



DATASHEET

“We didn’t see anything else comparable in Xythos’ price range. Xythos offered a powerful set of library services that were critical to us. Not only is Xythos easy to use, but it was also rich enough to provide the flexibility we’ll need in the future.”

Don Thompson
Pepperdine University
Associate VP of Planning and
Technology

Xythos Digital Locker rises to today’s campus collaboration challenge with everything a campus community needs to manage and share content on the web. Xythos Digital Locker is designed to work together with the applications and processes that users already know and use—accelerating user adoption, aiding compliance and reducing support requirements. RSS and Wiki support enhance collaboration options while process wizards simplify content organization. Expanded support of integration standards like JSR-170 Level 2 ensure that Xythos can fulfill a critical role in the campus’ application infrastructure.

Benefits

Improves academic collaboration

With Xythos Digital Locker, students can securely share drafts with other classmates and faculties, review documents, read comments, and establish project areas—all through an intuitive interface that can be accessed from any web browser. Digital Locker also provides a flexible file storage and sharing upgrade for existing learning management systems.

Protects institutional content

Academic institutions need to know where vital content is stored and ensure that it is protected at all times. Xythos Digital Locker delivers the tools to secure and track content both on and off campus. Document level security, advanced permissions and easy integration with content encryption and authentication standards help ensure that only those who are supposed to can access or modify files.

Reduces IT costs

Xythos Digital Locker provides users with a safer and easier way to transfer files instead of using email attachments or exchanging physical media. Users can easily set up their own shared workspaces without requiring the IT department to assist them. Digital Locker is also ideal for consolidating department file servers – allowing staff and faculty to stay in control of their content without having to store and manage it themselves.



Easy to deploy and support

Xythos Digital Locker is designed to work together with the applications that students and faculty already know and use, saving them from having to learn new processes. Typical deployments require minimal training thanks to the Digital Locker's intuitive web 2.0 enhanced interface and desktop integration with Mac and Windows WebDAV clients.

Maximizes existing technology investments

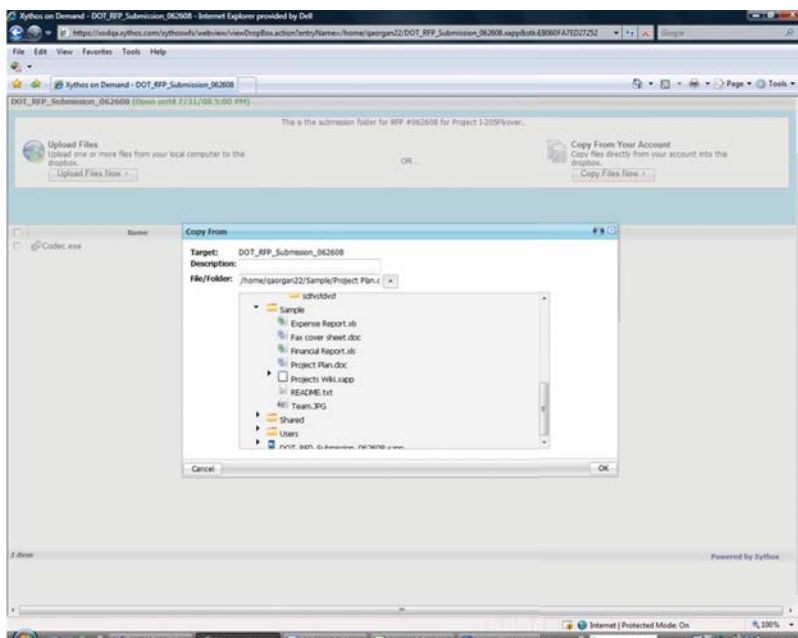
Xythos Digital Locker can be deployed as a common content repository for a wide range of academic and business applications. Its Java (J2EE) architecture is at home in virtually any application server, database and storage environment – helping to preserve infrastructure and storage system investments. Developers can concentrate on delivering process-specific solutions and let Xythos perform the data management, storage and security chores for their desktop or web applications.

Protecting students, faculty and vital institutional content

Xythos helps campuses take advantage of Web 2.0 technology with new Ajax application interfaces and support for social networking with integrated Wiki, RSS, and file tagging support. Content and context are now captured and stored in a single environment to better enable team collaboration, distributed research programs, grant funding requests and more. Digital Locker offers campus IT departments a powerful alternative to consumer web services to help capture and manage content however their users want to share it.

Xythos Drop Box

The Xythos Drop Box is a fast and easy way to collect time-sensitive material and preserve and verify its original state. Use the Xythos Drop Box to automate the document submittal process including bids and proposals, open job requests, team projects, and other types of time-sensitive content. With Xythos Drop Box there's no question about when a submission was received or who delivered it. Drop Box works together with other Xythos features too – allowing you to receive instant notification of



The Xythos Drop Box helps you to easily collect time-sensitive material, like class assignments, and be confident of its submittal date.

document deliveries. You can also create and customize as many Drop Boxes as needed without any programming requirements.

Document upload capabilities

Basic and Advanced upload capabilities give users multiple ways to easily add content to their Xythos system. Browse one file at a time or drag-and-drop files or folders onto the Advanced upload screen. The upload mode can be easily switched at any time by selecting "Basic Upload" or "Advanced Upload" links on the Upload screen.



Email integration

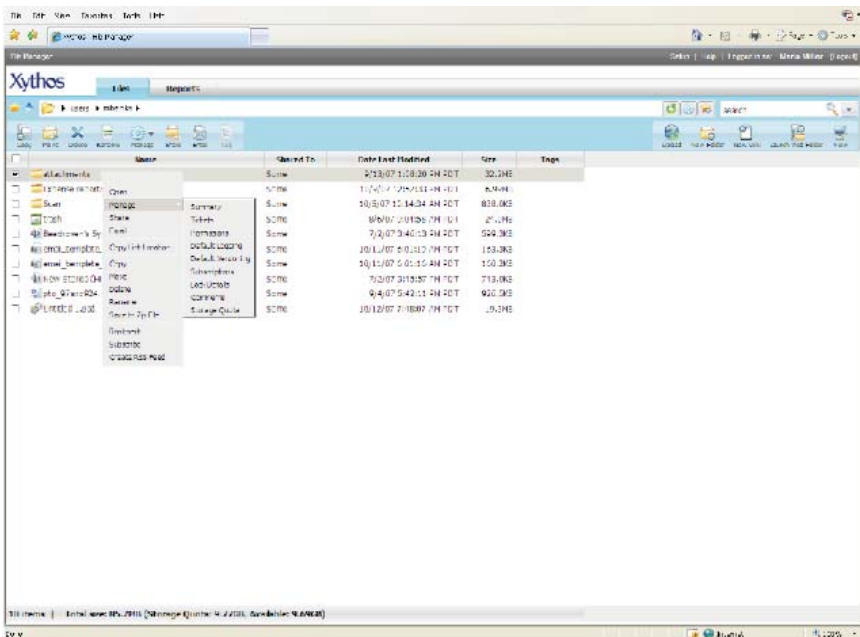
Xythos document collaboration works together with email. When documents are added to workspaces or changes are made to existing content Xythos can send email notifications. When users want to share folders or files Xythos can send invitations. Inside email clients Xythos can transform file attachments into secure links helping eliminate security risks and reducing storage consumption. Xythos can even email file links from within other desktop applications helping accelerate content collaboration.

Basic and advanced search

Many documents on campus are “lost” simply because users don’t know where to look for them. Xythos helps make searches easy with multiple methods to easily discover documents and files. Digital Locker offers filename and content level keyword and wild card searches. Integrated search filters can comb through pdf’s, image files and hundreds of other formats. Searches can be performed on metadata, content tags and the content of Xythos Wikis. Searches can also be saved and named for re-use and sharing.

Integrated Wiki

Easily capture, organize and share information through integrated Wikis. Create web pages to publish content for collaboration and instantly share the results. Freeform text editors help to quickly write and format text in wiki panels, as well as easily insert tables and pictures to promote collaborative activities. Wiki templates enable users to standardize content delivery or help establish best practices. Wiki templates can include saved searches and RSS links helping automate content collection and secure content publication.



Web 2.0-inspired User Interface provides consumer-grade functionality under campus control.

area while the document management features help manage the multiple changes which occur to portfolios over time. Secure sharing features are idea for portfolio submission, review and final presentation. Xythos ePortfolios are not tied to other enterprise applications so they can be easily transferred from academic to business or other web collaboration environments.

RSS

Allows users to easily stay informed by receiving the latest Xythos content through a RSS feed. Subscribe to any folder, document or Wiki through Xythos RSS and receive automatic updates when content is added, modified or deleted. Xythos RSS also provides a standards-based feed that other applications can also use to track changes, allowing document collaboration to be easily integrated within other business processes.

ePortfolio support

Faculty and student can use any combination of desktop tools to create content for their ePortfolios and then store and share them with Xythos. Xythos Wikis support a mixed content presentation



“The primary reason we selected Xythos was its ability to smoothly integrate with our current portal infrastructure (SGHE Luminus) and its scalability on top of all the other features, the Xythos browser interface and secure file access and storage made our decision a straightforward one.”

Paul Bishop
Santa Barbara City College
Vice President, Information
Technology

Process wizards

Take the guess-work out of common tasks with Xythos Wizards. Team members now have the opportunity to concentrate on their primary mission rather than taking time to perform administrative tasks. Wizards also provide relief to IT teams burdened with user requests for workspace configuration and management.

Folder creation wizard

Xythos simplifies the process of creating collaboration content folders. The folder creation wizard is a step-by-step process to ensure users have created the right sharing folder for their project and team. Need email notifications when an ePortfolio has been accessed? Want to save earlier versions as team members are collaborating on documents? All this and more is accomplished with this easy-to-use wizard.

Sharing permissions

Xythos simplifies the process of sharing folders and content by providing step-by-step wizards to help users decide how to share important content safely. The wizard quickly guides them through the process of creating unique permissions for their workspaces so that they can control what each team member can do, such as creating unique “read”, “write” and “manage” file permissions.

Personalized branding

Build stronger relationships with clients and users with the new personalized branding feature in DL. Add a custom logo, change the site title, even replace the logo URL, to remind customers or partners that they are benefiting from collaborating with your business.

Document imaging support

Xythos DL supports a number of document imaging solutions that fit various needs, from occasional workgroup scanning up to higher volume imaging solutions. Xythos offers a variety of desktop scanner, network scanner, and MFP connectors or plug-in options designed to help automate and simplify processing of all kinds of physical documents into Xythos systems. Support for, batch processing, barcode reading, and zonal OCR can also be provided using these solutions.

Free-form file tags

Free-form file tags provide an easy way to organize content that makes sense to teams and improves content discovery and re-use. Build departmental nomenclature, quickly locate a file, and search the Wiki with this expanded search and sharing capability.

Comprehensive library services

Document version control

Gain control over document versions with Digital locker. Version Control enables organizations to maintain a historic record of all changes made to documents and content while enabling comprehensive team collaboration. Digital Locker automatically retains a copy of each document that is updated, enabling users to “go back” to previous versions. Check-in and Check-out documents as needed so that multiple edits can be made without saving multiple versions.



Web-enabled access and file storage

Students and faculty have secure remote access to their files and a safe place to store their class work and personal information with Digital Locker. Students can create folders with different permissions for their class work, personal information or even create their own public web pages. Secure web storage helps reduce the need to store important files on portable devices which might be lost or stolen.

File-level access control

Digital Locker delivers an unsurpassed level of file access control, allowing administrators to create administrative, classroom and individual directories—each with their own security. Access controls on documents can also be controlled independently, so that faculty can create folders for students to upload class materials, but not view submissions from other classmates.

Secure file sharing

Digital Locker eliminates problems and risks created by email file attachments. It replaces attachments with secure file links (URLs), called Tickets, that can be password protected and safely exchanged with users outside the campus community. Tickets allow users to safely share content between institutions or with collaborators who are not part of a school's user community.

Subscriptions and audit logs

Keep track of when content and documents are accessed and receive email notifications about status changes. Document Logs and Subscriptions help distributed work groups perform more effectively together and stay in synch. Audit logs help keep content in compliance with a variety of legal and security requirements.

Directory comments

Digital Locker allows users to add any number of comments to a file that can be stored as metadata to assist in its routing through a business process. Comments can be added to individual documents or directories. Directory comments may be used to automate change notifications to other workgroup members through subscriptions.

Classification

Classification helps organizations to index documents and records in a standardized manner for more effective discovery and improved compliance. Using Document Classes, Document Class Properties, Retention Rules, and Permission Templates, administrators and users can adhere to policy and standardize the process by which documents are maintained within the organization. Assign one or more document classes to a specific folder for automatic indexing or classify documents after content has been uploaded.

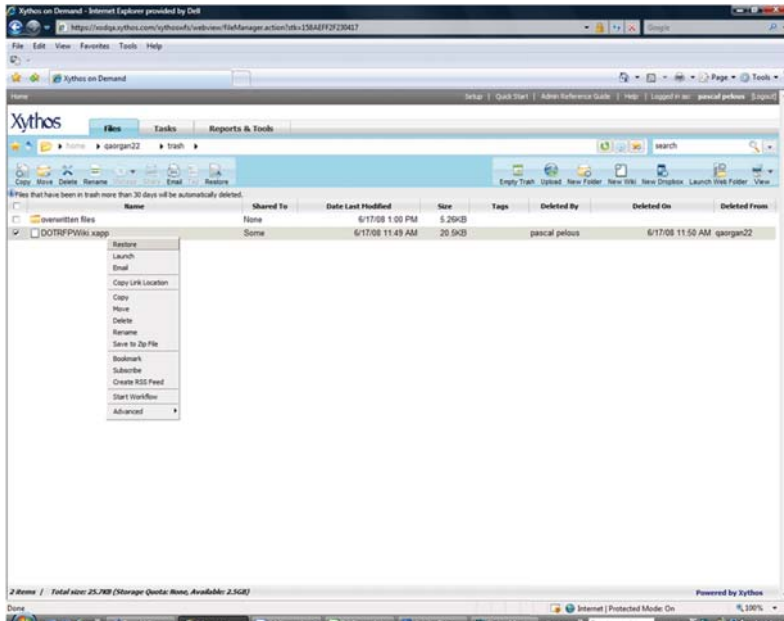
Document retention

Retention rules define how long documents remain active before they are archived or their disposition is changed. Rules may be assigned to individual document classes so they are automatically applied to documents and content when uploaded. With names, descriptions, owners, expiration dates and permanent file archival, retention rules provide a comprehensive view of critical and important documents.

Offline access

One of the biggest challenges to using content and document management systems is being able to access content when users are offline. Many resort to copying files back and forth between the server and their laptop so that they can continue working while away from campus. The Xythos Drive turns virtually any Windows desktop application into a WebDAV-compatible collaboration and publishing tool and is the ideal complement to Xythos server applications for traveling users who cannot always be online. Users can instantly manage document access, version control, subscriptions, and more, without ever leaving their familiar applications.

Security and compliance



Xythos makes restoring lost files easier than ever.

The need for security and compliance must be weighed against the ability for users to have quick access to information. With Xythos' comprehensive document management security, organizations control who can access content and who can access individual folders and documents. This approach enables all documents to be filed in one place, providing a complete, unified view of content, documents and records.

Whether organizations are implementing practices to help ensure continued corporate compliance, improve electronic audits, or are merely looking for tools to help facilitate an initial round of compliance measures, Digital Locker helps meet stringent compliance requirements. Here are just a few of the security and compliance features within Digital Locker:

- Elimination of email attachments with Intellitach technology, automatically replacing email file attachments with secure links.
- Document classification when content is uploaded to Digital Locker.
- Access definition for classes and groups so that users have access to the content they are authorized to use.
- Open security model that integrates with common authentication methods such as LDAP and Active Directory.
- Complete audit trail that records which users have accessed which documents, and what modifications, if any, they have made.
- Management for scanned images and electronic documents.
- Inherited security so that documents added to a folder can be assigned permissions, automatic logging, and automatic versioning set at the folder level.
- Document-level access control guarantees that only those who are permitted to, can view information stored in the system providing an added layer of content security.

Bandwidth and quota control

Digital Locker allows administrators to set bandwidth and quota controls on student and faculty directories at different limits, ensuring, for example, that students don't degrade system performance by uploading or downloading too much data to the system in a given period of time. These controls can also help protect against DNS attacks.



Restore

Accidentally deleted files can cause anguish and lost productivity. Ironically, one of the most common causes of deleted files are user overwrites. Files saved accidentally. Now Xythos DL makes restoring lost files easier than ever. When a file is deleted, it is sent to the Recycle Bin. To restore the document, simply navigate to the Xythos DL trash folder, right-click on the item and select the restore option. Not only is the file restored, but all of document properties, versions, log information, subscriptions and workflow. It is as if the document was never deleted in the first place.

Interoperability

Xythos remains a champion of open standards-based technologies including WebDAV, JSR-168, and JSR-170. Its open security model also easily integrates with common authentication methods such as LDAP and Active Directory. Integrated SSL and VPN transport encryption to ensure that all point-to-point connections are also protected.

Enhanced JSR-170 Level 2 support in Xythos Digital Locker enables campuses to centralize content from multiple applications in a common storage repository. Full specification interoperability also allows the Xythos system to become the institutional repository which can read and write to and from other campus applications such as learning management systems, research applications and financial solutions.

Xythos Digital Locker System Requirements

Configuration	Name /Version Requirements
Servers	Windows Server 2000 and 2003, Linux, Solaris®, IBM AIX®, HP/UX® and Mac OS X® Server
Application Server	Tomcat, JBoss, BEA Weblogic® IBM WebSphere® or another Application server supporting the Java Servlet 2.3 Specification
Web Servers	Apache Web Server, Microsoft IIS® or other HTTP 1.1 and WebDAV compliant web servers that work with a Java Servlet container
Client Systems	OS: Windows (2000, XP, Vista), Mac OS X, Linux, UNIX Minimum supported Browsers: Internet Explorer 6, Firefox 2, Safari 2 Any WebDAV client (including Windows®, Mac OS X® and Linux)

LDAP integration

Digital Locker can authenticate with user directories like LDAP and Active Directory, providing an easy and secure way to manage user and group access rights and allow organizations to perform a search against the LDAP server in order to authenticate users.

Xythos is the higher education content collaboration management partner of choice

If campuses need to:

- Eliminate email file attachments
- Provide safe places for students and faculty to share content
- Consolidate file servers
- Improve content security and compliance
- Accelerate inter-institutional research

Consider Xythos Digital Locker.

Find out more about how Xythos' open standards-based content collaboration solutions empowers campuses to reduce costs, achieve complete accountability, and improve content collaboration initiatives. Visit www.xythos.com/education.

For more information please call 1.888.4XYTHOS or visit www.xythos.com