



TerraDocs[®] for SharePoint[®]

Complete Enterprise Document Management for SharePoint[®]

Recent research indicates that employees spend nearly 10% of their time trying to locate existing information and documents and finding the latest version of a document and understanding its history. Often it is easier to recreate something than to try to find it.

Enterprise TerraDocs for SharePoint[®] provides easy to use document management for enterprises based on your existing SharePoint[®] collaboration and information management infrastructure.

Incorporating TerraLink's experience implementing document management and tasks execution control systems in enterprises of 3,000 – 5,000 users, **TerraDocs** expands your Microsoft[®] Office SharePoint[®] Server 2007 functionality, providing tools to **enable full document management activities** including **search, archival, security and audit**.

TerraDocs is ideal for enterprises beginning the document management and workflow optimization process and for companies that already use the SharePoint[®] 2007 platform.

With TerraDocs:

- ✓ **Make document storage and search *convenient and secure***
- ✓ ***Streamline* document approval processes**
- ✓ ***Discuss and collaborate* productively**
- ✓ ***Manage control and execution of tasks***

Full spectrum of functionality: Including task management, custom views, collaboration and more!

Best fit to the Microsoft Environment: Office + SharePoint = Low cost and easy to implement and use!

Modern: Uses leading-edge platforms... web-based while still fully integrated with the desktop!

Functionality:

- Easy to use content management interfaces;
- Personalized views which represent documents in a context of the current user's tasks and preferences;
- Easy retrieval of information with advanced search technology;
- Create documents via templates and manage different types of documents;
- Automatically fill document properties and metadata fields where possible;
- Enforcing a document registration policy with support for complex document number templates;
- Protection against re-registration of duplicates when loading a new document ;
- Support for document linking and relationships;
- Connecting many different files to one document;
- Nomenclature definition from templates;
- Support for multi-document operations;
- Support for document classification codes (security labels);
- Designation of rights and access on the basis of the company org-chart and the roles of users;
- Generate customizable reports for analysis;
- Central administration interface.

Document Management made for People

Enterprise TerraDocs for SharePoint can be installed on your existing infrastructure, reducing implementation cost. Data is stored and processed within SharePoint, which makes it possible to simplify scaling, management and disaster recovery.

Features

- Interface for easy documents and tasks access
- Interface for management of organizational structure
- Store, Register and Discuss documents, with full security and notification of changes
- Standard document types (such as Contract, Correspondence, etc) with preset policies and metadata for each
- Ability to use TerraDocs inside workflows built on SharePoint (Windows Workflow Foundation)
- Advanced search by documents and metadata with ability to save query
- Custom fields for:
 - Linking and relating documents
 - Attaching files and scanned images
 - Choice of metadata from hierarchical lists
 - Storing multiple levels of approvals

Technical Details

Web parts (in AJAX):

- Document Access
- Task Access
- Organization Structure

SharePoint Policy support for Document

Libraries:

- Complex Document Numbers templates
- Hierarchical Storage of documents in SharePoint folders
- Granting access to documents on the basis of the organizational structure
- SharePoint Discussions linked to document

References (SharePoint Lists):

- Types and Templates lists
- Confidentiality levels
- Statuses
- Contacts & Customers

Custom fields:

- Links field
- Attach files field
- Choice of metadata from hierarchical lists
- Approvals field

Reports (web-service + MS SQL Server 2005 Reporting Services):

- Recorded documents
- Executive discipline

Search tools:

- Telephone directory
- Saving search queries

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