



Information management solutions from Saybi

Managing Documents

Overview

The Sheer volume of electronic company information now stored highlights the need for clever organisation and flexible access. Executives are becoming aware and are deeply troubled by the amount of mission critical information that is now accumulating on people's desktops. This has meant that workers have spent far too much time searching for the information to do their jobs and when an employee leaves the company 70% of company knowledge is lost.

Your company information is your **Intellectual property**. Let openFabric automate your document management tasks, providing easy retrieval, secure collaboration, reliable filing, automatic version control and transparent archiving.

openFabric Document Management Features:

- Access company documents/content **at anytime** and from **any location**.
- Access information in the **format you choose**, from the **device you want**. Manage mission-critical data from your hand held, web browser, or desktop computer.
- openFabric's easy-to-use interface and VFS (virtual File System) is so **easy to learn** and because openFabric is simple to use, it minimises training costs and enables people to be fully productive very quickly. Shared files can be accessed in the same way as files on their own systems so that new users can be productive straight away.
- Document Management work spaces can be created easily and access can be given to chosen users and roles whether internal workers or external colleagues, suppliers, partners or clients.
- The 'Check-in / Check-out' facilities ensure that no document can be modified by more than one person at the same time. If another user has a document checked-out that document is only available to other users as read-only.
- All document versions are maintained by the system providing a full history of who created each revision and when it was published with a box available for users comments. Using the secure web browser a user can view the versions quickly in a separate window.
- Documents can be deleted but are not removed from the system. Users or administrators can 'recycle' them if necessary.
- An audit trail keeps a check of who has opened a document, whether they are internal or external to the business.
- Work off line when you do not have an Internet connection or Internet connection is down, happy in the knowledge that openFabric's PC-based application synchronises your work and your colleagues' automatically when you're next connected.
- Simple search interface and track history to enterprise-wide information.
- An email alert system notifies users of additions or modifications in document areas they are 'subscribed' to, either for specific projects or globally across the system.



Information management solutions from Saybi

- Using a familiar Windows Explorer style interface, Link, replicate, copy, move objects, Browse repository, Store and organize information with multi drag-and-drop operations.

openFabric Document Management Benefits:

- More capabilities and independence in managing documents for every user of the system and more free time for IT and managers, which can be used on other productive tasks.
- More security and peace of mind with all your electronic documentation safely stored in the event of a disaster.
- Less use of email services, unclogging email accounts and avoiding delays in getting large documents that need virus scanning etc
- The **openFabric** registry allows centralized administration of users while giving the responsibility for managing the content back to end-users, saving time and resources.
- no need to purchase or install a third party database or web server
- deploying the **openFabric** server on Linux means that you don't have to pay for Windows Server licenses (the Server is also available on Windows)
- replication and synchronisation allows remote content to be rapidly and seamlessly accessed locally, even when off-line, maximising access and minimising network delays
- Avoid inefficiency and mistakes caused by using out-of-date documents – openFabric makes the latest versions of your documents available to clients and colleagues
- openFabric's easy-to-use interface and VFS (virtual File System) is so **easy to learn** and because openFabric is simple to use, it minimises training costs and enables people to be fully productive very quickly.
- openFabric can be implemented internally or provided as a hosted solution, either way openFabric can be up and running in a day and no need for a six month implementation process.

Who uses it?

openFabric Document Management is available for all types of workers and increases productivity and efficient working for all departments that need to access, store, retrieve and share company documentation and or content.

Each document management space can be departmentalised and using drag and drop functionality, easily added to the openFabric portal, centralising all company information so there is only one place to go to see the full history of documentation concerning contacts, enquiries, projects or organisations.