

Manage information and business processes—without the need for programming!

AbilitySuite® for ... **Information Lifecycle Management**



Highlights

- ◆ Easy-to-use central search screen for quick and efficient access to all information
- ◆ Document Management
- ◆ Email Content Management
- ◆ Customer Relationship Mgmt
- ◆ Project Management Office
- ◆ Unique keywords management system for consistent indexing
- ◆ Easy-to-configure highly flexible information lifecycles
- ◆ Multi-dimensional, non-hierarchical data model
- ◆ No programming required!
- ◆ Modular and scalable
- ◆ Improved staff productivity



We are well and truly in the information age—and we are creating more and more information at an alarming rate

Letters, faxes, emails, reports, white papers, proposals, contracts etc. — there is no end to the variety of business information we take for granted today. What we can't take for granted is being able to easily and quickly find the information we need, when it counts.

Tall buildings stand on solid foundations

The **AbilitySuite®** provides a highly flexible yet solid architecture for the integration, indexing and cross-referencing of information that relates to a variety of business processes and functions.

Search and you shall find...

Using intelligent and consistent in-



dexing of information the **AbilitySuite®** Central Search Portal now makes it a breeze to find what you are looking for.

Smart indexing instead of one big bucket...

Information relating to business processes such as support tickets, production recipes, staff leave applications as well as documents, email correspondence, project plans, images etc. need to be able to exist in their own respective context with unique rules for contribution, process and retrieval—but they also need to be able to be accessed from one place. So how do you address these seemingly contradicting requirements?

Life is multi-dimensional and so is the information relating to it

One piece of information may even relate to more than one topic or context, i.e. more than one client, project, claim number etc.

Libraries actually got it right...

The **AbilitySuite®** is built around library indexing concepts. Content of all types is indexed using centrally managed keywords or meta data. Even better, the values for this indexing process are presented to people via drop-down lists rather

than simply giving them blank 'free-form' fields that no one uses or would even know what to enter into—not to mention incorrect spellings and personal preferences...

Closing the loop

The fully integrated **AbilitySuite®** CategoryManager™ looks up keywords from existing 'trusted' sources such as a customer database or a project register and offers these to users at strategically important points in the lifecycle of information. This way information is being 'tagged' with the terminology or 'corporate taxonomy' your company already uses. Closing the loop like this allows people to retrieve information later using the same language that was applied when it was initially saved.

Information lives!

Whether it's simply going from state 'new' to a state called 'published' or

'approved' or 'archived', there are almost always some rules governing the lifecycle of a particular piece of information. With the **AbilitySuite®** it is easy to define distinct simple or complex lifecycles or workflows—even complete business processes for different types of information—without the need for programming.

Flexibility and Scalability

Agility to allow for change as well as security and access control features are key. The **AbilitySuite®** can be configured without the need for programming. Convergence has built the **AbilitySuite®** on industry standards and in alignment with large-scale data management solutions.

The first step to improving information lifecycle management: call us today!

For a free demo of the **AbilitySuite®**, or even a 30-day trial, contact us today.



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AbilitySuite® Central Search Portal

**Document
Management
& Workflow**

**Email Content
Management
& Archiving**

**Customer
Relationship
Management**

**Project
Management
Office**

AbilitySuite® Central Meta Data Management