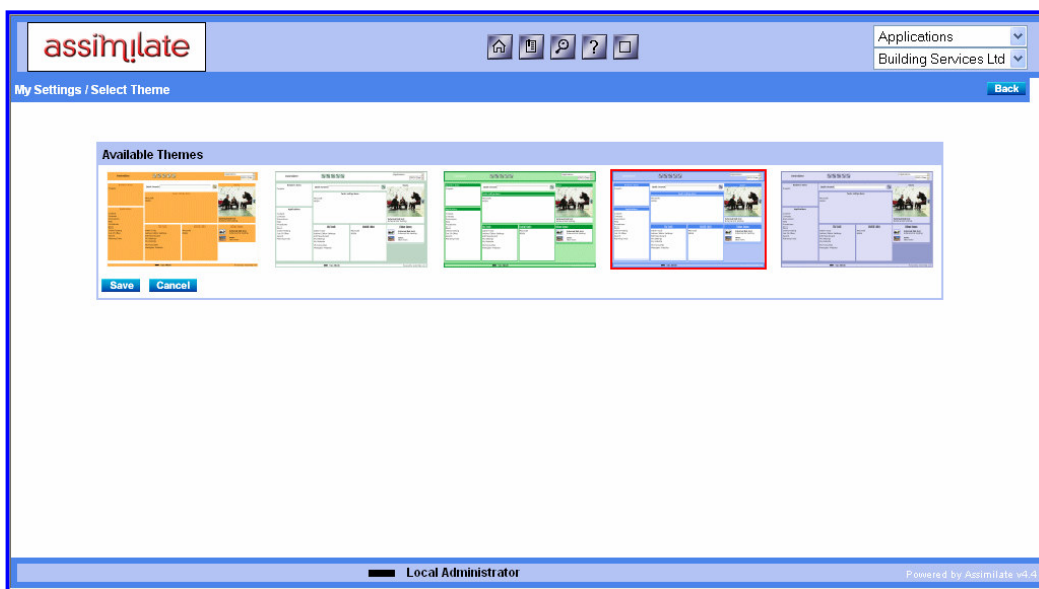




Assimilate – Specialist Modules

There are a number of additional Assimilate modules designed to support communication and fast access to your organisation's knowledge store. Some focus on user customisation while others concentrate on data gathering, task management and searching for information. The emphasis is on providing users with functionality to assist them in their day to day roles as managers of information. All are intended to speed up and simplify the gathering, management and distribution of information throughout your organisation.

Customisation of Assimilate has been limited to specific areas to ensure that the solution stays generic, fully supportable by RedSky IT and does not become a bespoke install for every customer. Predominantly, these are within User Themes where each theme defines all colours and icons to be displayed to the user when using Assimilate. *See screenshot A.*



Screenshot A shows customisation of your view of Assimilate to meet user requirements

A number of themes are provided with the solution and your system administrator can add to these if required. Theme availability is restricted at site level allowing a default theme to be selected for all users and defines which additional themes may be used. Customers can also upload their site logo easily on the homepage when setting up their site administration.

Online Surveys provide an easy to publish wizard that users can follow to create surveys. The survey format can include a number of different types of questions, from free format text to multiple choice questions. *See screenshot B.* Each survey can be split into multiple sections and allow sections to be skipped depending on answers provided to certain questions. Once completed, the survey results can be shown graphically or downloaded into CSV format for further analysis.

Procedures & Workflow module provides structured links to resources that can include Assimilate Content Links, Internet links and links to other applications. For each user, the current procedure list that they are working on is remembered on exit so that on return to the procedure area, the user is presented with the last point of entry.



Screenshot B shows the online survey feature allowing you to issue questionnaires easily

Tasks module allows you to view live, up-to-the-minute Information on the tasks you have raised or have been assigned. Tasks can have categories, status and priority assigned to them as well as target start and end dates. Tasks assigned to users appear in the tasks window on their home page from where they can view the task or any content attached. See screenshot D. Users can also view their tasks in a Gantt chart calendar format.

Task ID	Subject
26	Please set up new project member as per Mark Hughes email
88	Assimilate Upgrade on 30th December
89	November Management Report Due 17th December
90	Project Christmas Lunch

Screenshot D – shows the Home page with all user tasks and alerts



Contacts Database – a key part of any intranet is a useful and powerful contacts directory. Assimilate adds more functionality with email, mail merge templates and the ability to store content against each contact for future search purposes. The contacts database incorporates any contact from staff to suppliers, partners and clients.

Discussion Tool provides a simple threaded discussion forum for staff to use from their own office, or with other offices in your Company. These discussions can also be linked to content items held within your folder structure in Assimilate.

Bid Management Tool offers a complete tracking system for responding to tenders, creating and managing bids. The system references all parties connected to bids, with information on people involved, suppliers, partners and also ensures that all content related to a bid is saved and easily accessible including all content revision history. The tool gives the commercial team a complete history on all bids and tenders to evaluate performance and also use as templates for future tenders.

Email Management Tool deals with one of the most complex forms of content to capture, store and extract knowledge from. Email is the biggest form of content and Assimilate offers a tool to capture email, route and store content to appropriate areas and then provide access to email content within information searches. It captures the knowledge that email contains and also integrates with the contacts directory so that email is saved against that contact's details.

Users Directory provides a search facility to locate other Assimilate users and information about them. This information can be maintained and updated by the users however the administrator may assign read-only permission to each field preventing the user from updating the information themselves. Additionally, authorised users can reset the passwords of other users from here.

Out Of Office allows you to keep track of your favourites bookmarks in Assimilate, upload files for future use and add personal note items. Upload documents, spreadsheets, images and other types of files that you create either at home or at office and access it wherever you are. Files uploaded are held in the Assimilate document repository, but are only available to the relevant user and the administrator.

My Settings allows the user to change their Assimilate theme, the default font style, their password (if allowed), their contact information and set up their favourite categories that will appear in the Categories section of the home page