



DATASHEET

“After testing a number of hosted services, I’m impressed by the way Xythos on Demand offers all the basic collaboration features that a small business needs while letting you continue to use software such as Office instead of expecting you to use a browser-based application for writing and editing. Xythos [may] be exactly what small-business users have been looking for.”

Edward Mendelson
PC Magazine

Enterprise content management systems aren’t just for big business anymore. Online services like Xythos on Demand deliver the same document collaboration capabilities without the headaches of deploying and integrating complex software. That means your business can better protect, manage and share vital information on the web today.

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.

Unlike many consumer web services and online storage sites, Xythos on Demand is designed for business. Your documents are safely stored for only you to use and share and they’re never scanned or used for advertising or promotion. With Xythos on Demand you get what you pay for and a whole lot more. That means proven document security and peace of mind combined with the easiest to use and most up to date collaborative tools on the web.

Productivity and collaboration tools

Web 2.0 tools for businesses of every size

Xythos on Demand helps businesses of every size take advantage of Web 2.0 technology with new Ajax application interfaces and integrated support for Wiki’s and RSS. Content, collaboration and context can now be captured and stored in a single place for easy classification, enhanced discovery and re-use.

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 so you can receive instant notification of document deliveries and track all drop box activity. 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 easily be switched between "Basic Upload" or "Advanced Upload" at any time.

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

How much time have you spent searching for documents because you could not remember the file name or author? Xythos helps make searches easy with multiple tools to easily find content.

Free-form file tags

Free-form file tags offer an easy way to organize content in a way that makes sense to teams – independent of its storage location. Build departmental nomenclature, quickly locate a file, and search a Xythos Wiki with this expanded capability.

Upgraded search and bookmarks

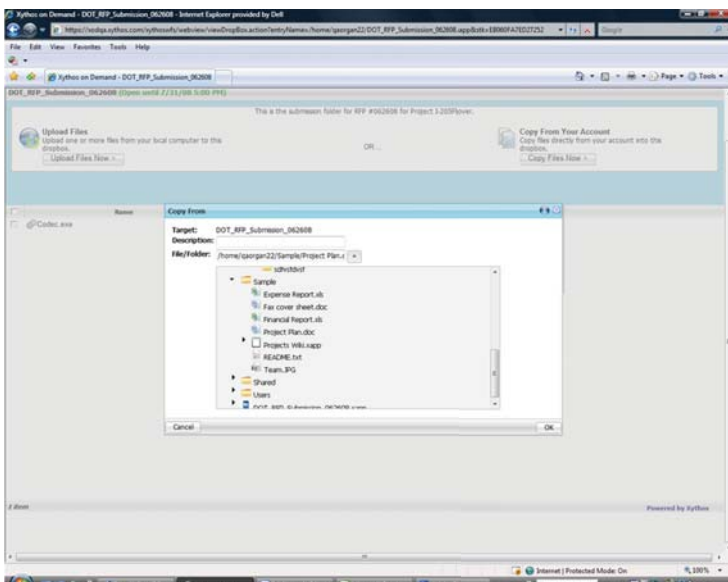
Search is only one click away with the enhanced search capabilities of Xythos on Demand. What's more, users can search on tags, within workflows and even in their Wiki environment. This significantly improve productivity because users do not have to remember where they "saved" a document as long as it's stored in Xythos on Demand.

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 Xythos on Demand 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

RSS helps you to easily stay informed by retrieving the latest content through a RSS feed. It's easy to do; just select any folder, document or Wiki through Xythos



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



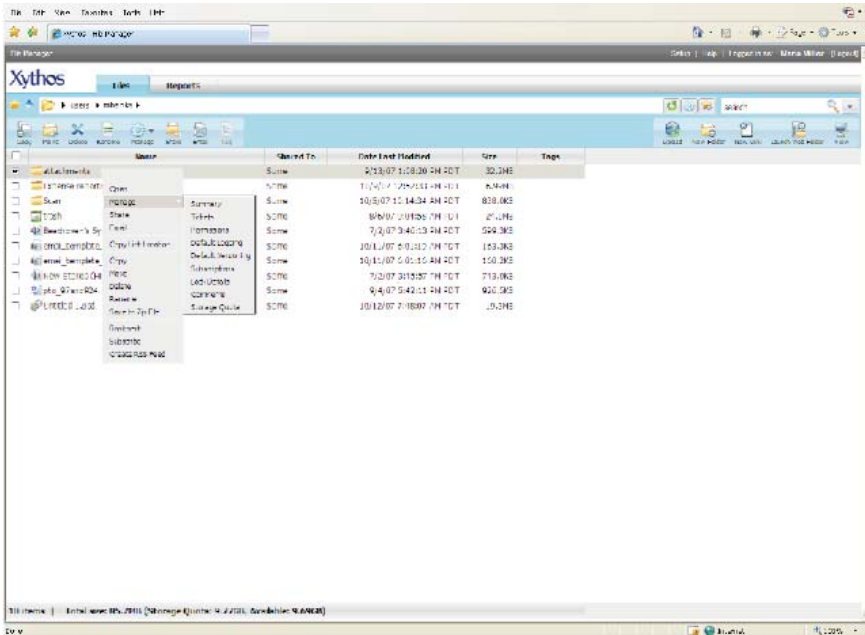
RSS, select “subscribe” and you’re done. You will see new content as it’s posted. Use Xythos RSS for your customers and partners too. Introducing a new product? Suggest customers subscribe to the RSS so they can receive automatic updates without having to search for the information they need. Want to publicize upcoming seminars? Xythos RSS helps you easily get the word out.



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.



Web 2.0 User Interface gives you consumer-grade functionality under your control.

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 specific “read”, “write” and “manage” file permissions.

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.

Document imaging support

Xythos on Demand 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 http://www.xythos.com/solutions_xod/scanning.html



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.

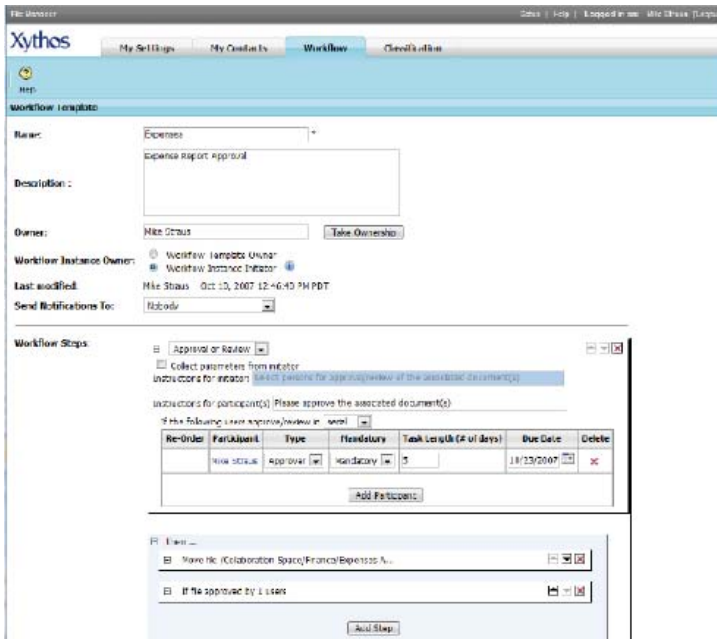


Workflow

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.

Document version control

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



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

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

Xythos on Demand 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

Xythos on Demand 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, 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.



“Our organization needed a safer and easier way to exchange operations documents between offices in 40 different countries. Xythos provides the control and flexibility a rapidly-growing business like ours requires.”

Walter Klincewicz
Information Technology Manager
DSV Air and Sea, Inc.

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 sensitive documents.

Offline access

One of the biggest challenges to using enterprise content 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 pc 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.

Security and Compliance

The need for security and compliance doesn't stop if you're using an on demand service. With Xythos' comprehensive document management security, you control who can contribute 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, Xythos on Demand helps meet stringent compliance requirements. Here are just a few of the security and compliance features within Xythos on Demand:

- Elimination of email attachments with Intellitach technology, automatically replacing email file attachments with secure links.
- Document classification when content is uploaded to Xythos on Demand.
- Access definition for classes and groups so that users have access to the content they are authorized to use.
- Comprehensive retention and expiration policies.
- Complete audit trail that records which users have accessed which documents, and what modifications, if any, they have made.
- 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.

Why Wait. Join the Online Document Management Evolution.

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.