

*Remove the risk of lost documents and protect business valuable information*

## **AbilitySuite®**

### **Electronic Document Management**



#### **Highlights**

- ◆ **Prevent documents from being lost or misplaced**
- ◆ **Ensure compliance with legislation**
- ◆ **Protect valuable Intellectual Property**
- ◆ **Powerful retrieval by searching on keywords**
- ◆ **Reduce risk**
- ◆ **Simple and seamless integration with Office applications**
- ◆ **Easy to use**



#### **Information Islands**

It is obvious that the business world is becoming more and more electronic. The growing proliferation of computers and software applications have generated more information in the form of documents.

As this information is electronic in nature as opposed to paper, it typically is stored on a network drive or worse yet, on the hard drive of the user who created or edited the document. Thus the equal proliferation of information islands.

Instead of addressing the issue of retrieval, most companies simply tried to implement a back-

up strategy to ensure that these information islands had some form of protection. Unfortunately, a strategy such as this provides no real tangible value to your business. Information trapped within these documents is isolated in these information islands with no easy way of sharing that knowledge with other knowledge workers within your organization.

#### **Strategy**

With the amount of business value stored in documents and also email messages, shouldn't you have a solid content management strategy in place? Shouldn't you be able to draw on the intellectual property contained within the documents belonging to your company, including those sent or received by email?

#### **Compliance**

In the last few years, most countries have passed legislation regarding the record keeping of electronic documents including email. These regulations are now prompting businesses to start the implementation of an effective content management strategy.

## Accountability

Company directors and senior executives are now being held accountable for the business decisions communicated by email. According to Gartner, "In today's highly regulated and litigious world, an enterprise that fails to manage email as a record is testing fate."

## Office Applications

**AbilitySuite®** enables you to easily save documents created using ODMA-compliant applications (such as MS Word) into the corporate knowledge store. The risk of leaving these documents on the hard drive of a laptop or desktop computer is removed. So is the risk of storing it on a network drive with the vain hope of being able to find it again when needed.

With **AbilitySuite®**, your company's valuable intellectual property is now safe.

This naturally extends to documents sent or received by email. Instead of residing in another information island, these are also brought into your corporate knowledge store where they can be easily retrieved and viewed alongside other documents.

Imagine being able to search for all documents relating to a particular claim, project, case, customer, supplier, partner or department?

## The Bottom Line

Remove the risk of losing your documents, thus protect valuable business information.



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