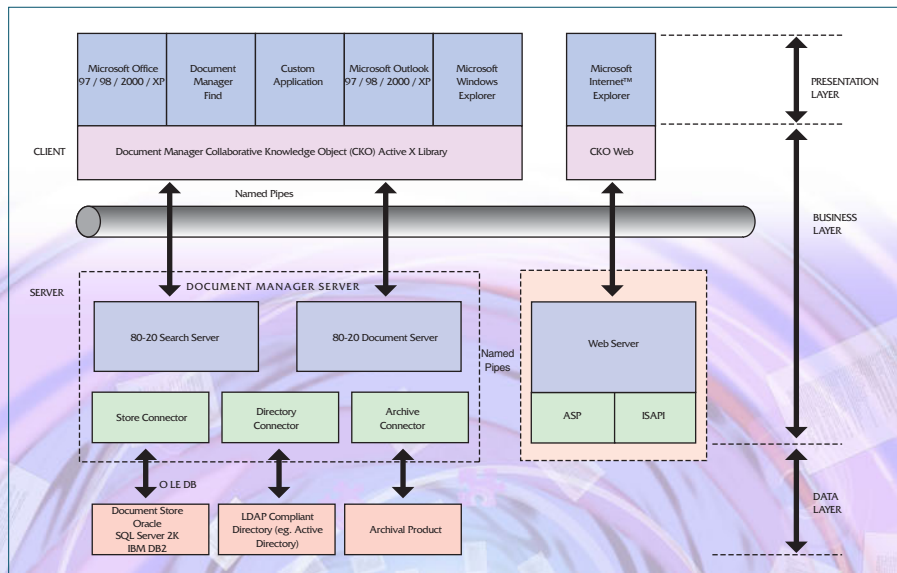
- **Seamless Document Management Integration** means the lifecycle of a record is managed in one integrated environment. By working within the DM system users are effectively managing records without extra work or training.
- **Smart Folders™** enable the end users to transparently interact with RM functions without prior knowledge of records classification, retention and disposition policies. Smart Folders™ can be assigned rules retrospectively which allows for automatic record content management.
- **Business Activity Templates** help companies avoid the unnecessary expense and inadvertent creation of islands of information. The unique templates execute tasks previously performed by special applications such as matter management, claims correspondence, project management and case management systems. Using Business Activity Templates, companies can store all information in the universal records repository rather than maintain many separate stores for related material.
- **80-20 Document Manager** is the only RM environment that seamlessly integrates with end users' natural working habits. The feature that enables this is our **Application Integrated Interface**. Interaction with the DM/RM environment is present in all areas a user would normally interact with the conventional file or folder system.

Benefits of 80-20 Document Manager

- Establish a knowledge-sharing culture. Harnessing the collective knowledge buried in records and documents is crucial for any company's success. Implementing a system that allows workers to access and re-use corporate IP, avoid unnecessary re-work, avoid losing important information when an employee leaves, all result in productivity gains for workers and cost savings for companies.
- Implement a DM/RM system designed for the electronic age. 80-20 Document Manager was created to manage information assets used in today's business environments, including emails and attachments, documents, instant message dialogues, web casts and more.
- Avoid frustrations of working with a centralized RM model. With minimum time and effort companies can implement a non-centralised, next generation records management solution that:
 - Empowers departmental managers to set and control retention and disposition policies
 - Leverages end users as active and willing participants in the RM process without training them in RM disciplines
- Reduce storage blowout. Using the 80-20 Document Manager in place of native file and folder systems will eliminate 90% of the redundancy and document duplication that occurs with document copies and emails. Companies using the solution have experienced reductions of 50% in their storage of unstructured data.
- Customization allows flexibility in matching business requirements. 80-20's CKO development kit allows companies to build information management applications that go beyond search and document management. A custom solution to handle functions such as faxing, scanning and complex business workflow integrations can easily be developed. 80-20 also offers complete integration of corporate document and records store with key enterprise CRM and ERP applications.
- 80-20 Document Manager's seamless desktop integration and intuitive interface allows users to create and save documents, and declare and classify records easily. With minimal orientation, workers can manage their electronic information in accordance with the record policies and regulatory requirements.
- Enterprise-class database repository storage means that 80-20 does not resort to a hybrid storage mix of native file systems, indexes and database tables, but stores all information in an enterprise database of choice (SQL Server, Oracle, DB2).



80-20 Document Manager Architecture



System Requirements

80-20 Document Manager Minimum Server Requirements:

- Intel Pentium or compatible processor, 1GHz or higher; 1 GB of RAM, 100 MB of available hard disk space (plus additional space for documents stored)
- RAID 5 or SAN disk array recommended
- Microsoft Windows 2000 Server SP1
- Microsoft Active Directory LDAP server or Windows NT 4 Domain
- Microsoft Internet Information Server 5
- Microsoft SQL Server 2K, IBM DB2, Oracle
- Microsoft Internet Explorer 5.0 or later

Minimum Client Requirements:

- Intel Pentium or compatible processor, 1GHz or higher; 128 MB of RAM, 20 MB of available hard disk space
- Microsoft Windows NT Workstation 4.0 Service Pack 6, Windows 2000, or Windows XP
- Microsoft Office 97 Service Release 1 or later
- Microsoft Outlook 8.02 or later
- Microsoft Internet Explorer 5.0 or later

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