



## Web-based storage, management and distribution of all your corporate content/documents/records

- Reduce Costs
- Improve Efficiency
- Automate Processes

Organizing electronic assets in today's business climate is no longer an option. Awareness of enterprise content management and the need for the benefits of these solutions is increasingly apparent at every level of business and industry. Business drivers, like compliance and an increased understanding of the flexibility and power of document automation, have served to elevate this growing awareness. ACOM's EZContentManager is poised to meet these needs as the next generation of Enterprise Content Management (ECM) software.

Leveraging an entirely browser-based user interface and embracing an enterprise scalable architecture, EZContentManager is designed to manage

documents and files originating in disparate applications and make them accessible to a geographically dispersed staff, in a secure, familiar, and intuitive environment.

EZContentManager answers the broad corporate need for a rich content management environment that is flexible, affordable, and straightforward to implement. EZContentManager is equipped with feature sets designed to manage the complete lifecycle of the document. Thus retaining organizational knowledge assets and increasing organizational productivity by recovering time spent searching for information, and multiplying the value of having information in a timely fashion.

### EZContentManager's Capabilities

**Intelligent Document Capture**  
EZContentManager's intelligent data capture options can fully automate the process of adding files to the content repository. Electronic files can be uploaded and checked into the EZContentManager repository with flexible options for associating metadata and index fields to the source files. Paper documents can be scanned individually or in batch mode with intelligent metadata or full text OCR options mapped to metadata and index fields.

**Store and Index**  
The integrity of managed files are of primary concern within the EZContentManager environment. Thus, electronic files are stored in their native format within a common file system, reducing redundancy. Managed files are accessible to users through EZContentManager and can be checked-out and versioned while retaining the benefit of being indexed and managed throughout the file's lifecycle. Storing files in a common repository ensures a timely transfer of information for informed decision making.

**Manage and Distribute**  
Files managed by EZContentManager can easily be distributed directly from the EZContentManager interface as a printed copy or through integrated eMail and Fax systems, to users both internal and external to your enterprise network.

**Search and Retrieve**  
Documents can be accessed and retrieved directly onto your desktop for viewing, modification, or distribution as necessary throughout the file's lifecycle. EZContentManager provides search tools to access files. Files



**Capture**



**Manage**



**Distribute**



**Store/Index**



**Search**



**Retention**



flagged for a full-text indexing can be retrieved by searching the content of the files through an intuitive full-text search interface. Alternatively, files may be accessed by searching the metadata fields or “indices” in a traditional query by example search metaphor. Users performing frequent, repetitive searches will configure filters that will “filter out” files that do not meet specific, saved search criteria.

### Retention

Achieving regulatory compliance relies on having an effective retention schedule for organizational files, in addition to an effective and flexible security paradigm. EZContentManager allows you to customize archive and retention schedules for selected files and folders, facilitating compliance with your industry-specific and other governmental regulations, like Sarbanes-Oxley and HIPAA.

## EZContentManager makes Enterprise Content Management “EZ” ...

### 1 EZ to USE

User acceptance and ease of use are critical components to the success of an ECM solution in any environment. ACOM's EZContentManager is designed within an intuitive browser-based framework that is very easy to use and requires little or no training. Because EZContentManager strategically focuses on the essential critical content management ingredients, it empowers users to focus on their business tasks rather than the complexities of an ECM solution.

### 2 EZ to ACCESS

The speed of today's business environment requires that professionals stay on the move, even when they are in the office.

EZContentManager puts organizational assets at the user's fingertips anytime, anywhere and from any internet-enabled device.

From EZContentManager, users will navigate the content repository, search for information, and then transact business remotely through email or fax, all from one intuitive browser interface. In the office, users can easily access EZContentManager from the browser, or through an interface integrated seamlessly into the Microsoft Windows Explorer.

Regardless of the point of entry into the EZContentManager repository, users are able to capture, share, and leverage the power of the organizational assets to increase personal and organizational productivity.

### 3 EZ to SECURE

Assets managed within the EZContentManager environment are secured using a comprehensive approach to standards-based security.

- **Authentication:** Users are authenticated with encrypted passwords to gain access to the system.
- **SSL Encryption:** SSL Encryption can be achieved using your organization's Website Certificate. This level of security ensures secure delivery of necessary communication between EZContentManager components and the user's browser.
- **Non-Repudiation:** EZContentManager may be further configured to support individually assigned certificates, enabling users to digitally sign documents as part of a defined workflow process, providing non-repudiation of origin. Audit logs record every interaction with managed files and can further provide non-repudiation of receipt, proactively addressing growing compliance and regulatory issues.
- **Authorization:** An inherited rights security scheme may be employed by administrators to control various levels of access to files and folders. Security controls may be assigned per user or to a group of users.
- **Audit Tracking:** Audit logs are employed to track the evolution of documents, as well as ensure the integrity of the content managed within the EZContentManager environment. These audit logs are vital when demonstrating regulatory compliance or participating in some types of litigation.
- **Delegated Management Roles:** Day-to-day repository administration can be delegated to users that are concerned with routine growth and use of the information managed within the system, while other more advanced management functions can be retained by technical staff.

### 4 EZ to IMPLEMENT and ADMINISTER

EZContentManager's architecture minimizes barriers to implementation. Utilizing industry-standard systems, EZContentManager can often be implemented within an organization's existing infrastructure. Further, EZContentManager requires no component installation on the user workstation, leveraging a WebDav integration model that eliminates the workstation conflicts found in more traditionally integrated systems.

ACOM's approach to system administration is simple to maintain. Accessible via the browser interface, administration can also be achieved remotely, reducing

some demands on IT resources. Administrators will easily maintain objects and permissions for users and groups, as well as administer workflow, retention and version control policies from an intuitive browser-based administration panel. Administrative roles may also be defined achieving a delegated administration model.

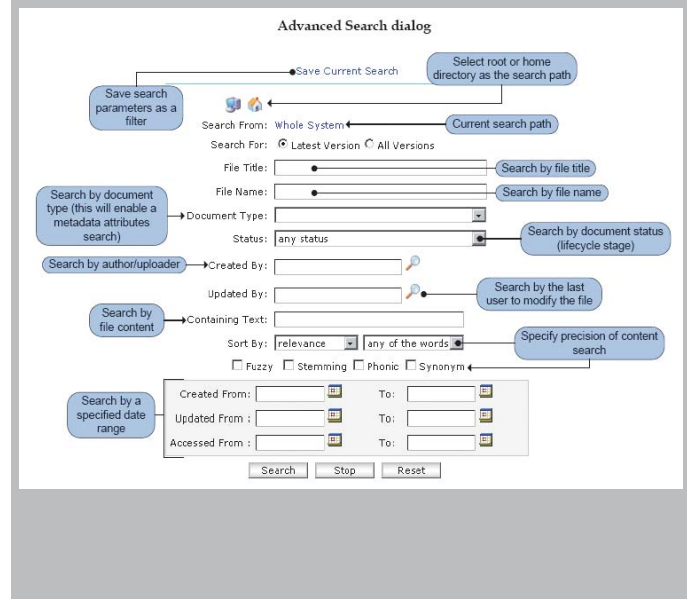
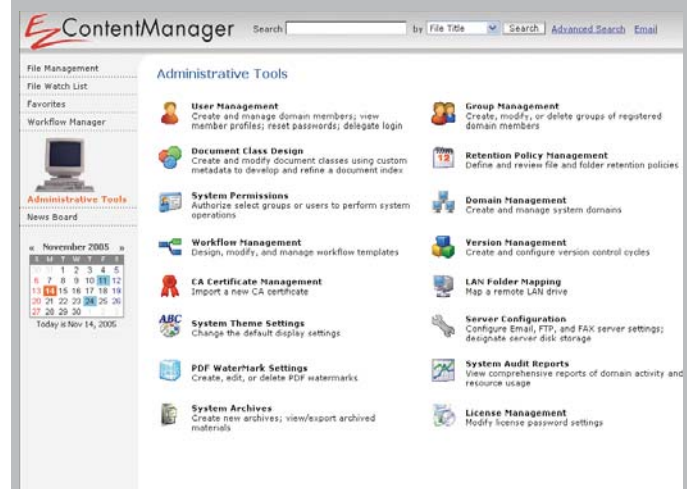
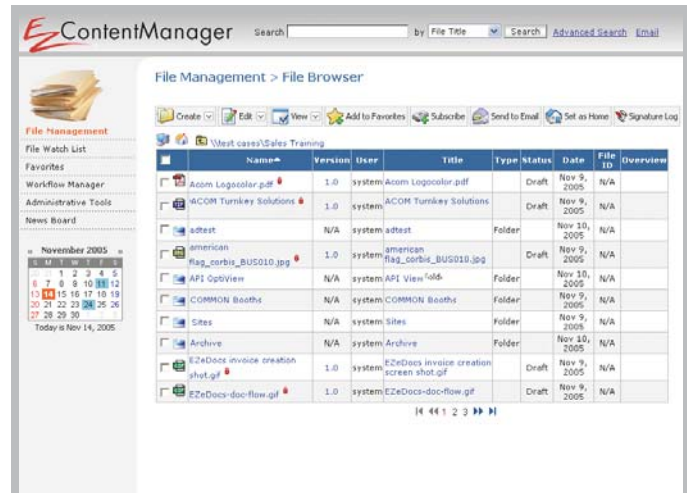
## EZContentManager's Features & Benefits

### High-Level Features and Benefits

- Leverage your software investment. EZContentManager is a companion product suite to ACOM's EZPayManager and EZeDocs product suites, and communicates seamlessly with them, accepting the product files (documents or checks) that they generate, storing them, and making them available quickly and easily for viewing, modification, or distribution.
- Eliminate "Silos of Knowledge", enable organic knowledge accumulation and enhance collaboration through file sharing and versioning features.
- Transform data and information into organizational knowledge by placing information in the right place at the right time with search tools.

### Other Features & Benefits - Content Management:

- **Domain-centered Document Repositories** - Create independent domains for different departments or divisions to organize documents according to business function.
- **Version Control** - Preserve the integrity of information with a check-out/check-in mechanism that automatically creates new document versions to avoid inadvertent overwrites.
- **Subscriptions & Notification Lists** - Subscribe to files and folders of interest to receive automatic notification of any modifications or specified events.
- **Version Tracking and Comparison** - System automatically tracks all document changes and enables user to view side-by-side comparisons of selected versions, with updates highlighted.
- **eMail Integration** - Import mail and attachments from external accounts or send and receive new messages using the versatile EZContentManager mail client.
- **PDF Conversion** - Convert any major printable file to PDF format.
- **Custom Archiving & Retention Policies** - Archive and export selected files and folders or configure retention policies to automatically remove repository resources to the system archives.
- **System Audit Reports** - Trace every system event or operation to its exact origin to ensure strict compliance with regulatory standards.



- **Digital Signatures** - Digitally sign any processed document to ensure maximum accountability, and trace every instance of a particular signature within the signature log.

#### Optional Features & Benefits - Imaging:

- By utilizing ACOM's scan utility and workstation, you can scan-in paper documents and add indexed fields to be able to search for and retrieve them when needed. The utility allows for creation of "zone templates" to be able to recognize document types and the indexed fields associated with each document type. With it's OCR and barcode recognition features, importing of batch scanned documents is simple and easily handled.

#### Optional Features & Benefits - Workflow:

- Once files have been added to the repository, they can participate in workflows designed to manage the flow of information within your organization (such as document submission, review, approval, routing and task notification). EZContentManager's Workflow component provides you with an intuitive environment for defining and evaluating the effectiveness of your business and organizational processes, through a full range of reports.
- **Support document submission, review, approval and distribution workflow process** - Coordinate document-driven processes with stage-specific schedules and automated notifications that pace, prompt, and apprise designated workflow participants throughout the workflow process.
- **Task Routing** - Route documents to particular knowledge workers or specific project teams dispersed across multiple offices, departments, or divisions for the necessary review and revision.
- **Process Summaries, Progress Histories, & Gantt Charts** - Consult assorted graphical representations for current status reports and stage-by-stage timelines of all participant activity within each process.
- **Document Distribution** - Automatically distribute all fully processed documents, attached files, and stage commentary to designated recipients as a bundled .zip file or web URL.

## EZContentManager Solution Requirements

### Required Software:

- 1) Windows 2000, 2003 Standard/Enterprise Server or Windows 2003 Web Edition Server
- 2) Microsoft SQL 2000 Server Standard/Enterprise Server

Note: If Windows 2003 Web Edition Server is the hosting environment, then MS SQL Server must be installed on a separate server.

### Required Hardware:

- 1) Hosting Server:
  - Processor: Pentium IV 2 GHz; recommend Dual Xeon 3.0 GHz or greater
  - RAM: 512 MB; recommend 2 GB or greater
  - Hard Disk: 2 GB or greater for program files, additional 500 MB of data storage space for each 1000 documents to be archived
- 2) MS SQL Server:
  - Processor: Pentium 550 MHz or greater; recommend Xeon 3.0 GHz or greater
  - RAM: 256 MB; recommend 1 GB or greater
  - Hard Disk: 250 MB of available space; recommend 2 GB or greater

## Contact ACOM Today for More Information:

Find out today about EZContentManager's convenient, economical pricing. And remember, like all ACOM solutions, EZContentManager comes with ACOM's 30-day, 100% Total Satisfaction Guarantee.

- Call (800) 603-6768 ext. 100
- Email [info400@acom.com](mailto:info400@acom.com)
- Schedule a "live" personalized online demo: [www.acom.com/iseries/demo\\_room400.html](http://www.acom.com/iseries/demo_room400.html)
- Log-on and learn more: [www.acom.com/iseries/ezcm400.html](http://www.acom.com/iseries/ezcm400.html)

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