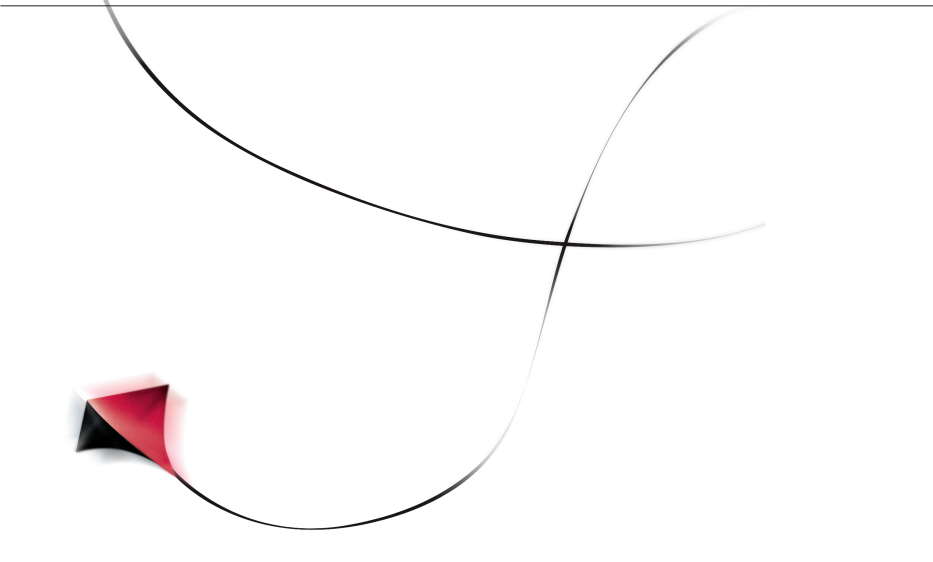


BRINGING COMPLIANCE TO MICROSOFT INFORMATION WORKER SOLUTIONS



The Invisible Interface

The introduction of a new information management system brings overheads to its users and the most expensive element in introducing new software into an organisation is often not the cost of the software but the initial and ongoing cost of training and integration. This is especially true for specialist software applications, where it is unlikely that new employees will have used that software in a previous employment. What can be relied on is that most people are familiar with the Microsoft Office suite of products.

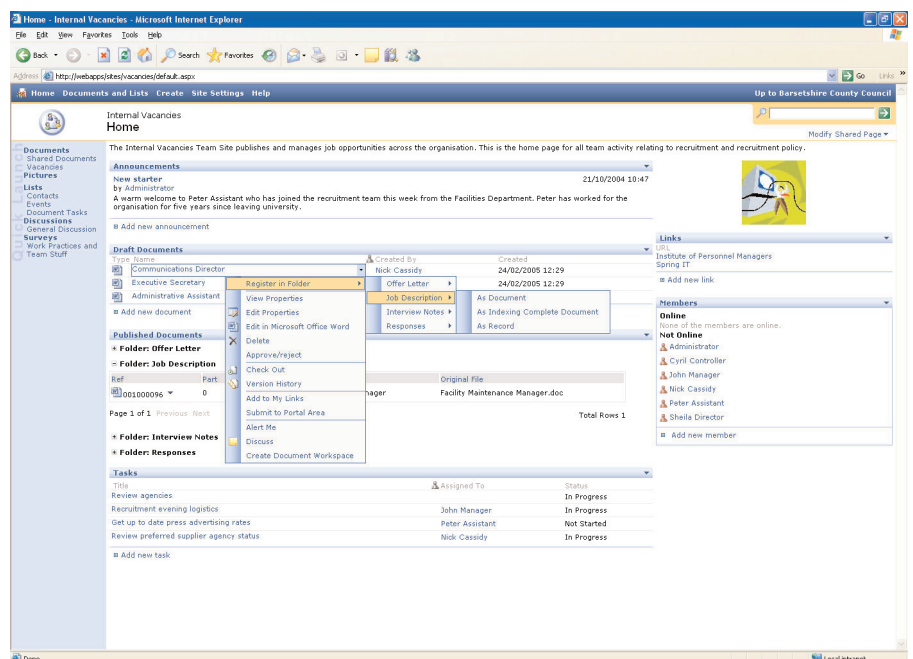
Wisdom is an invisible extension to this suite. For example, Wisdom is able to present itself as a shared network drive so that when a document is created in Microsoft Word and saved in the same way as before, the document is now under Wisdom's secure control with the correct policies applied and the relevant indexing information generated.

When coupled with Microsoft SharePoint Portal Server, the advanced collaboration, portal and information management capabilities are combined to present the user with an intuitive, knowledge rich environment that is focussed on getting the job done rather than exposing the mechanics of record management.

A number of research analysts have estimated that Microsoft's share of the office productivity tools market is as high as 90%. With the majority of the world's information workers using Microsoft® Office, it is an obvious benefit to have an Enterprise Content Management (ECM) portfolio that is seamlessly integrated with this product suite to the degree that full document management, record management, web content management and e-mail archiving functionality appears to exist from within those applications.

Wisdom® offers tighter integration with Microsoft's systems than any other product on the market, having been built from the ground up using the same technologies and architecture. This empowers information workers to help their organisations maintain compliance with information legislation and contribute to efficiency savings without necessarily changing the way in which they work or the tools that they are already familiar with.

Whether you are using Microsoft Office XP standalone, or integrated with Microsoft SharePoint® Portal Server - with its online research capabilities and advanced collaboration - Wisdom utilises the features available to deliver a "knowledge on demand" service to the information worker, without them having to leave the Office application that they are working in.



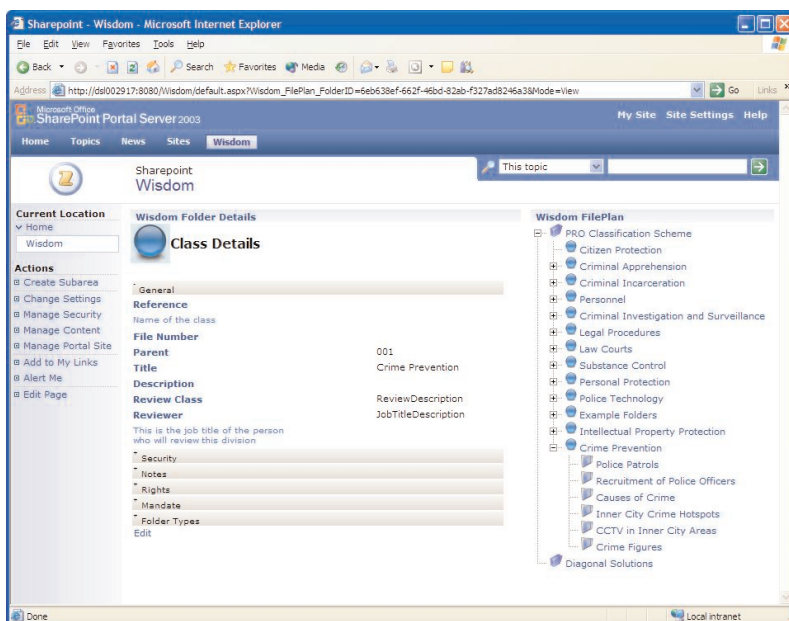
Wisdom and Microsoft SharePoint Portal Server

Microsoft SharePoint Portal Server is a full-fledged enterprise portal that is tightly integrated with Microsoft Office applications; for example, users can set up a meeting in an Outlook® calendar, invite guests out of Active Directory and then quickly create a "team space" - a new subsection of the portal - without involving the I.T. department. Team spaces can include document sharing, chat, news and other web part elements that users can drag and drop onto the space making them an ideal environment where, for example, geographically distributed users can all collaborate on a single document in real time.

Deploying Wisdom alongside Microsoft SharePoint Portal Server adds document level security, record management capabilities, business process automation and document and record lifecycle management to the Microsoft SharePoint Portal server functionality. This is an excellent approach to giving information workers the tools required to fulfil business processes effectively and efficiently. Corporate compliance to information legislation is maintained as the documentary outputs of the processes are automatically captured and managed in accordance with the organisational information management policy for retention, review and disposal.

Integration highlights include:

- The ability to declare a SharePoint document as a record
- Automatic "Wisdom enablement" of a site at the point of creation
- The introduction of paper file management
- Enterprise class workflow and business process automation
- Document level security and information lifecycle management
- Presentation of documents in the Wisdom repository through the SharePoint interface including an integrated search function
- Automatic creation of a document workspace for collaboration when a document is checked out of Wisdom
- The ability to capture selected instant message conversations, discussion threads and other SharePoint data as records
- The ability to link SharePoint topics to the Wisdom classification scheme for transparent indexing



Wisdom and Microsoft Office

The Microsoft Office suite is the world's leading productivity toolset, both in terms of market share and functionality. It offers the user an intuitive, feature rich interface for creating and maintaining complex business documents quickly and easily.

Once ready to be stored, however, there are no capabilities within Microsoft Office to ensure that the document is saved to the correct location, is categorised appropriately, is secured accordingly and indexed efficiently. A Wisdom implementation - which needs no software installed on the workstation - brings these back end information management features to the rich Microsoft Office front end.

- When storing and retrieving documents in Wisdom, the standard "Open...", "Save" and "Save as..." functions are used to get instant access to the relevant part of Wisdom. This means that no integration is required with the Microsoft Office application itself - the integration with Microsoft Windows® allows most applications direct access to Wisdom
- Any structured data held within the document (for example, bookmarks, properties, and particular cells in a spreadsheet) can be automatically extracted and mapped to the classification information held by Wisdom

Aside from the standard features that Wisdom offers - including information lifecycle management, version control and automatic indexing - a number of Microsoft Office features are leveraged to deliver a "knowledge on demand" service within the document itself:

- The Microsoft Office Research Pane gives users access to online resources such as a translation engine, encyclopaedia, spell checker and thesaurus. When Wisdom is available the research pane also allows users to query Wisdom using any text within the currently open document and then browse through the search results without even leaving Microsoft Office
- Document centric business processes and custom functionality can be delivered through linking Wisdom to Microsoft Office using the Information Bridge Framework - a Microsoft technology used to provide an interactive Microsoft Office user experience geared around the type of document open or the context of the information within the open document

A Wisdom Collaborative Solutions demonstration can be downloaded from our website.

Wisdom is approved by The National Archives