



DATASHEET

Xythos Enterprise Document Manager empowers distributed organizations to safely access, manage and share content over the web. Xythos helps organizations take advantage of Web 2.0 technology with Ajax application interfaces and integrated support for Wiki's and RSS. Content, collaboration and context can be captured and stored in a single environment for classification, tagging and re-use. Email and document retention can be managed within the same system providing organizations with an attractive and comprehensive solution for all unstructured content.

“Out of the 100,000 monthly help desk calls we receive for our various applications and services, only two are for Xythos. That is how stable and easy the software is to use.”

Kaijun Zhan
IT Group Director
Cadence Design Systems, Inc.

Benefits

Easy to use and deploy

Designed to work together with the applications and business processes that users already know, Xythos Enterprise Document Manager saves the time required to learn new systems. The web-based application enables easy and secure retrieval of content from the WebFile Server using virtually any application. Typical deployments require minimal training and enterprise-wide implementations can be completed in a fraction of the time required for traditional ECM systems.

Simplifies collaboration and sharing

Employees can securely share data, assign tasks, review documents, view changes and establish project areas—all through an intuitive interface that can be accessed from any web browser. Content can also be safely shared with customers and partners outside of an organization using document-level access control and secure file links, virtually eliminating email file attachments.

Improves content security and compliance

With Xythos Enterprise Document Manager, organizations can effectively address growing compliance requirements. Xythos ensures that important electronic documents, email and physical documents are retained or disposed on schedule. With comprehensive logging and auditing capabilities, organizations can be confident that they will be able to produce the correct records in case of an electronic discovery request.



Enhances business process automation

Automate complex business processes without using developer tools or resources and improve communication inside or outside of the organization. Classification and tagging helps improve content discoverability and reuse, essential tools for compliance and critical for team efficiency.

Comprehensive collaboration

Unlike other document management systems that require all users be registered, Enterprise Document Manager provides collaborative functionality for users and guests alike. Whether it is secure links (tickets), folder sharing, publically accessed folders, or the Intellittach feature found in Xythos Drive (see Xythos Drive datasheet for more information), Enterprise Document Manager provides multiple means to safely collaborate and share. Role-based access enables multiple users to view, access or modify documents based on permissions that can be granted as needed.

Reduces IT Costs

Xythos helps lower the cost of content storage management by consolidating file server storage into one easy to manage repository. End user IT support requests are minimized through secure web access and simple to set-up team workspaces. Xythos file links and tickets also eliminate the need for email file attachments significantly reducing the burden on email servers while improving security and compliance.

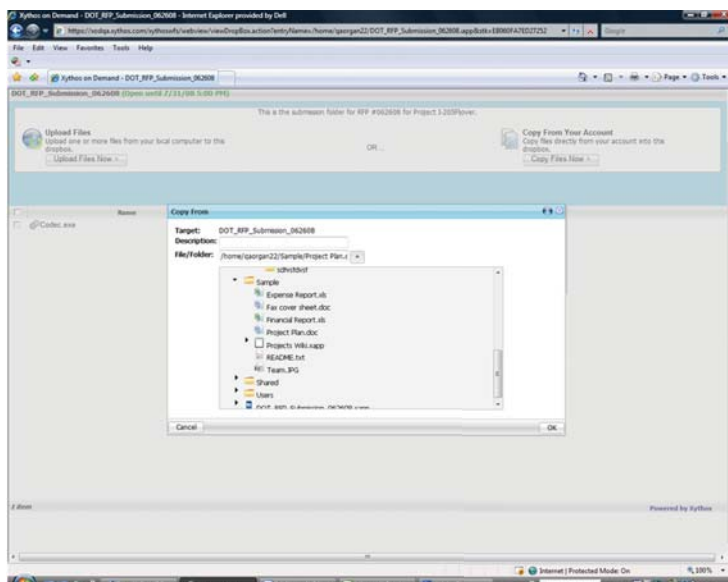
Productivity and collaboration tools

Customizable interface based on Web 2.0

Customizable Ajax based application menus let users configure Enterprise Document Manager to meet their individual needs. Advanced right-click menu options deliver the speed of desktop performance inside Xythos web pages minimizing the need to switch between different environments.

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



The Xythos Drop Box helps you to easily collect time-sensitive material without assistance from IT.

together with other Xythos features too – allowing you to receive instant notification of 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



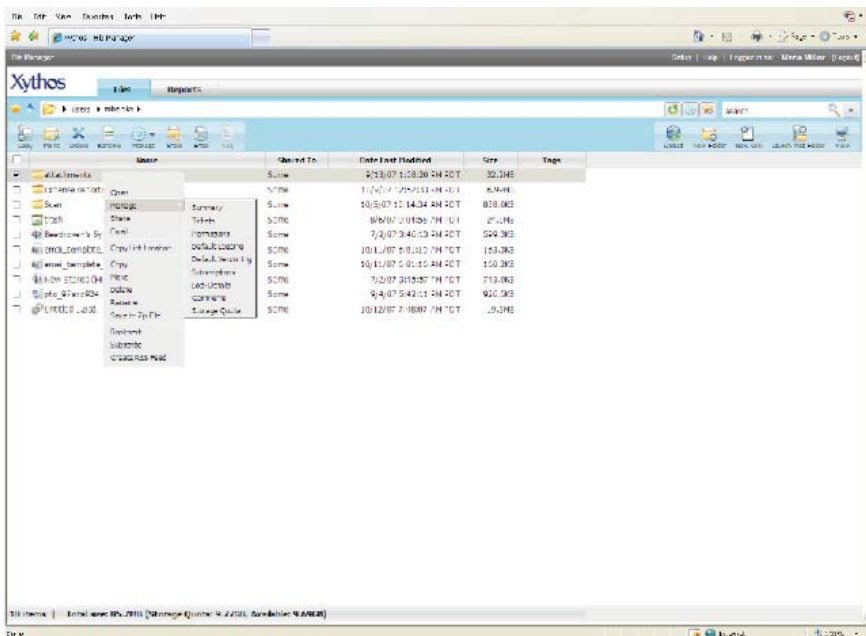
easily switched at any time by selecting “Basic Upload” or “Advanced Upload” links on the Upload screen.

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 in organizations 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. Enterprise Document Manager offers filename and content level keyword and wild card searches. Integrated search filters can comb through pdf’s, image files and hundreds of



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

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 Wikis

Integrated Wiki support improves collaboration “around” content and artifacts that are not “documents”, such as research results from clinical trials, media files, or even externally hosted content. All Wiki collaboration is stored within the Xythos system ensuring that project content and discussions are comprehensively managed. Because Wikis are managed just like every other document in Xythos, users do not have to learn a new application in order to take advantage of new collaborative features.

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.

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 secure shared workspaces. The folder creation wizard provides a step-by-step process to ensure users can create flexible and secure shared folders or workspaces. Want email notifications when team members access or update content? Need to maintain a project work history? Xythos' easy-to-use folder wizard will help make this process a snap.

Sharing wizard

Xythos also 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 EDM. 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

Document imaging support. Xythos EDM 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. To learn more about Xythos and imaging please visit www.xythos.com.



The Xythos Wiki aggregates content and improves collaboration without ever having to leave Xythos Enterprise Document Manager

Comprehensive library services

Enhance and protect collaboration with completely integrated library services, including document check-in/out, document version control, audit history, change status notification, subscriptions and more.

Workflow

Xythos takes organizations well beyond basic routing and approval. Support for conditional statements and embedded logic allow business users to automate more complex processes without using developer tools. Email notification and support for automated classification and tagging improves process communication and accelerates process completion. Content sharing wizards also help automate access management, increase content security and maintain audit records.

Document version control

Gain control over document versions with Enterprise Document Manager. Version Control enables organizations to maintain a historic record of all changes made to documents and content while enabling comprehensive team collaboration. Enterprise Document Manager 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.

Subscriptions and audit logs

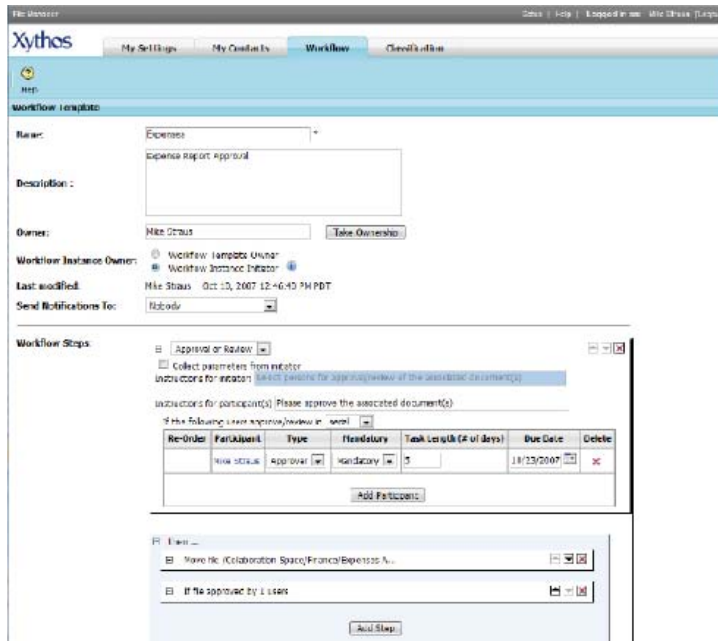
Keep track of when content and documents are accessed and receive email notifications about status changes. Document Logs and Subscriptions help distributed work groups perform more effectively together and stay in synch. Audit logs help keep content in compliance with a variety of legal and security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

Access control

Enterprise Document Manager provides file-level access control, allowing users to easily create personal and project-based workspaces to ensure secure sharing without compromising system security. Inherited file permissions apply security features even when users forget to set them providing an added layer of system security.

Directory comments

Enterprise Document Manager 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.



Xythos Workflow puts you in the drivers seat with the easy to use workflow builder

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 enterprise 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 the office. 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

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, Enterprise Document Manager helps meet stringent compliance requirements. Here are just a few of the security and compliance features within Enterprise Document Manager:

- Elimination of email attachments with Intellitach technology, automatically replacing email file attachments with secure links.
- Document classification when content is uploaded to Enterprise Document Manager.
- 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.
- A records management module that is Department of Defense 5015.2 certified.
- Comprehensive retention and expiration policies.
- 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.

“Injection of AJAX, wikis, and RSS, along with improved tagging and search options, make Xythos a strong choice for bringing order to unstructured content.”

Mike Heck
InfoWorld,



Xythos Enterprise Document Manager 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)

Interoperability

Xythos is 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 support ensure that all point-to-point connections are also protected. For more information about client platforms, browser support and other specifications, please read Enterprise Document Manager – Technical specifications datasheet.

Xythos is the document management and collaboration partner of choice

If organizations need to:

- Provide secure online document collaboration
- Improve content security and compliance
- Eliminate email file attachments
- Avoid desktop application dependencies
- Consolidate file servers
- Simplify system integration

Consider Xythos.

Xythos Enterprise Document Manager is part of the Xythos Enterprise Document Management Suite. Learn more about how Xythos' open standards-based content collaboration solutions empower organizations to reduce costs, achieve complete accountability, and improve content collaboration initiatives. For more information, visit www.xythos.com.

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

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