



Ektron DMS400: Frequently Asked Questions

What is Ektron DMS400?

Ektron DMS400 is a flexible and scalable browser-based document management system designed to meet customer demands for a quick-to-deploy, easy-to-use solution that fits within budget. Ektron DMS400 enables organizations to more effectively create, manage and store documents and assets in a secure, centralized location. It is built from the ground up on the Microsoft .NET Framework, offering scalability, flexibility and opportunity to leverage existing infrastructure investments, while also integrating with Ektron's popular Web content management solutions, CMS300 and CMS400.NET.

DMS400 is designed to help lower costs and unlock hidden power and value of an organization's information. It also:

- Helps organizations increase efficiencies by automating processes, improve accountability by facilitating collaboration, and minimize risk by meeting compliance and legislative requirements
- Enables document and information managers to Web-enable document-related business processes -- including intelligent library filing, advanced document and asset search, task assignment, real-time reporting, and globalization.
- Allows knowledge workers to take advantage of Ektron's Microsoft-centric work environment to become more productive and efficient.

What types of documents and assets does it manage?

DMS400 offers strong support for managing Microsoft Office documents, such as Word, PowerPoint, Excel, and Visio. However, it also handles hundreds of additional document and digital asset file types. Examples of the types of files that Ektron DMS400 can manage are images (jpeg, gif, tiff), audio (RealAudio, midi, mpeg), video (Quicktime, mpeg, AVI), in addition to text and application files.

What are the benefits of Ektron's document management system to my organization?

Organizations are faced with increasingly stringent information management and reporting legislation, while teetering on the brink of information overload. The pressure to manage documents and digital assets in a centralized, secure environment has never been greater. Ektron's document management system answers this need and delivers many benefits to organizations, such as:

- **Share** corporate knowledge with a wider audience (internal or external)
- **Meet** compliance mandates in your industry and avoid risk
- **Reach** new corporate governance requirements around information management
- **Provide** access to documents/information from anywhere via the Web
- **Reduce** costs and time related to finding, managing and publishing information
- **Support** collaboration and teamwork on projects

How can I deploy DMS400 in my organization?

DMS400 is available as an add-on to Ektron's content management solutions, CMS300 and CMS400.NET. The tight integration of the Ektron DMS and CMS means users can easily publish documents to Web sites, intranets, extranets and portals. Ektron DMS400 will be available as a stand-alone document management system in May 2005.

What capabilities in DMS400 make it unique and powerful?

Many aspects of Ektron's document management solution make it powerful and unique.

Ektron forges new territory with this solution. Until now, deployment of document management solutions has typically required significant investment of time, money and IT expertise. Ektron DMS400 debuts as one of the industry's first low-cost, quick-to-deploy, easy-to-use document management solutions. Its full depth and breadth of features to help automate manual tasks, streamline operations, minimize risk, and foster collaboration among knowledge workers.

Ektron is not new to this approach. With more than 15,000 integrations of its Web authoring and content management solutions (CMS) worldwide, Ektron dispelled the myth that CMS's must be costly, technically cumbersome and difficult to use. Ektron is the industry's front-runner in popularizing mid-market alternatives for bringing CM to the masses.

Additional areas where Ektron's DMS solution excels include:

- **Advanced document and asset search:** The DMS indexes all files allowing for faster and more accurate searches. This helps makes information more accessible, thus making knowledge workers more productive.
- **Intelligent library services:** The DMS automatically uploads documents to the correct folder when users make changes. Using built-in "smart client" functionality, the system "remembers" where documents and other assets go within the folder structure.
- **Ektron is a single-source system:** Organizations frequently seek to standardize on an integrated, single-source solution for managing the content and documents associated with their business. Ektron meets your requirements to centralize management, lower costs and support requirements, reduce training needs, eliminate complexity.
- **Shared User Interface:** Ektron's integrated document and content management system shares the same user interface, contributing to its ease of use for managing documents and assets and publishing Web-ready content to Web sites, intranets, extranets and portals.
- **Globalization tools:** Ektron's document and content management systems share powerful capabilities for managing the complete content translation and localization process, with advanced, standards-based features that help companies "go global" more easily and successfully, whether this means translating internal documents read by people in multiple locations, or turning your Web site into a global marketing and communications tool. Ektron's stand-alone DMS400 will also offer complete globalization capabilities.

What type of organization can use Ektron DMS400?

Any type of organization that wants to centralize the management of documents and assets, and more effectively create, manage, and share information, will benefit from DMS400. DMS400 supports the requirements of mid-size and enterprise organizations that want to bring information assets under control in a coherent, automated way. Because it is built on Microsoft technologies, it meets the needs of many organizations as an affordable, quick-to-deploy and easy-to-use, without adding complexity to the IT environment.

What is index search and how is it useful in DMS400?

DMS400 indexes and searches all text of Office documents, PDFs, etc., plus all metadata associated with documents and digital assets, including standard metadata elements associated with a file (such as author, date created, file size) and user-defined metadata. Documents managed in the Ektron document management system can be exposed to highly detailed searches based on indexed metadata. As a result, users searching for documents and assets can obtain highly detailed and relevant search results. The system can even be configured to dynamically guide a user through a search process, based upon previously used search parameters.

Why should I care about globalization features in a document management system?

Globalization is influencing businesses in many ways, including how they communicate with employees, partners, customers and others. A document management system like DMS400, with complete translation and localization support, enables organizations to create versions of documents and other assets that "speak" to multilingual audiences.

Today, "going global" isn't just for large businesses; mid-size organizations are finding their next generation of growth in new countries and with new audiences. DMS400 supports document and asset translation and localization. Its integration with CMS300 and CMS400.NET also support globalization efforts on Web sites, intranets, extranets and portals, enabling you to publish multilingual Web content.

What is the workflow capability in DMS400?

Just like Ektron CMS300 and CMS400.NET, Ektron's document management system ships with a built-in, highly robust Web-based workflow system. It automates tasks and enables the right people to be involved in the process of creating, updating, approving and publishing documents and assets, within a process-driven Web environment. Ektron's workflow system is flexible, in that various documents and assets can have unique workflows and approval processes. Organizations can design workflows that involve as many or as few individuals as necessary.

For more information on Ektron's document and content management solutions, please contact us at info@ektron.com or 1.866-4.EKTRON, or visit us online at www.ektron.com.

