

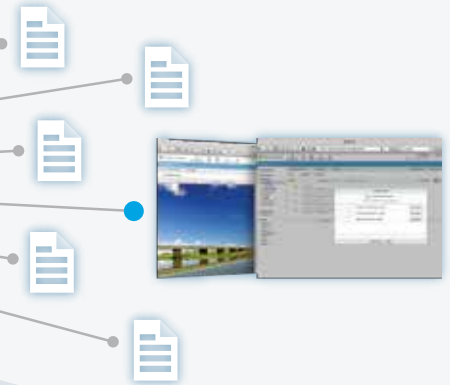
# Document Management



Traditionally, high costs and low user adoption rates have prevented businesses from making the most of their Enterprise Content Management (ECM) systems. Alfresco is the solution.

Alfresco's interface looks just like SharePoint to Microsoft Office users, allowing users to upload, check-in, check-out and modify content right from Office and make intranet searches using standard browsers. Its fully-scalable architecture enables you to pay only for the functionality you need. Since it supports a large number of users and very high volumes of content, it will continue to deliver robust, cost-effective performance as your enterprise grows.

Boost productivity, increase compliance and ensure that your critical documentation is readily accessible when you need it. Alfresco easily allows users to track major and minor versions of documents with an audit trail and allows you for automated manual processing, automatic version control, and automatic meta-data extraction and categorization.



## Features & Benefits

- Virtual File System – Replace shared drives and offer the same interface
- SmartSpaces – Best practice collaboration spaces
- Transparent support at all stages of a document's life cycle, from creation to expiration
- CIFS briefcase synchronization
- Mobile access
- Rapid deployment
- Dramatically increased user adoption
- Dramatically reduced cost and TCO
- Reduced risk of non-compliance



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## Records Management

In recent years, digital information has proliferated and, as a result of new technologies and changes in the corporate and business worlds, it has become more complex than ever. Businesses are being required to comply with increasingly stringent regulations and demonstrate greater levels of corporate transparency than ever before. Now storing and managing company information demands much more than boxes of papers or cabinets of files, hence the evolution of Records Management Systems.

The Alfresco Records Management module provides all of the functionality needed to help any organization capture, classify, control and dispose of a wide range of corporate records, including documents, web pages, emails, images, and more. And as the first Open Source Records Management solution to be certified to the rigorous DoD 5015.2 standard, it is the industry's most scalable, compliant information repository available.

The Alfresco Records Management module also has an easy-to-use interface to assist with user adoption and a lower total cost of ownership than comparable systems.



## Social Collaboration

Boost productivity and nurture a mobile collaborative corporate culture with Social Collaboration tools. Alfresco, Magnolia and ReadyPortal all provide features for managing and centralizing your enterprise's websites, blogs, announcements, surveys, forms, discussion threads, and wikis on desktop as well as mobile devices. These tools will help your employees share information and generate ideas internally, while providing you with unparalleled opportunities for interacting with consumers and other audiences worldwide.



## Document Capture

Accelerate business processes, increase compliance, and maximize disaster readiness by backing up your critical information digitally with an automated Document Capture System. High-volume batch scanning reduces costs and increases productivity in centralized and distributed environments alike, and a configurable, rules-based, graphical workflow makes it easy for your employees to use the system and customize your data capture processes.

Tenthline's Document Capture System, which is comprised of Alfresco Document Management System and Ephesoft, features powerful capture and indexing features for easy information storage and retrieval.



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