



**EDM.NET
WorkGroup Edition**

EDM.NET WorkGroup Edition

Recommended for medium sized offices that want the ability pick and choose from the EDM.NET offered modules without having to purchase the Enterprise Edition.

Overview

EDM.NET Workgroup Edition, built on the Microsoft .NET Framework, is a complete out-of-the-box solution designed for easy expansion. EDM.NET Workgroup contains the robust, browser based, intuitive functionality demanded by large departments, workgroups and bigger organizations. Your documents can be saved, edited, imported, or scanned directly into the system for easy filing & retrieval. It's the leading browser-based document management software solution with greater functionality than any product in its class.

EDM.NET Workgroup Edition gives you the ability to seamlessly integrate robust browser-based intuitive document management within your Microsoft Office applications and Outlook e-mail. It's easy to use, intelligent functionality allows you to perform all activities with only a few, quick mouse-clicks. You will be able to easily search, find and edit documents on the fly -- plus communicate with your co-workers, using our wide array of web-based collaboration features. It has enhanced, iron-clad security features that keeps sensitive information from being seen by unauthorized users.

Benefits

Once your files have been scanned and indexed into EDM.NET a whole new way of doing your business can take shape. EDM.NET allows you to access your documents from anywhere you can get access to the Internet and a web-browser. This allows you to always have access to all your important files, client's information, receipts, client notes, memos, correspondence, photos, applications, quotes, estimates, etc.. Any electronic document becomes instantly accessible to do your job better, faster and more reliably.

Wireless Access To Your Documents

With the inexpensive costs of wireless devices such as Pocket PC you can now access your documents from anywhere in the world. All you need is an Internet connection and Microsoft's Internet Explorer browser. You will be able to retrieve and review your documents allowing greater freedom and flexibility. Imagine being at a client site and remotely accessing your client's information, files, and documents. EDM.NET makes it possible.

Administration

EDM.NET WorkGroup Edition requires little to no administration once it is installed and configured. Employees can easily access EDM.NET from inside/outside the office using the web-browser. Searching for a document is simple and e-mailing it is a click away.

Powerful Document Management for Workgroups

Each year, organizations experience a 35% growth in the amount of their documents, also known as content. This information growth is often poorly managed, leaving employees with tedious document searches through cardboard boxes, email systems, file servers and offsite storage facilities. Today, information is the key asset of all businesses – therefore it is absolutely essential that emails, documents, purchase orders, etc, are all captured, stored and efficiently leveraged by an organization in the most efficient manner possible.

Speed, Quality & Ease of Use

The Extreme Document Management Workgroup Edition transforms any type of document into instantly accessible knowledge assets by providing powerful, browser based storage, indexing, search, collaboration and workflow. Our *"Fast-Find"* search technology provides quick, easy access to all of your vital information, and retrieves only pertinent files contained within EDM.NET WorkGroup's electronic library. Workgroup seamlessly integrates with your Microsoft Office applications and your Outlook E-mail. Security controls protect and secure documents for safe revision and distribution to internal and external users. Extreme Document Management is easily accessible via internal networks or over the web.

Easy to Access, Set-up, Administer & Support...

EDM.NET WorkGroup is an easy to use, scaleable, robust, out-of-box solution. End users require only minutes of training it's that easy to use. You can quickly migrate files or folders from your existing network into the Extreme Document Management System.

EDM.NET WorkGroup Corporate Edition Product Features & Highlights

You'll be up and running in minutes with **EDM.NET WorkGroup** - a true out of the box solution. Simply take your existing documents and drag & drop them into the system. There's no complicated setup, implementation or involved training needed. EDM.NET WorkGroup is the browser based, efficient choice for smaller organizations.

System Requirements

EDM.NET WorkGroup Edition is a browser based software product that easily installs on your server, and resides on you internal network. Attach EDM.NET WorkGroup to a scanner (or point your digital copier to WorkGroup) and you can scan documents into the pending area of EDM.NET WorkGroup, as well as easily drag and drop Word, Excel, CAD, Project – any type of document - into the system. From there, you can setup, name, and rename your folders and files in an easy fashion, for quick search, forwarding and retrieval later.

Drag & Drop Folders and Files

EDM.NET WorkGroup Edition supports simple to use Drag & Drop functionality to move or copy your folders and files from within the browser.

"Savings in operational cost derived from an ECM solution average between 40% to 45% with the highest observed savings reaching 60%"
Gartner Group, 2003

"Deploying an ECM-Document Management Solution to improve the efficiency and accuracy of business processes can commonly result in a 20% - 40% gain in productivity"
AMR, 2002

Workflow & Collaboration Tools

Workflow manages how documents should be reviewed, approved and published. Track progress and activities as tasks are completed. Also includes real time chat, discussion threads and contact scheduler for robust web collaboration.

Fast and Accurate Document Searching

- **Search Options** - Browse your documents easily in a tree-based structure, use "*Fast-Find*" search technology to find documents using standard or custom fields. You can also use the Content Search to search the contents and meta-data associated with the documents.
- **Security** – Ensures users are restricted to retrieve only the documents they have permissions to access.
- **Powerful** – Don't let its ease of use fool you; this is a very powerful and precise search engine. Precision means you receive only the results that best match the search criteria you have entered.

User System Requirements

- Internet Explorer 5.5 SP2 or higher

Server System Requirements

- Intel Pentium III processor
- 256MB of RAM (1.0GB rec.)

Software Requirements

- Windows 2000/2003 Server
- Microsoft® Internet Information Server (IIS) 5.0 or higher

Database Requirements

- Microsoft® MSDE 2000/2005 Database (100% compatible with Microsoft® SQL Server)

Additional Functionality

- **View & Role Based Security** - that can be easily managed.
- **Email & Forward Documents** - right from the system.
- **Easily Create & Rename** - your folders or files.
- **Models your office filing environment** – intuitive file & folder based structure.
- **Microsoft Office documents** - can be opened within the browser and edited in place, without ever having to leave the browser.
- **EDM.NET WorkGroup synchronizes** with *Microsoft Outlook* E-mail, Contacts, Notes, Tasks & Appointments for seamless operation.
- **Easy, Intuitive System Navigation** – each system module is few clicks away. It is extremely easy and quick to store, find and forward your documents.
- **View Based Security** – Allows you to modify what the user can see in the system, based on their role.