



DOCUMENT MANAGEMENT SOFTWARE



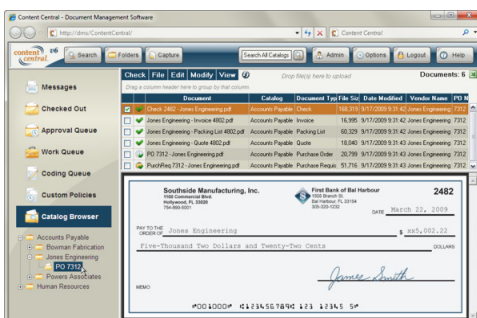
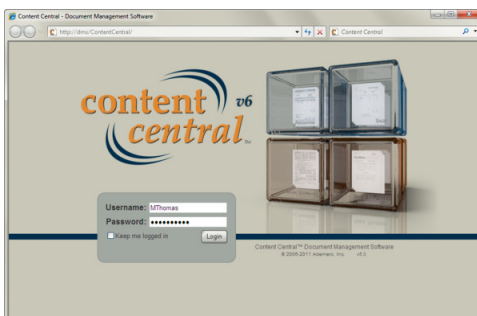
The All-In-One Browser-Based Document Management Solution

General Overview of Content Central

Content Central sets the standard for document management and workflow solutions. Users access and interact with the application by logging in using a preferred Web browser, from Internet Explorer to Mozilla Firefox and Google Chrome. Every operation occurs within this browser-based interface, from capturing, indexing, and retrieving documents to approving and distributing them.

Take advantage of the many benefits a browser-based application offers, including quick deployment, controlled & logged access, and remote connectivity. Administrators install Content Central on a single Microsoft Windows server or across multiple servers for performance. After user accounts have been defined, users connect from available Windows, Mac, or Linux computers on the network.

Inside Content Central you can create documents using PDF-based electronic forms. Documents and other files can be captured from document scanners, network folders, e-mail accounts, or user interaction. Content Central converts scanned images into fully searchable PDF files, and all



documents can be retrieved using content keywords and other index information based on the type of document. Integrated e-mail and fax tools allow you and your team to distribute documents without requiring external software. A powerful workflow engine can manage your information behind the scenes based on system events or schedules.

Best of all, you receive every feature for one affordable price, paying only by the number of users required; there aren't any confusing add-on modules to worry about.

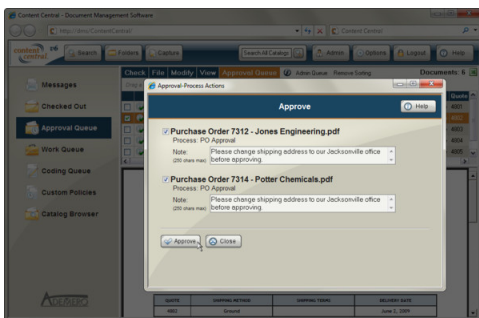
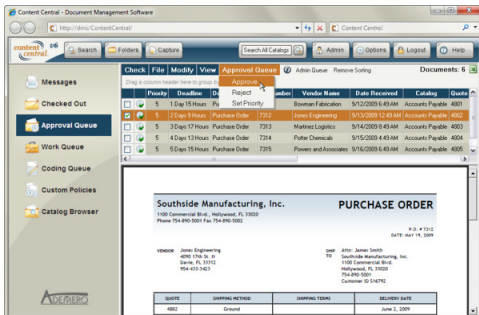
Approval Processing

Built in to Content Central is a powerful approval-processing engine, giving you the ability to define an unlimited number of approval processes. These electronic processes let you easily manage the stages of a document's life cycle by automatically moving them along workflow paths that you define.

Add one or more users, groups, or document creators to each process, generating stages. Add deadlines and priorities to enhance control over each stage, encouraging or requiring users to first process higher-priority items. You can create special stages for peer review and ad-hoc selection of users as documents move from one stage to another. Enable automated e-mail notifications for both new arrivals and deadlines to alert users when one or more documents need immediate attention. Any type of event can start approval processes, including document capture, changes to field values, or user interaction. Additional workflow rules can be triggered at any stage or action in a process, such as the arrival to a specific stage or an approval by the final member.

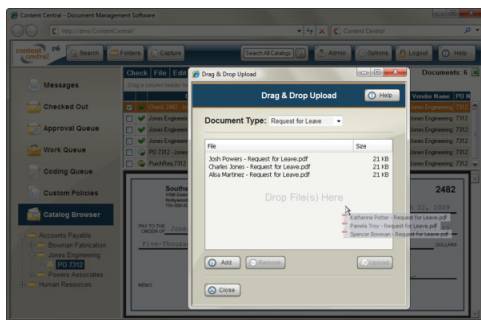
System administrators can grant permission to designated users for management responsibilities over one or more processes.

Members of approval processes either approve or reject documents that arrive in their Approval Queue. The administrative Approval Queue lets managers view documents at all stages and provides the ability to approve, reject, and



remove any documents in view.

Additionally, Content Central maintains a complete event history for auditing purposes.



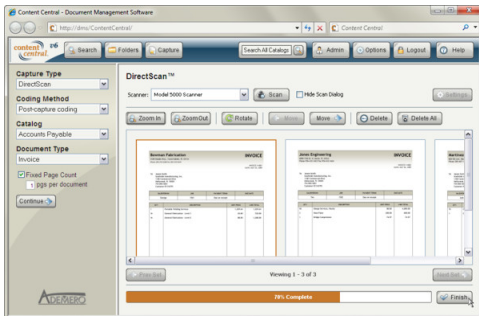
Electronic Capture

Content Central accepts files of any type obtained by various means, including user uploads, e-mail accounts, and network monitoring.

The Catalog Service, which operates in the background, automatically recognizes content as it becomes available by monitoring specific network folders and e-mail accounts.

Users capture data by uploading them or using drag-and-drop features of the operating system. Single files can be indexed and uploaded in one step using an intuitive interface. For groups of files, a browser-based drag-and-drop feature lets you drag folders or files from your computer into any accessible folder in Content Central.

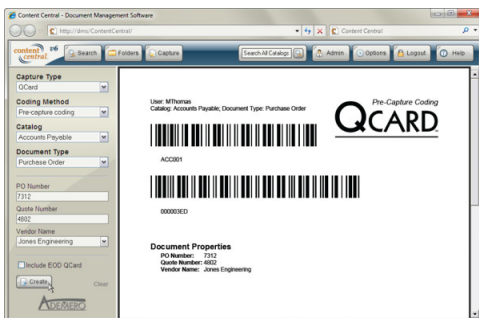
To complete the process, configured Folder & File Building rules can mimic your existing network folder structure. These rules ensure newly captured documents will be archived using familiar naming conventions.



Paper Capture

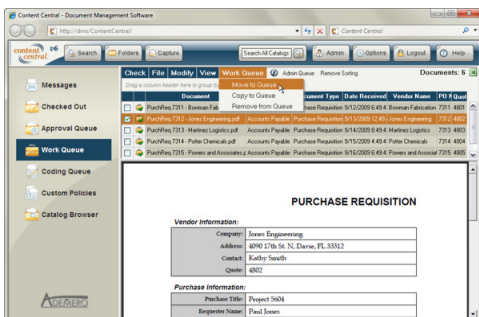
Content Central can capture and process digital images of paper documents from most document scanners, including multifunction devices (copiers, MFPs) and convenient desktop scanners.

DirectScan lets you capture paper documents using your Web browser and any TWAIN-compliant scanner connected to the desktop computer. The browser-based nature of DirectScan allows off-site document capture, which isn't available in a traditional DMS. Captured documents will be routed directly into Content Central for image processing. The Capture Service, operating in the background, converts all scanned images into fully-searchable PDF files for retrieval.



Barcoded documents, known as QCards, can be printed and used as cover sheets to identify one or more documents during the scanning process. QCards help facilitate capturing large batches of documents by allowing you to scan hundreds of pages in a single session using one or more document scanners in your office.

Content Central can also import scanned images of documents (TIFF, PDF, JPEG, BMP, GIF, PNG) that have been previously scanned and stored in network folders. Additionally, Java-based applets exist for select multifunction devices. Ask an Ademero solutions consultant for details.

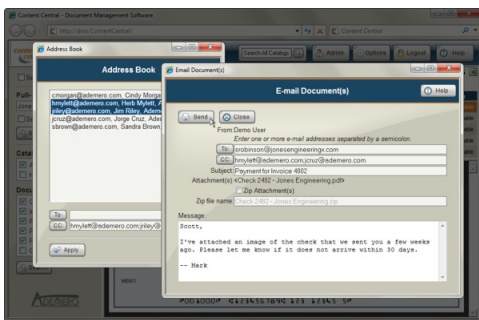


Collaboration

Collaboration in Content Central centers around the Work Queue. Each user's Work Queue can contain one or more items of importance that other users may also share. With granted permission, you can add documents and other content to the Work Queue of one or more users and groups in Content Central. Users can also add documents to their own Work Queue. Optional expiration dates can be defined to prevent items from staying in Work Queues for too long. After required operations have been completed, users can either remove or move documents out of their Work Queue.

When collaboration activities involve editing content, items can be checked out before they're edited, and checked in when edits have been completed, ensuring two users don't make changes at the same time.

In addition to internal use, temporary access to one or more items can be granted to outside users using Content Central's document-sharing feature. Users with the share permission can assign items to one or more public users by providing their e-mail address in an assignment dialog. The outside users will receive complete instructions on how to access Content Central as well as the content that's been shared.



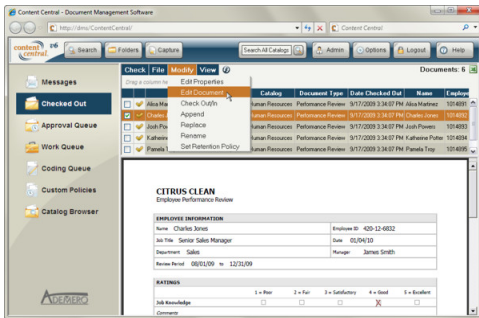
Distribution

Content Central contains a number of tools to help authorized users distribute documents and other content.

Integrated e-mail and fax features let users route documents to one or more recipients after entering their details or selecting them from a personal address book. You can provide both a subject and message body to send along with the documents. When sending an e-mail, multiple files can be zip compressed with a single click.

Along with demand-based e-mailing, Content Central's workflow engine can distribute content automatically when configured workflow events are triggered, such as a document approval or change to content.

The document-sharing feature provides a secure way to temporarily share information with others. Documents that have been designated for sharing can be distributed to outside parties having an e-mail address. Content Central instantly sends instructions containing the information needed to connect and access the shared documents.



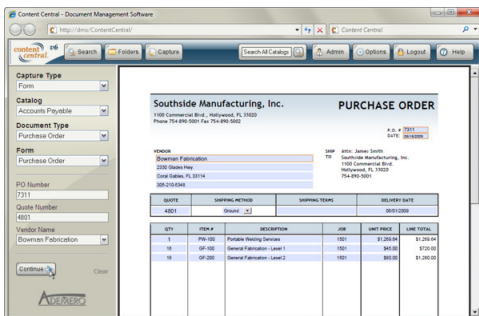
Editing

Content Central offers multiple ways to edit documents. Because all documents are stored in their original formats, Content Central lets you edit them with their native applications.

The Content Director, a plugin accessed within Content Central, provides simple one-click document editing. This tool checks out a document and launches its native application automatically. After you've completed your changes and close the application, the revised document is automatically uploaded back to the server.

You can also perform an edit manually by first checking out the document in Content Central. Once the document has been checked out, you can download it, modify it, and upload it back into the server at your convenience.

Along with editing the contents of a document, tools exist for appending and replacing.



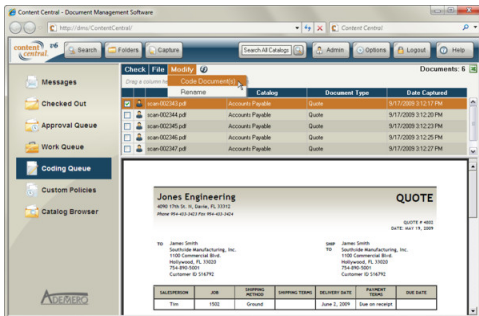
Forms Processing

Using PDF forms, new documents can be generated instantly in Content Central. These digital forms can be uploaded into Content Central and used as templates for new documents. They can contain selection lists, field requirements, and embedded calculations to decrease the amount of time it takes to generate new information in your office.

During the creation process, Content Central's index information is automatically transferred to the new document. Conversely, any changes made to index-based data within the PDF form will be reflected in Content Central.

Documents requiring sequential form numbering can be generated using auto-incrementing numeric fields in Content Central. This allows document types like purchase orders and invoices to be generated with ease.

Every change is tracked because a new document version is generated each time an existing form is updated.



Indexing

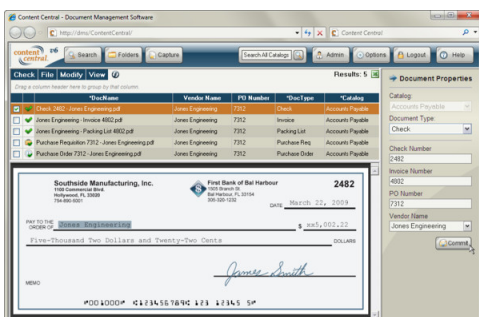
Indexing in Content Central is a key component to facilitate capturing, searching, and more.

Users provide index information before or after the capture process depending upon the type of document. Some index data can be obtained automatically from barcodes or text found on your documents.

Index fields exist as text, numeric, or date types. The type of field selected determines the options available, such as the number of decimal places for a currency field or the formatting requirements for an invoice field. Numeric fields can be automatically incremented as new documents are generated.

Any field can be marked required, preventing users from capturing documents before providing important index information.

Along with searching for documents, indexing can be used during the capture process to automatically generate folders, subfolders, and filenames, intelligently organizing your document collections.



Integration

Content Central integrates with many software packages, from accounting software and project management applications to Microsoft Office. Information can be pulled from other applications during the capture process to make the indexing task an easy and accurate endeavor. Users can provide as few as one index field and obtain the rest with a single click. Other integration scenarios can be completely automated when the primary key is obtained from the document in the form of a barcode or text zone.

Content Central can push information to qualifying applications using workflow rules based on events or schedules. The documents in Content Central can be accessed externally by users or processes having elevated security permissions, and Content Central operates using the SQL Server database engine.

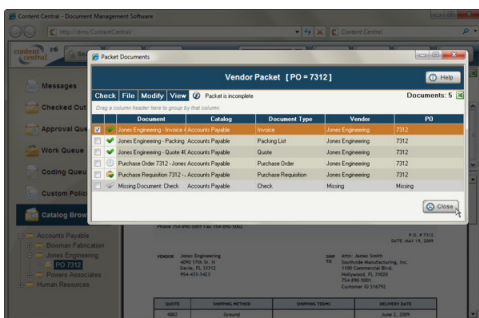
Finally, Content Central integrates with Microsoft Office 2003, 2007, and 2010. Documents can be checked out, uploaded, and edited using add-on tools for your Office applications like Word and Excel.

Packets

A Packet in Content Central is a collection of related documents. Each packet is linked by a common index field. In an accounts-payable example, a PO number links a purchase order, invoice, and check.

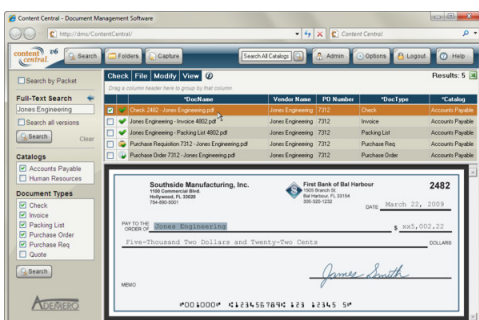
You can view an entire packet from any of its individual documents. This view reveals whether a packet is complete or missing one or more documents. Automated workflow rules can alert you when a packet remains incomplete for a specified period of time. Other workflow rules can be configured to begin when a packet is completed, such as an approval process on the entire packet.

Along with document grouping, packets provide an easy way for related documents to be downloaded or distributed via e-mail.



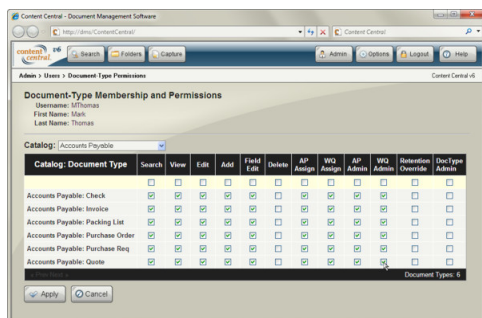
Search & Retrieval

Content Central gives you a simple, yet powerful way to search for information, employing familiar techniques you've used on an Internet search engine. You can find content by searching for any word contained in the document even if the original was in paper form. Content Central also allows you to find documents using index fields, such as vendor name, PO number, or invoice number.



The Catalog Browser adds file-explorer functionality to your Web browser, providing a visual hierarchy of folders and the files they contain. You can locate your documents by navigating through available folders, and any document or group of documents can be cut or copied and pasted from one folder to another.

Best of all, you can access your information from any computer on the network with a standard Web browser. You can even search for documents off site when you allow Internet access to Content Central.



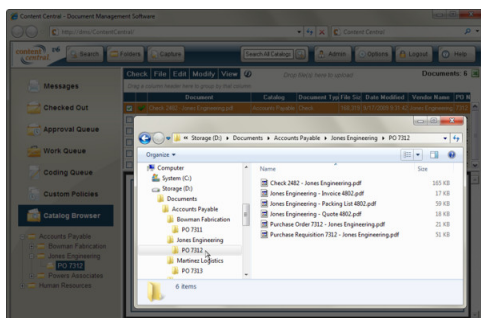
Security

Content Central keeps your information secure, requiring user authentication with encrypted, one-way password verification. Along with manual additions, you can import users from one or more Active Directory domains, simplifying the management of user account control.

The server can be configured to require users reconnect after a preferred period of inactivity. User-remembering features can be disabled at the system level, requiring a username and password to be entered each time.

Access levels can be defined for each document type in the system. A range of configurable permissions exist, including adding, editing, searching, viewing, and assigning. Add users with similar access levels to groups, which can be granted permissions in the same manner as individual users.

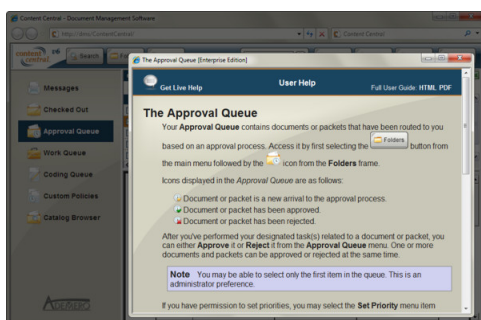
Finally, an embedded system-event viewer lets administrators audit the actions taken by any user, including connections, searches, views, and edits.



Storage

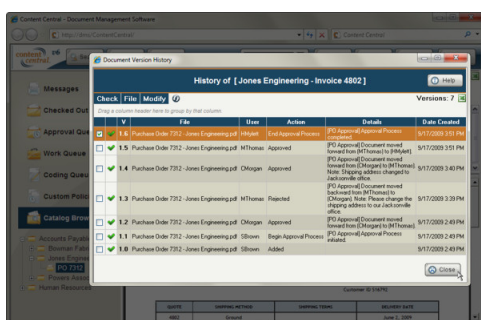
Content Central stores documents and other content in their original formats, using designated file-storage locations on your network of servers. The folder structure for documents always matches what you see in the Catalog Browser, and each version is stored separately for quick and easy access inside Content Central. These storage locations are maintained and secured by Content Central services. Users always access documents through the browser-based interface.

You can define retention policies for any document type in the system. Each retention policy can be set to a defined period of years, months, weeks, or days. Some users with elevated permissions can define custom retention policies for individual documents. Those that expire are automatically moved out of Content Central for offline archiving and storage.



Support & Assistance

Ademero supports Content Central with a 24-hour call center located in Central Florida. You can contact support technicians via phone, live chat, or e-mail. For added convenience, users can access live-chat operators directly from Content Central's help menu.



Version Control

Content Central maintains a complete revision history for all types of documents.

Revisions are divided into groups of major and minor versions. Document additions and content editing generate a major version, such as 1.0 and 2.0. Content Central stores a separate instance of these major versions, which can be accessed at any time. Users view or download older versions of a document by accessing a historical view of the document's life.

Minor versions, such as 1.1 and 1.2, come from other events.

Document approvals, rejections, and index-field updates are just a few of the events that generate a minor version.

Workflow

Content Central's workflow engine automates document and content-related tasks, handling them in the background. This workflow system increases productivity in your office by performing routine operations without the need for human interaction.

Workflow operations begin with Workflow Rules, which consist of one or more triggers and one or more actions. A Workflow Trigger determines how and when a workflow rule will begin. Triggers exist for system or user events like a newly captured document, a field-value update, or a document's departure from a work area. Other types of triggers include the age of a document in the system, the amount of work in someone's queue, or a deadline being reached in an approval process.

Workflow Actions do the work after a Rule has been triggered. Many types of Actions exist, from initiating approval processes, to moving content and sending e-mails. You can even launch other applications, a mechanism commonly used to invoke integration scripts or export documents.

The Workflow Service operates around the clock, processing multiple events and schedules simultaneously. Content Central logs all workflow actions the same way it tracks events coming from user interaction.

