

# eBdesk Document Management

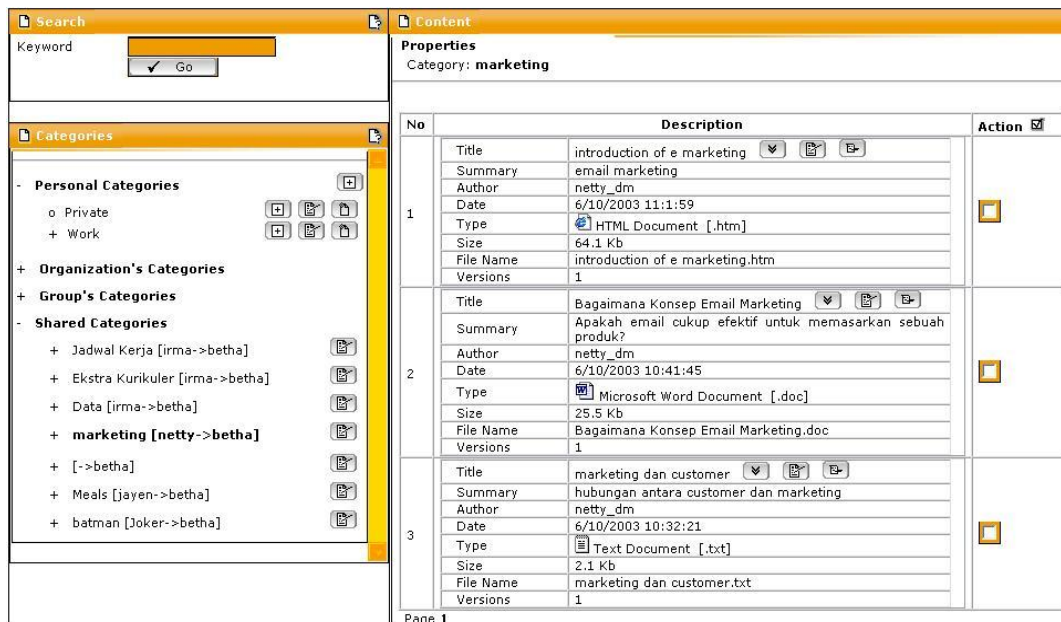
**Highlights:**

- ❖ Flexible, multilevel categorization
- ❖ Fast and powerful search engine
- ❖ Index document contents and metadata
- ❖ Support document life-cycle management
- ❖ Integrated with eBdesk Collaboration and Knowledge Management

## Leverage Documents into Knowledge

eBdesk Document Management is a robust, Web-based document management application that provides secure access to enterprise wide business content stored in highly scalable repositories.

You can capture, organize, store, reuse and share critical business content with customers, partners and employees around the world via Intranet, Extranet or the Internet. This will transform document-based electronic information into knowledge assets. Controlling these assets, people can make fast decisions by leveraging both their own experiences and also the collective expertise contained in eBdesk Document Management repositories.



The screenshot displays the eBdesk Document Management interface. On the left, there is a 'Search' section with a 'Keyword' input field and a 'Go' button. Below it is a 'Categories' sidebar with a tree view showing 'Personal Categories' (Private, Work), 'Organization's Categories', 'Group's Categories', and 'Shared Categories' (Jadwal Kerja, Ekstra Kurikuler, Data, marketing, [->], Meals, batman).

The main 'Content' area shows a table of document properties for the 'marketing' category. The table has columns for 'No', 'Description', and 'Action'. Three documents are listed:

No	Description	Action																
1	<table border="1"><tr><td>Title</td><td>introduction of e marketing</td></tr><tr><td>Summary</td><td>email marketing</td></tr><tr><td>Author</td><td>netty_dm</td></tr><tr><td>Date</td><td>6/10/2003 11:1:59</td></tr><tr><td>Type</td><td>HTML Document [.htm]</td></tr><tr><td>Size</td><td>64.1 Kb</td></tr><tr><td>File Name</td><td>introduction of e marketing.htm</td></tr><tr><td>Versions</td><td>1</td></tr></table>	Title	introduction of e marketing	Summary	email marketing	Author	netty_dm	Date	6/10/2003 11:1:59	Type	HTML Document [.htm]	Size	64.1 Kb	File Name	introduction of e marketing.htm	Versions	1	<input type="checkbox"/>
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Versions	1																	
2	<table border="1"><tr><td>Title</td><td>Bagaimana Konsep Email Marketing</td></tr><tr><td>Summary</td><td>Apakah email cukup efektif untuk memasarkan sebuah produk?</td></tr><tr><td>Author</td><td>netty_dm</td></tr><tr><td>Date</td><td>6/10/2003 10:41:45</td></tr><tr><td>Type</td><td>Microsoft Word Document [.doc]</td></tr><tr><td>Size</td><td>25.5 Kb</td></tr><tr><td>File Name</td><td>Bagaimana Konsep Email Marketing.doc</td></tr><tr><td>Versions</td><td>1</td></tr></table>	Title	Bagaimana Konsep Email Marketing	Summary	Apakah email cukup efektif untuk memasarkan sebuah produk?	Author	netty_dm	Date	6/10/2003 10:41:45	Type	Microsoft Word Document [.doc]	Size	25.5 Kb	File Name	Bagaimana Konsep Email Marketing.doc	Versions	1	<input type="checkbox"/>
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3	<table border="1"><tr><td>Title</td><td>marketing dan customer</td></tr><tr><td>Summary</td><td>hubungan antara customer dan marketing</td></tr><tr><td>Author</td><td>netty_dm</td></tr><tr><td>Date</td><td>6/10/2003 10:32:21</td></tr><tr><td>Type</td><td>Text Document [.txt]</td></tr><tr><td>Size</td><td>2.1 Kb</td></tr><tr><td>File Name</td><td>marketing dan customer.txt</td></tr><tr><td>Versions</td><td>1</td></tr></table>	Title	marketing dan customer	Summary	hubungan antara customer dan marketing	Author	netty_dm	Date	6/10/2003 10:32:21	Type	Text Document [.txt]	Size	2.1 Kb	File Name	marketing dan customer.txt	Versions	1	<input type="checkbox"/>
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## Product Features

**Standard web-based interface:** accessible from any standard web browser.

**Support almost all document formats:** using eBdesk eXpert Content Manager as back-end engine enables the system to handle virtually all format available, apply the same actions to all format, and deliver the document back to user in native format.

**Categorize documents into folders:** group documents with similar content into one category. Categories can have unlimited subcategories that can be nested to unlimited depth level.

**Folder and document profile:** folders and documents can be profiled using description and other metadata. Search will also return results based on these profiles.

**Related categories:** establish link between categories, eases users navigating from one category to another to find documents that have similar content.

**Life cycle management:** identify and enforce the stages a document must pass through such as authored, reviewed, approved, published, and archived.

**Share documents:** folders can be shared to other users with ability to configure document access: read folder, change folder, read document, upload document.

**Quick access list:** show most recently uploaded, reviewed, approved documents.

**Searching:** sophisticated search interface will return documents matching to a keyword and rank it based on keyword relevancy.

**Indexing:** index document contents, metadata, and profiles to speed up searching and ensure that search will always return the most relevant and up-to-date documents available.

**Version tracking:** document can have unlimited number of version. Useful when documents are collaboratively authored.

**Check-in/check-out capabilities:** maintain the integrity of each document by ensuring that only one person can modify the document at any time.

**Customizable security level:** control access to documents based on user, group, and organization, so that only authorized users can access sensitive information within documents.

**Scheduled Indexing:** backend process of indexing large-size documents can be scheduled to run at a convenient time to avoid overall system performances drawback.

**Integrated with other eBdesk application:** fully integrated with eBdesk eXpander Corporate Portal and eBdesk eXpert Knowledge Management System.

## Technical Specifications

### Web browser supported

Internet Explorer 5.5 or above  
Netscape Navigator 7.0 or above

### Server Operating System supported

Microsoft Windows NT 4.0  
Microsoft Windows Advanced Server  
Microsoft Windows Professional  
Microsoft Windows XP

### Web Server Platform

Microsoft IIS 5.0

### DBMS supported

Microsoft SQL Server 2000

### eBdesk Application Required

eBdesk Portal Builder and Administration  
eBdesk eXpert Servers

### Server Hardware requirements

Intel Pentium 500 MHz or Higher  
128 MB RAM minimum  
256 MB RAM recommended

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