

Capture, store and collaborate on critical business content via a Web browser.

Content Explosion Threatens Productivity

With every desktop being a publishing engine and every networked computer a distribution point, the sheer volume of information produced in the business environment is expected to double each year through mid-decade. This explosion in business content is taking a significant toll on productivity and compromising information security. In fact, Gartner Group estimates that the average knowledge worker wastes 30 to 40 percent of his or her time in non-productive, document management-related tasks.

WorkDocs: Web-based Document Management

Interwoven WorkDocs is a robust, Web-based document management application 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. 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 from anywhere in the network, via a standard Web browser. WorkDocs cuts cycle time and enables re-use of content, eliminating unproductive activities and resulting in a rapid return on investment.

Powerful Tools to Organize and Access Your Matters and Projects

WorkSite stores files in an electronic file folder, called a WorkSpace, which is the virtual equivalent of the expandable paper file folder. The WorkSpace is the core element of matter-centric or project-centric collaboration, and—unlike other document management solutions—each WorkSpace can be accessed from WorkDocs, as well as from FileSite and DeskSite, without the need to administer and synchronize multiple databases. WorkSpaces can be created for each matter or project, as needed. Within this virtual case file, you can organize documents and e-mail in subfolders. Users can

create new WorkSpaces, add folders, and perform searches for and within WorkSpaces.

Because users typically work on numerous projects, deals or matters at the same time, Interwoven has developed powerful tools that enable matter- or project-centric navigation. This is achieved through shortcuts that make all of the users' projects or matters and workspaces available directly from the desktop, eliminating the need to drill down through database structures. WorkDocs provides two customizable link lists, My Matters and My Favorites, which make it easy to navigate to workspaces of interest.

Simply storing documents and e-mail in a centralized repository is not enough. In order to gain the most benefit, useful metadata must be applied, and until now, this has been achieved by requiring the user to complete a document profile form. This has been a barrier to adoption for many users, as it required changes in user behavior, and often resulted in the entry of meaningless data to speed completion of the form.

The newest release, WorkDocs 8, introduces streamlined document filing capabilities that work the way a business user does, virtually eliminating the need for manual entry of profile data. During matter or project creation, metadata, such as matter/project name, author, description, and more, is assigned to the project folders. When a user selects a folder in which to store a file or e-mail message, the document will automatically inherit the metadata and security from the folder, eliminating the need to manually enter profile values. The result? Happier users and better search results.

Key benefits of WorkDocs Include:

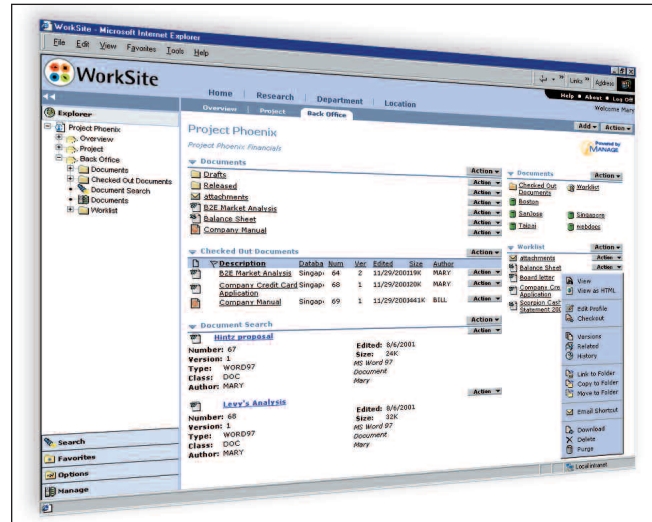
- **Matter/project-centric Navigation**
Organize documents in a folder hierarchy and share the folders with other users and groups or maintain them privately. A single copy of a document can be referenced in multiple folders.
- **Streamlined Profiling Capabilities**

Classify each document and e-mail message with metadata fields tailored to your organizations' 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 & 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**
WorkDocs supports HTTP and SSL for secure access across the Internet.
- **Tight Integration with Collaboration, Workflow and Portal Applications**
WorkDocs is tightly integrated with Interwoven WorkTeam, WorkRoute and WorkPortal applications, enabling an organization to transform WorkDocs into a powerful collaborative content management system.

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. Comprehensive



Sophisticated Document Management Capabilities

administration tools allow integration with LDAP, NDS and ADS servers, making it easy to administer.

System requirements

- Intel Pentium processor
- 64MB RAM
- 50MB of available hard-disk space
- Microsoft Windows 95, Windows 98, Windows Millennium, Windows NT 4.0, Windows 2000 or Windows XP
- Microsoft Internet Explorer 5.x or 6.x or Netscape Navigator 4.7

About Interwoven

Interwoven, Inc. is the world's next-generation enterprise content management (ECM) company. Interwoven's patented, award-winning ECM platform integrates the six pillars of content management: collaboration, e-mail management, document management, Web content management, digital asset management, and records management. Allied with the leading enterprise application providers, the Interwoven ECM platform provides complete, end-to-end, content management for more than 3,200 organizations worldwide including Air France, Citibank, Ford, General Electric, Jones Day, Pfizer, Procter & Gamble, and Yamaha.

Interwoven, Inc.
803 11th Avenue
Sunnyvale, CA 94089 USA
(408) 774-2000
www.interwoven.com

Interwoven, TeamSite, Content Networks, OpenDeploy, MetaTagger, DataDeploy, DeskSite, iManage, FileSite, MediaBin, MetaCode, MetaFinder, MetaSource, OpenTransform, Primera, TeamPortal, TeamXML, TeamXpress, VisualAnnotate, WorkKnowledge, WorkSite, WorkDocs, WorkPortal, WorkRoute, WorkTeam, the respective taglines, logos and service marks are trademarks of Interwoven, Inc., which may be registered in certain jurisdictions. All other trademarks are owned by their respective owners. Copyright 1996-2005 Interwoven, Inc. All rights reserved. DSntwd_6-June 2005.