

## Data Sheet

### Scrittura DocManager

Interwoven's Scrittura is recognized as the leading enterprise content management solution suite developed exclusively to automate and manage the full lifecycle of trade documentation for the financial securities and capital markets. Scrittura DocManager is the component engine of the Scrittura software platform that provides a high-volume repository and powerful search and retrieval capabilities for all formats of written and electronic documentation used in the processing of non-exchange based trades.

With the volume and complexity of trading documentation continually increasing, DocManager enables secure and instantaneous access to legal agreements, payments, reset notifications, and other vital information records. DocManager supports extensible document types and provides ubiquitous browser-based access to all trading documents from anywhere in the firm's network.

DocManager can be used in conjunction with Scrittura DocGenerator and WorkFlow Manager to fully automate the documentation workflow needs of OTC trading with the industry-leading Scrittura Solution Suite.

#### DocManager benefits

##### **Improve operational efficiencies via a flexible, single-source document repository**

DocManager supports multiple libraries of documentation. Each library can be configured with a unique set of options, such as enforced index names, types, and inheritance. Moreover, an arbitrary number of data fields are available for categorizing even individual documents. This level of

flexibility enables back-office personnel to easily configure DocManager to meet the ever-changing needs for trade documentation management.

##### **Streamline document management in a user-friendly, intuitive environment**

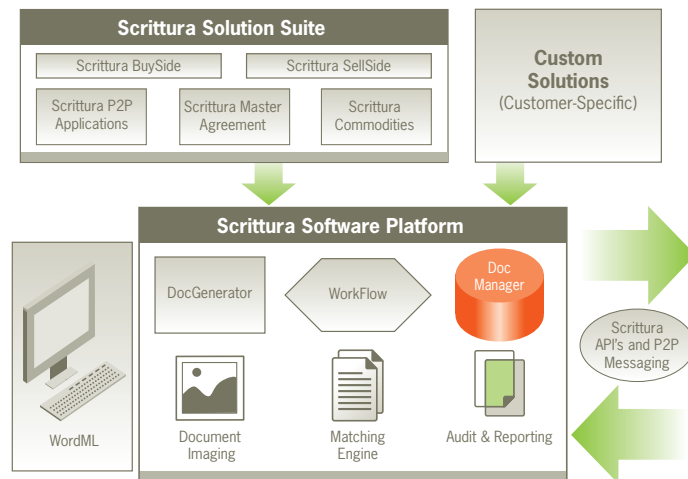
Scrittura's optional WebDav interface allows for end-user interaction in a familiar Microsoft desktop environment. Pop-up windows prompting users to input the required index information appear when saving files to DocManager, further automating document storage, retrieval and search operations. Powerful search and indexing capabilities and document key term granularity allow users to quickly locate precise information within volumes of trade documentation.

##### **Enhance security, data integrity, and audit oversight**

DocManager's sophisticated permission scheme enforces controlled and regulated access to individual documents or specific areas within the document hierarchy. Furthermore, an integrated audit framework allows for comprehensive reporting via the EJB 2.0 API, which supports queries directly against the data store or via third-party off-the-shelf reporting tools. This safeguards document security, helping financial institutions meet strict audit requirements.

##### **The Scrittura software platform**

The Scrittura software platform allows capital markets operations to easily configure and deploy enabling solutions using a robust, scalable, extensible, and



cost-effective technology that is closely aligned to process needs of financial institutions. Scrittura's Web-enabled software is built on the J2EE platform using EJB, JSP, Servlets, JMS, and JDBC in compliance with the J2EE 1.3 specification, including EJB 2.0 and JSP 1.2. Scrittura supports BEA's WebLogic 8.1 as its application and Web server, and Oracle 8/9/10, Sybase 12.5, and SQL Server 2000/2005 as the relational database.

The Scrittura software platform is based on the following fully re-usable components:

- DocGenerator—document generation engine
- DocManager—document management system
- Workflow Manager—workflow engine
- Scrittura WordML® editor using Microsoft Word
- Scrittura Messaging
- Document imaging framework
- Audit & reporting framework
- Matching engine for OTC messages

### DocManager specifications

DocManager supports document storage on the J2EE platform and uses EJB, JSP, and JMS. It can be deployed on any DBMS server that provides full support for Java 1.3. There are no third-party Active X controls or Java applets.

<b>Key Features</b>	
<b>Key feature</b>	<b>What it does</b>
Digital/manual file storage	<i>DocManager comprises a comprehensive solution for document storage and retrieval—storing any type of file or document including DOC, XLS, TIFF, PDF, JPG, GIF, HTML, and XML. Users also gain the added benefit of secure data back-up, which significantly improves disaster recovery mechanisms for back-office documents.</i>
Web services	<i>Scrittura provides browser-based access to trading, middle-office, back-office, legal, and counterparties. It also enables integration with other systems and databases—such as order management, risk, counterparty, and compliance—to share important data, which improves decision making for all stakeholders.</i>
Document scanning, storage, and linking	<i>DocManager scans internal documents and enables linking to other documents in the same environment. It also stores documents from a variety of sources including DocGenerator, word processing applications, spreadsheet applications, image files, and Web-based files.</i>
File version control	<i>Multiple versions of the same document can be created and stored. DocManager makes the original and most recent versions of vital documents easily accessible.</i>
Flexible file hierarchy	<i>DocManager supports a loose or strict hierarchical structure, allowing for optimal performance for the end-users regardless of the volume or complexity of their storage needs.</i>
Check-in/check-out library	<i>DocManager prevents multiple users from editing the same document at the same time. Authorized users can view a document while it is “checked out” and being edited. However, simultaneous changes are not permitted. The document becomes available for additional edits after it is returned (“checked-in”) back to the “library.”</i>
Text search/index via XML or bar codes	<i>DocManager has full-text search capabilities. The application also supports manual indexing and auto indexing, which can be achieved with bar codes or XML index definition files.</i>

## Scrittura Solution Suite

Learn more about all the Scrittura solutions and why they are the trusted choice of more than 30 of the world's largest dealers and investment managers to transact billions of dollars in derivatives every day.

- Scrittura P2P™
- Scrittura Master Agreement
- Scrittura BuySide
- Scrittura SellSide
- Scrittura Commodities

## 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.

Today, nearly 3,800 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 18,000 developers and over 300 partners enrich and extend Interwoven's offerings. To learn more about Interwoven, please visit [www.interwoven.com](http://www.interwoven.com).

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