

Data Sheet

Interwoven® DeskSite®, FileSite™, and OffSite™

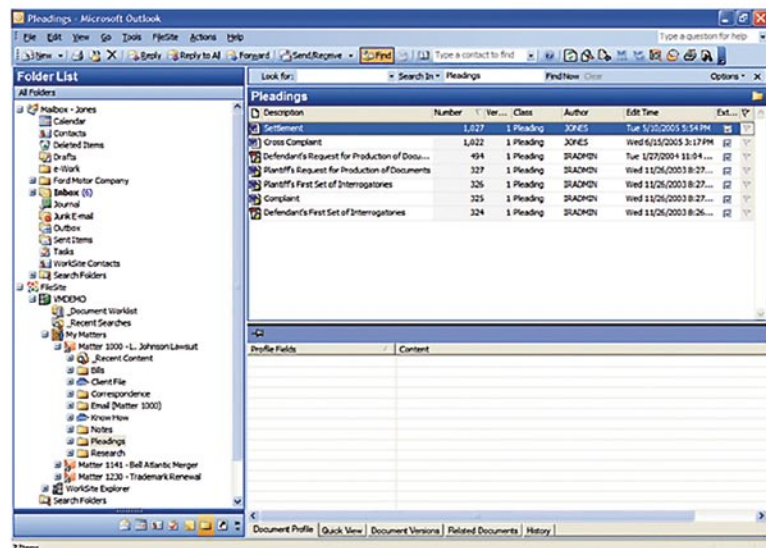
Capture, Store and Collaborate on Critical Business Content—From your desktop

Business Content: Your Most Valuable and Vulnerable Asset

For most knowledge workers, the desktop is their office, and a significant amount of information, including documents, spreadsheets, presentations and e-mails, clutters their systems. This unstructured data represents up to 80 percent of all information generated by organizations, yet too often the data is hard to access and prone to corruption or loss. The time and effort required to recreate this data can be a significant drain on organizational productivity and profitability. Organizations need an easy, cost-effective way to manage and secure critical business content directly from the familiar desktop environment, without impacting day-to-day activities.

Interwoven DeskSite and FileSite Document Management for the Windows Desktop

Interwoven provides two full-featured document management clients—DeskSite and FileSite—to help companies gain control of their vitally important business content. DeskSite and FileSite provide tight, out-of-the-box integration with popular Windows applications such as Microsoft Office, WordPerfect, Microsoft Outlook, Lotus Notes and Novell GroupWise. Users can create a new document, open an existing document, save a document as a new version, change profile information and perform many other document management functions—all without ever leaving their familiar application interface.



Interwoven FileSite

DeskSite is an intuitive Windows client that integrates WorkSite document management functionality into Microsoft Office applications. FileSite adds seamless access to WorkSite document management functionality directly from Microsoft Outlook. By combining the familiar user interface of frequently used applications with powerful document management functionality, DeskSite and FileSite enable rapid adoption of document management functions across the organization, and users realize immediate productivity with minimal training.

Powerful Tools to Organize and Access Your Matters

WorkSite stores files in an electronic folder, called a WorkSpace that is the virtual equivalent of the 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 both FileSite and DeskSite, as well as from WorkDocs—a browser-based UI, without the need to maintain 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

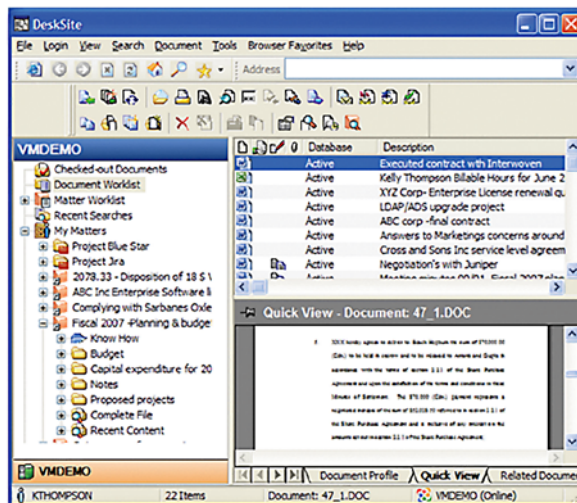
e-mail in subfolders. Users can create new WorkSpaces, add folders, and perform searches for and within WorkSpaces.

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.

The DeskSite and FileSite tree views contain two customizable link lists, My Matters and My Favorites that 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 releases, DeskSite 8 and FileSite 8, introduce 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,



Interwoven DeskSite

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.

Robust E-mail Management Consolidates Matter-Related Correspondence

FileSite provides a powerful e-mail management solution plus full WorkSite functionality from the Microsoft Outlook interface, enabling storage of e-mail messages and attachments in project/matter-related folders in the same searchable repository as the rest of the

project or matter files. Messages can be dragged and dropped into the relevant folder. When used with WorkSite Communications Server, a unique e-mail address can be associated with each matter folder, enabling users to cc the matter folder on outbound messages, or to forward messages to the folder. As with documents, profile information is automatically inherited from the folder, eliminating the need for manual data entry.

Key Features of DeskSite and FileSite

- **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.
- **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.

- **Add-Ons for Tight E-mail Integration**

DeskSite offers add-on modules that provide integration with Lotus Notes and GroupWise e-mail. Users can directly profile incoming e-mails and attachments and attach profiled documents to outgoing e-mails from within their e-mail application.

Interwoven OffSite—Unparalleled Productivity for the Mobile Professional

In today's fast-paced environment, business users need the ability to access information at any time, from any location. This is especially true for users who spend a substantial amount of time on the road or at client sites. Until now, mobile users had the ability to download specific files to a laptop for remote use, but they have lacked the ability to use document management features such as check-in/check-out, versioning and search while disconnected from the network.

Interwoven OffSite is an add-on for FileSite and DeskSite that provides users with the virtual equivalent of their matter or client file, making all files stored in WorkSite, including documents, e-mails, scanned images and other content, readily accessible from the users laptop, even

when disconnected from the network. A fully portable version of WorkSite, OffSite uses the same familiar user paradigms and interfaces available in online mode, enabling users to browse the file hierarchy, view and modify existing documents, create new documents and search repository content. On reconnection to the network, OffSite automatically synchronizes the entire file, and OffSite's sophisticated synchronization algorithm resolves any content conflicts quickly and accurately. Interwoven OffSite provides the anytime, anywhere availability that today's highly mobile, fast-paced business professional demands.

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. Both DeskSite and FileSite applications can be deployed out-of-the-box, and you can customize and extend these applications with the Interwoven Software Development Kit. With WorkSite, 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

Intel Pentium processor
Microsoft Windows 95, Windows
Millennium, Windows NT 4.0, Windows
2000 or Windows XP
64MB RAM
50MB of available hard-disk space

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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