



WHAT'S NEW IN 2.2

“Xythos on Demand is an online version of Xythos’ popular CMS that has features and functionality that rival the likes of SharePoint and GoogleApps.”

Barb Moscher
Suite101.com

Xythos on Demand helps organizations connect more effectively, customize their user experience and restore information when needed. Built on the same technology used by some of the world’s largest organizations, Xythos on Demand meets increasingly stringent security requirements yet easily works together with the desktop software you already own.

Xythos on Demand is built on the same technology used by some of the largest business and government organizations so you can be sure that it meets tough data security requirements. It also employs the latest Web 2.0 collaboration technologies making it easy to use no matter where you’re located or how your organization prefers to share information. With Xythos on Demand your business becomes a real-time organization able to rapidly respond to customers and partners while better protecting the information that’s vital to your success.

Connect

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

Email client integration

Choose between the available web-based email provided or a preferred local email client when sharing and sending content from Xythos on Demand. Wizards guide the user to select the appropriate security for recipients so that the correct type of secure URL is sent. These new options help improve efficiency while providing users with an easy web-based mail alternative when they are away from their primary PC.



Wiki templates

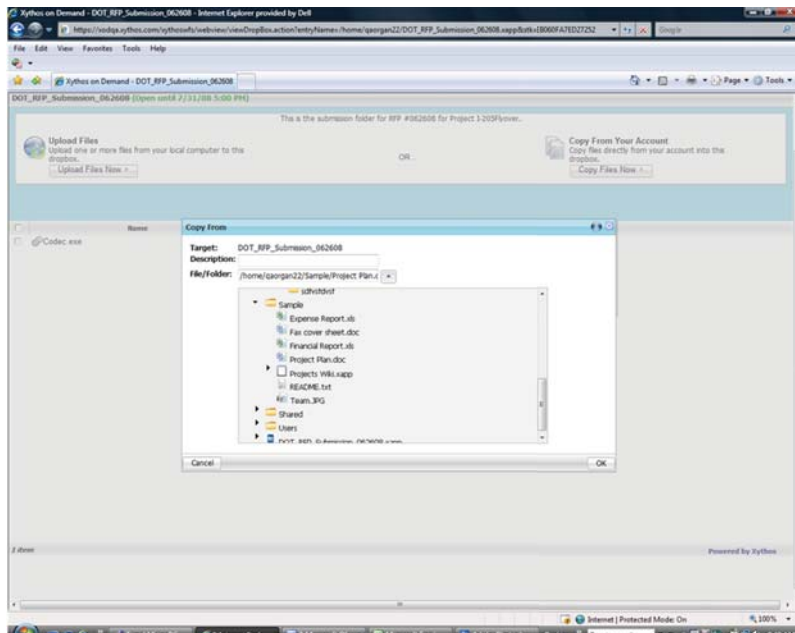
The Xythos Wiki helps users easily capture, organize and share information. Wiki templates enable users to standardize content delivery or help establish best practices. Wiki templates can include saved searches and RSS links helping automate content collection and secure content publication.

External users

Improve collaboration with ad-hoc team members or long-time vendors with the new “external user” feature. An external user is someone who requires access to specific areas of the organization but does not need, nor should not have, the same level of access as an internal user. Access can be customized based on the organization’s business processes and collaboration needs. Even though external users count toward the overall user license, they are not added to the organization’s searchable user list. Only Xythos on Demand administrator’s can search for and add external users.

Wizards

Xythos wizards help take the guess-work out of safely managing documents and sharing them on the web. Users can stay focused on their tasks and let wizards quickly guide them through setting up workspaces or classifying documents.



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Folder creation wizard. Xythos simplifies the process of creating secure shared workspaces. The Folder Creation Wizard is 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.

Classification wizard. Easily classify documents and folders with the new Classification Wizard. Choose from one of five pre-installed classes or create your own. Need to classify multiple documents easily without error? Want a more systematic approach to all of the documents required for compliance? The Classification wizard makes the process easy.

Customize

Personalized branding

Build stronger relationships with clients and users with the new personalized branding feature in Xythos on Demand. 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.



Customized folder settings

Folder views. Create stronger knowledge sharing bonds by showing only those folder settings applicable to the project, team or initiative. Add or remove columns and select from standard properties or document classes. Customized folder views enable users to customize the view that's right for their team.

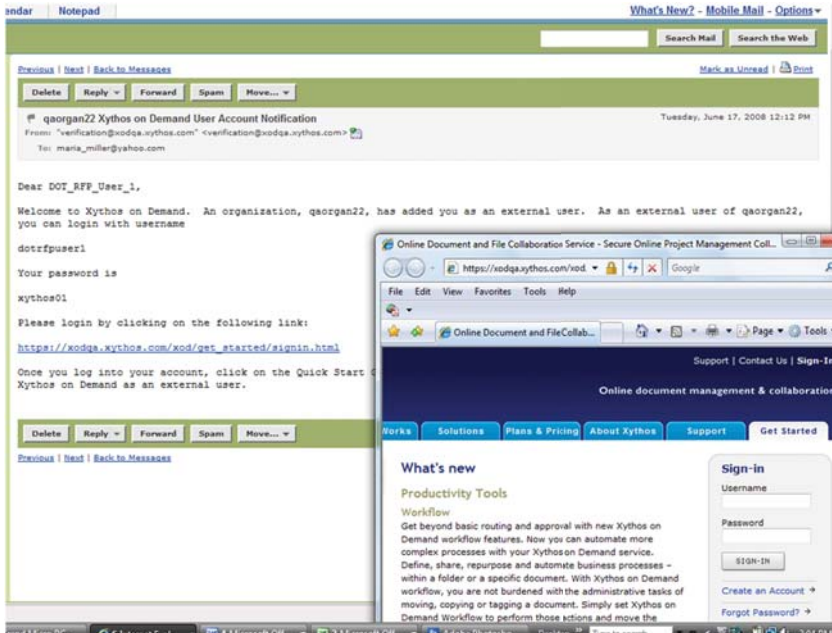
Classification properties views. Easily view document metadata to find appropriate content without drilling down through extra screens. Apply classification properties to folders and sub-folders in addition to individual documents.

Restore

Restore deleted files

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 on Demand 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 on Demand 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 workflows are recovered as well.

To restore a document that has been overwritten, the new sub-folder, "Overwritten Files", enables the user to restore an overwritten file, and also select which version of the file should be restored. Any overwritten file is automatically sent to this special sub-folder and assigned versioning information.



Improve collaboration with ad-hoc team members or long-time vendors with the new "external user" feature.

We've made managing your Xythos on Demand account even easier with improved user screens to manage your account plan, billing and invoices. Integrated help assists you step-by-step to ensure you get the most from your Xythos on Demand service.

Account Management Features

Why Wait. Join the SaaS Document Management evolution today.

Get started today. Visit www.xythosondemand.com/getstarted for a free 30-day trial. See for yourself how easy and safe online document management can be.