

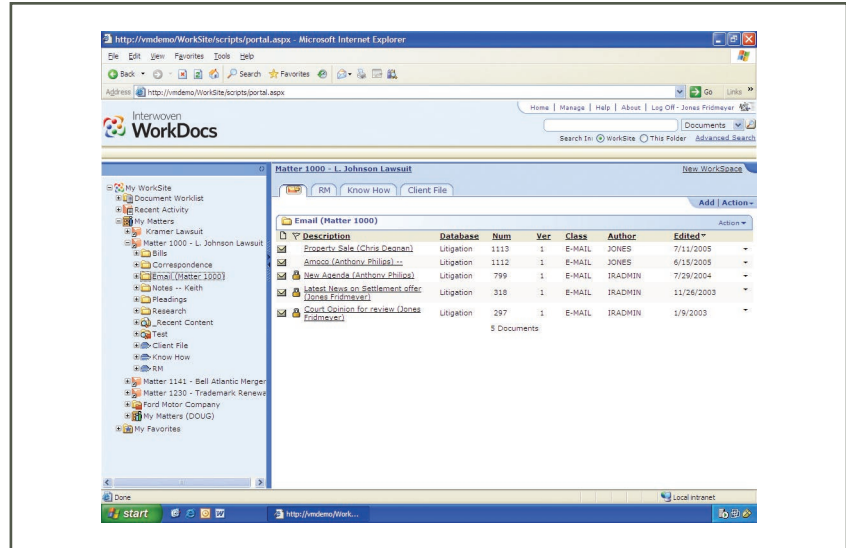
Solution Brief

Interwoven® WorkSite Web Product Suite

Delivering content and access anytime and anywhere

Organizations continue to be challenged with how to successfully extend important business content to staff, clients, partner organizations, and on-the-road professionals without compromising content, security, or client service. The need for an Extranet, Intranet, portal solution and Internet presence tend to all require unique functionality that makes them fundamentally different in how IT must interact with them. With the wide spread use of document management as the internal capture and control point of critical business content, organizations are seeking streamlined ways to extend content without the system hurdles they face today.

The WorkSite Web suite was specifically designed to overcome these challenges by providing streamlined, secure, and configurable web access to internal and shared business content from a unified web component architecture. With the suite's foundation built on WorkSite, it delivers web sharing of business critical content and the important associated contextual information necessary to get the complete picture; easily made available through a VPN, Intranet, Extranet, or additionally via existing portal technology. Designed as a scalable set of products that remove the need to replicate content for publishing, the WorkSite Web suite significantly enhances access to critical business information for sharing without the overhead.



Web-based document management

Powerful tools to organize and access your products firm content

The foundation of the WorkSite Web suite is WorkSite, which uniquely stores files in a contextual framework that best meets the work practices of the organization. Because users typically work on numerous projects or client files at the same time, Interwoven has developed powerful tools that enable structured information storage, collaboration and navigation. This new working model represents a user-centric design, which enables professionals to manage their project or client-related content in the electronic world the way they have done for more than 100 years in the physical world. Electronic client or project

files create the true electronic equivalent of the paper file by consolidating documents, e-mails, records, billing, contacts, and all other relevant content in a single integrated project space, called a workspace, that is accessible both internally and externally across departments and locations.

The added advantage of electronic client or project files is to overcome a leading challenge of document management systems within professional environments—the application of meta-data via profile forms, which can greatly enhance the benefit of the systems but are typically poorly filled out by users. With WorkSite's virtual folder hierarchy, meta-data can be applied at the folder level, so documents automatically

inherit the right profile information when filed, removing the need for users to profile every document—and greatly simplifying the process of storing e-mails.

The WorkSite Web suite provides access to the underlying content as well as the contextual structure of the workspace, related meta-data, and security information; creating a simple navigable user experience that matches many of the familiar work practices professionals are accustomed to today.

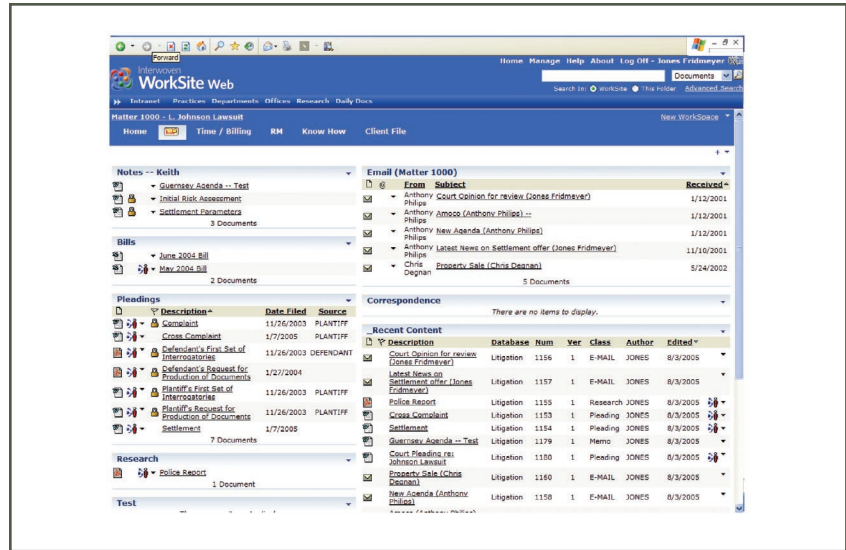
WorkDocs: Remote document management access

Interwoven WorkDocs is a robust, Web-based document management client that delivers a wide range of document management functionality, including check-in/check-out, version control, audit trails, categorization, and both full text and metadata search capability—enabling professionals to have local or VPN access to the information they need anywhere at anytime via the web.

WorkDocs provides users with an experience similar to working with WorkSite clients at the desktop. This minimizes the need for training and provides a familiar experience so users can be productive right away. WorkDocs puts business-critical information at your fingertips, enabling you to capture, store, publish and review the most up-to-date version of a document via any standard Web browser.

WorkSite Web: Powerful collaboration and project tools

WorkSite Web delivers a powerful collaborative document management system via the web; perfect for use with geographically



Collaborative workspace

distributed teams and working with external parties. WorkSite Web enables the organization to aggregate all critical organizational information within a contextual project workspace, delivering a 360 degree view to team members of the most up-to-date information, including information that's contained within other internal or external systems—a one stop shop where team members can securely discuss, share and collaborate on relevant content, schedules, tasks and calendars—all via your Intranet, Extranet or the Internet.

Create customized workspaces for many-to-many collaboration on complex business processes such as contract negotiations, matters, audit and tax files, new product launches, supplier relationship management, mergers and acquisitions and

outsourced manufacturing. Team members can respond quickly to unforeseen events or changes in schedules using discussion threads, team calendaring, project scheduling, tasks, events, and change notifications; your team stays on the same page with the most current and accurate project status—resulting in faster, better informed decisions, streamlined business processes and fewer bottlenecks.

Additionally, WorkSite Web provides each member of your extended enterprise a secure consolidated view of business content from multiple sources and applications, including the WorkSite repository. By aggregating information from enterprise systems, business intelligence, news feeds, and Web content, WorkSite Web provides quick and easy access to all relevant content

and its context—from a single portal page. This saves time, increases overall productivity, and enables more informed decisions.

Moreover, this capability can be extended to partners, suppliers and customers via your Extranet and a simple Web browser.

Specific features of WorkSite Web include:

- **Customizable workspace templates**
Create complex collaborative team rooms in minutes using powerful workspace templates.
 - **Project rollup views**
Access project status, get a consolidated view of projects, tasks and calendars, and search for content across multiple projects or teams using powerful metadata and full text search.
 - **Task lists**
Create task lists and assign tasks, priorities, status, timelines or due dates to any member of your team. Notify team members automatically when tasks are assigned or due and report progress against key milestones.
 - **Discussion Threads**
Create discussion thread topics, post replies and browse through discussions in collaborative team rooms. Receive e-mail notification when a response is posted to a discussion thread.
 - **Event calendars**
Categorize and prioritize lists of calendar events.
 - **URL link lists**
Create and share URL links to external Websites or Web pages and other WorkSite pages.
 - **Synchronization**
Synchronize task and event information with Outlook, Notes, GroupWise, or a PDA.
 - **Security**
Assign security levels to team room members and groups. Folders, documents, tasks and discussion threads can be secured by user or group or can inherit the security settings of the workspace.
- ### **WorkSite Web Solutions: Delivering the capabilities from a common Web component architecture**
- With the WorkSite Web product family, organizations get the best of all worlds, including:
- **Client/project file navigation**
Organize documents in a folder hierarchy and share the folders with other users and groups or maintain them privately. A single copy of a document can be referenced in multiple folders.
 - **Streamlined profiling capabilities**
Classify each document and e-mail message with metadata fields tailored to your organization's specific needs. Profile information can be automatically inherited from the folder, eliminating the need for manual data entry.
 - **Document relationships**
Establish links between a primary document and appendices, such as a cover letter and contract.
 - **Quick access lists**
Directly access lists such as the list of documents checked out, the last 40 documents edited and the last 10 searches performed.
 - **Check-in/check-out capabilities**
Maintain the integrity of each document by ensuring that only one person can modify the document at a time.
 - **Audit trails and version control**
Track the history of documents, including all activities performed on the document, for regulatory, legal or operational purposes.
 - **Searching**
Conduct powerful Boolean, wildcard, number or date range searches based on document metadata and full text. Search for documents, e-mail messages and attachments, or both at the same time, within a workspace or a folder. Frequently performed searches can be saved and shared.
 - **Powerful security**
Control access to system functionality and content at the object level based on user, group or role, so that sensitive information remains in the hands of authorized users.

▪ **Customizability**

Easily customize the forms required to create a new document, profile an existing document, or search for documents, using a simple forms editor. Customize user interfaces to integrate with other desktop applications, add new document operations, or to modify the behavior of existing application functions.

▪ **Standard, secure web-based interface**

Support for HTTP and SSL for secure access across the Internet.

WorkSite Web: Building on a robust reliable platform that scales with your business

All WorkSite applications are powered by an open, secure enterprise-class platform that scales to handle millions of documents and tens of thousands of geographically distributed users. Built on a highly flexible, distributed, multi-tier architecture, the WorkSite server supports an array of powerful features. The WorkSite Web product family can be deployed out-of-the-box, and you can customize and extend these applications, so you get a robust scalable solution that is quick to deploy and easy to maintain—resulting in a lower total cost of ownership and rapid return on investment.

System requirements

Microsoft Windows 2000 Server or Advanced Server with Service Pack 4 or later, or Microsoft Windows Server 2003
Microsoft Internet Information Server 5.0 on Windows 2000, or Microsoft Internet Information Server 6.0 on Windows 2003.

Microsoft Internet Explorer 6.0 SP1 or later.

About Interwoven

Interwoven is a global leader in content management solutions. Interwoven's software and services enable organizations to effectively leverage content to drive business growth by improving the customer experience, increasing collaboration, and streamlining business processes in dynamic environments. Our unique approach combines user-friendly simplicity with robust IT performance and scalability to unlock the value of content. Some of the most recognized enterprise and professional services organizations worldwide have chosen Interwoven, including: adidas, Airbus, Avaya, Cisco, DLA Piper, the Federal Reserve Bank, FedEx, HSBC, LexisNexis, Microsoft, Samsung, Shell, Samsonite, White & Case, and Yamaha. Over 20,000 developers and over 300 partners enrich and extend Interwoven's offerings. To learn more about Interwoven, please visit www.interwoven.com.

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