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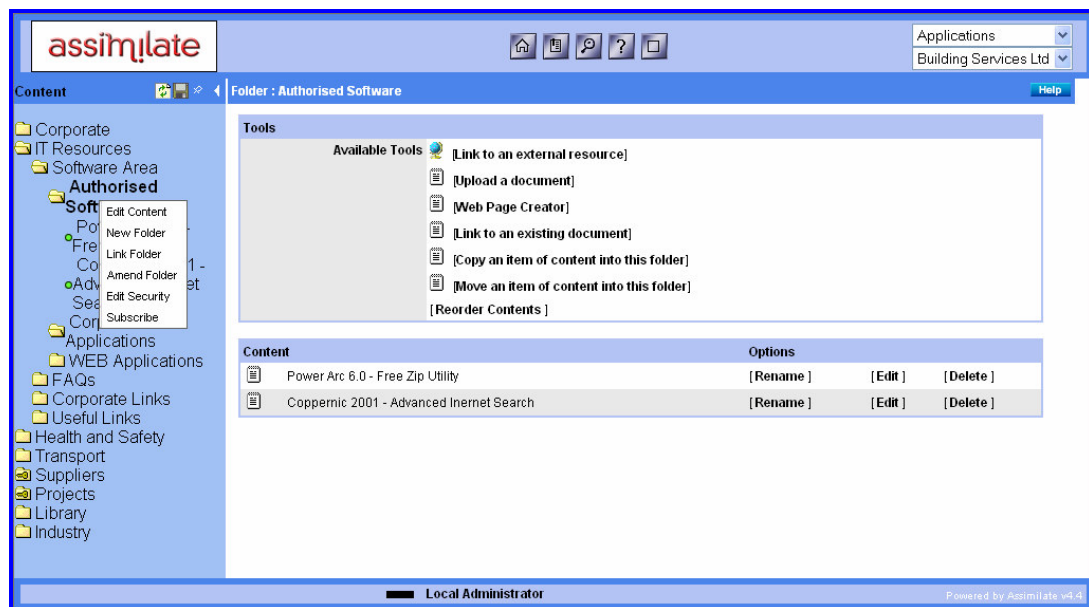
Assimilate - Knowledge & Content Management

Managing documents, content and information is a real challenge for most businesses. Knowing what knowledge exists, where it is located, what sort of content and documents are already in existence and presenting it to each user in the way they want is the key to effective knowledge management.

Assimilate tackles this challenge by offering a framework to bind all of this knowledge and content together, make it easy to find and display it intuitively to each user through secure profiled log-ins.

Global Folders is a key element of Assimilate. They provide multiple paths to the same content and order all content into structured folders that are organised by user type. For example: by project or by departmental function. Whichever way global folders display all relevant pieces of content ranging from simple Word and Excel files to images, plans, drawings and even real-time reports direct from back office products. It has a full security model allowing decentralisation of content control including folder subscriptions that can either be forced or selective for every user. Each global folder can be optionally defined as a navigation start point for organising your knowledge.

Global Folder Management allows authorised users to view or edit content within specific folder areas. If the user has the correct edit permissions, by simply right clicking on the folder they have access to all the content maintenance features that are available. See screenshot A.



Screenshot A – shows global folder management, right click to add content to a folder/area

Templates allow a predefined hierarchy structure of folders to be added to the content area by users. The templates can include standard content and links to other areas within Assimilate. Templates also help cut time by offering standard mailmerge options with the contacts directory.

CREATE

LOCATE

INTEGRATE

ASSIMILATE

No External Utilities required after installation. There are no utilities that need to be run in the background that cannot be run from within the Assimilate framework. This provides a true web solution that may be hosted on a server that is only accessible for backup purposes.

Content Version Control helps users manage and collaborate on content such as drawings. Assimilate offers version control on Word, Drawings and other content so that an audit trail of changes can be viewed. A check in/check out procedure ensures that only one version of a piece of content is ever in existence.

Flexible Document Hierarchy enabling all your business documents to be stored in a single repository yet available from any location as and when required.

Document Upload Utility provides a content import facility to store any type of document. Fully integrated into Microsoft Office, this utility replaces the Save command to help ensure all documents are filed correctly.

HTML Content Creator is a template within Assimilate enabling staff without HTML skills to produce Intranet pages with a standard, corporate look and feel. See screenshot B



Screenshot B shows the Assimilate Content Creator – enabling any user to create & publish content

Subscription service to ensure that users who have subscribed to any content folder are automatically notified anytime content in that folder changes.

User security in Assimilate ensures users only have access to content they are authorised to see. Security includes access to folders, viewing of content, creating & publishing of content and subscriptions. See screenshot C.

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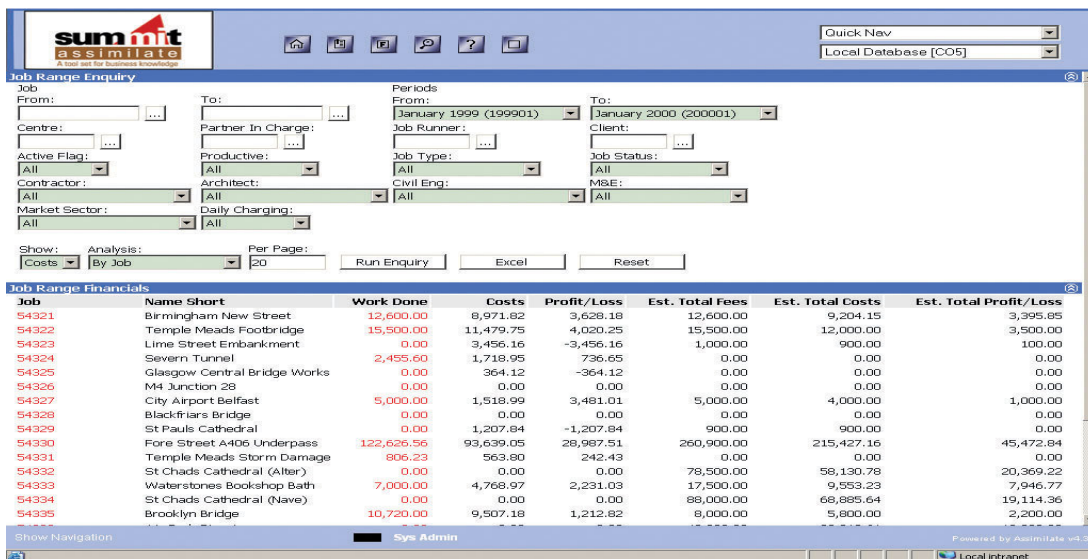
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Screenshot C – shows the in-built security model with admin tool to profile each user

Publication Rights provide an author/editor relationship in Assimilate where all users can contribute content but only authorised users hold the editing and publication rights.

Back Office Content Integration provides the building blocks to integrate third party content into Assimilate. Assimilate presents a folder hierarchy that can be linked to specific projects. For example, a section of the content folder structure could contain financial, cost, time/fee/billing information specific to a single project.



Screenshot D- shows real time cost reports from any back office software solution

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System Maintenance allows administrative users to set up the content structure and relevant security profiles to allow access rights and authorisations for all users.

Search Engine provides a quick search facility against content keywords, or an advanced engine that allows you to extend your search criteria to cover all aspects of the content within Assimilate. The search provides filtering against words e.g. all of the words; any of the words or the exact phrase, with the ability to exclude documents that have specific words held against them in the content database. You can also search for documents created by a specific author, documents that have been published within a specific date range, documents that have been edited within a specific date range and documents within a specific expiry date. The search solution builds on Microsoft Index Server and offers full text searching of the Assimilate Document Store and the Assimilate Content Database. *See screenshot E.* The search criteria can also be saved by the user to be re-run as required.



Screenshot E shows the powerful search engine within Assimilate to locate content

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Assimilate - News Engine

Once your corporate knowledge is held centrally it is often hard to ensure that people are made aware of this fact or indeed how accessible information can be. In an Intranet or, more importantly, an Internet site it is vital to advise users of new information, keep them informed and ensure that this is always kept up to date. Summit Assimilate allows users to create, edit and publish news to your homepage and other parts of the content area.

News Area allows you to search for, edit and read all news articles in the system.

News Board Presentation displays a news board in the Assimilate homepage providing a brief view of the latest news with direct links to the full articles. See screenshot F.

Screenshot F shows a typical user view of Assimilate desktop with news items

News Board Management in Assimilate is administered by authorised users. Each news article in the news board is linked to an item in the content folders.

Keep News News - Every news article has a mandatory expiry date to ensure that your News articles are still news and not historical events. On expiry, each article is still available in the system and will be retrieved if searched for but is not presented directly to the user as part of the current published news.

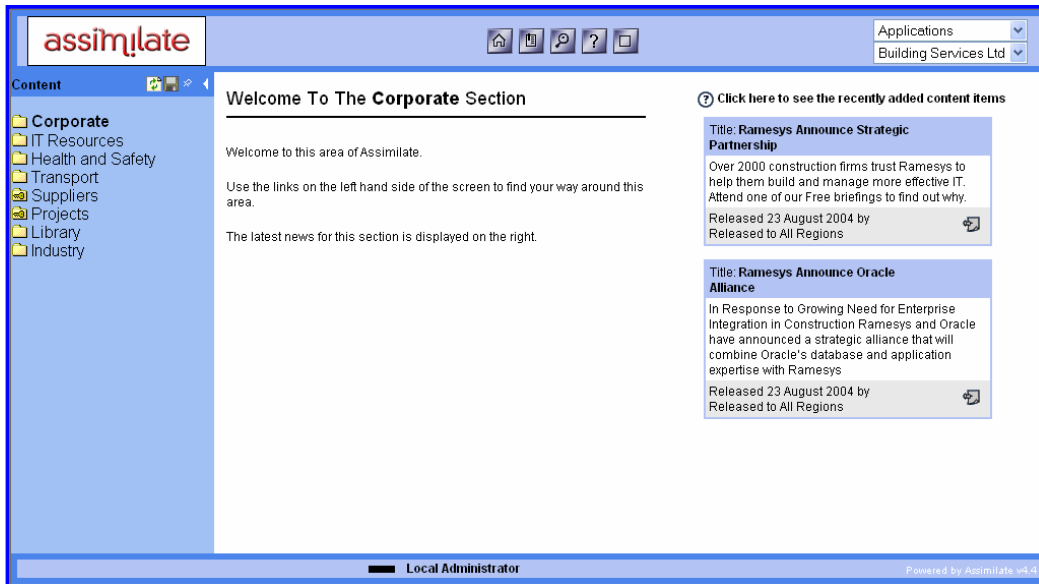
Folder News Boards provide a list of all current news articles registered within the content folder. The news items can also be passed up the folder hierarchy to appear on parent news boards. Each news item can be selected and the user will be taken to the relevant content. See screenshot G.

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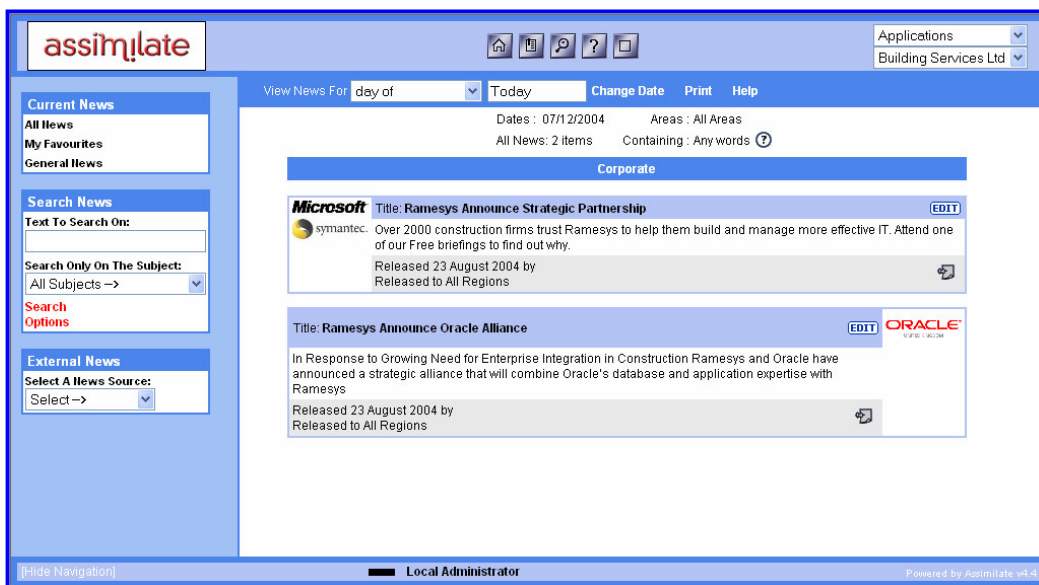
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Screenshot G shows the news items and the search facility to find all archive items

Content Integration allows all content items to have a news article created against them that can be included on the News Board or located through the News Area. This enables a direct link from the news article to the relevant piece of content. Each news article can then be linked to a relevant category of content within your folder structure. See screenshot H.



Screenshot H shows linking of any piece of content to become a news item

User security ensures that users will only be presented with news articles that they are authorised to see.