



# Electronic document management



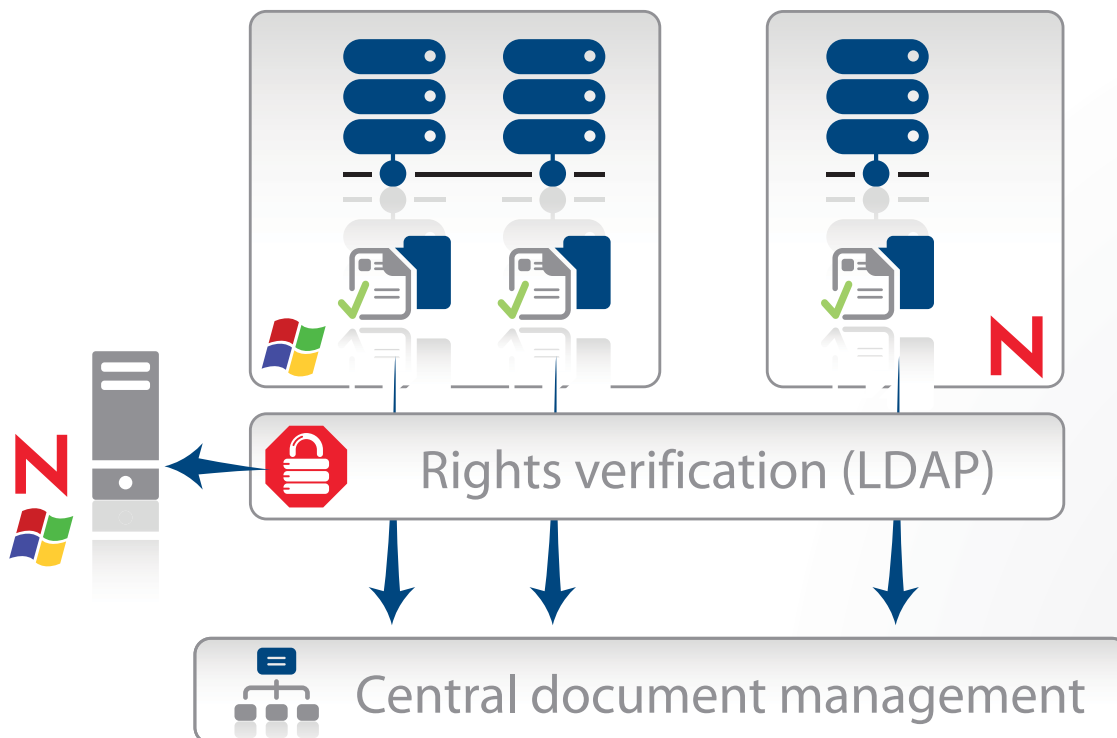
Scriptor, a winning solution with proven capacity for large organizations

## General presentation

Scriptor is an astonishingly easy electronic document management system with an open and shareable structure that can be used by several people at once. When authorized users save content to the system, the tree expands to accommodate ranked, secured and perfectly ordered information.

## Multiserver management console

With this EDM system, you can manage the content of all your organization's servers from the Scriptor central documentation console. You can extract and restructure data from any server, and resave, merge, mask or reconfigure access to the directories and files. The module is fully compliant with NTFS (Microsoft) and NDS (Novell) network security. You can create new tree structures using data stored on different servers in your network. You can determine the scanning depth, select the display location, merge folders, manage duplicates, rename files - in short, you can reorganize the entire informational architecture of your organization and its various services from a single data display centre.



### Manage folder and item security

Scriptor offers a wide range of procedures to protect the contents of the electronic document management system.

NTFS or NDS security is always taken into consideration. Scriptor synchronizes and replicates users rights registered in Microsoft Active Directory or Novell eDirectory.

Any user with folder management privileges can grant privileges (read-only authorization for files and/or items) and permissions (writable access to folders and/or elements). This allows you to protect documents in several ways: by making them private and limiting access to members of exclusive secure groups, by protecting them with passwords, and by making them invisible to users whose NTFS or NDS rights do not allow document/folder consultation or management.

### Reserve a document for a private group of readers (private document)

You can restrict access to an item in the EDM (folder, subfolder, document, etc.), limiting access to one or more selected users (a group, for example).

### Manager privileges

#### Full folder management:

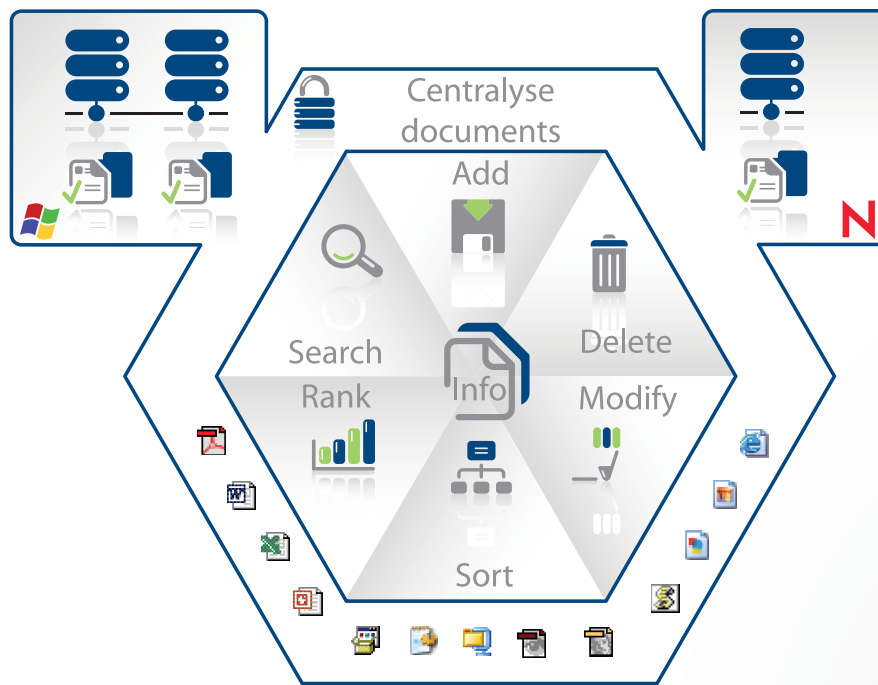
The manager has the capacity to make all changes: add and delete items, modify items (title, content, writable and read-only privileges). Managers with group management privileges can also grant EDM privileges and permissions of all levels for the documents they manage.

#### Partial folder management:

Partial folder management only allows existing documents to be edited. This option does not allow items to be added to or deleted from the folder unless they were authored by the manager.

#### Inclusion of subfolders:

This option includes new folder management privileges as well as management of all existing subfolders, which gives the manager full editing privileges for all items in the folder.



### The documentation centre allows you to:

- Conduct multiserver searches
- Extract data
- Merge folders
- Manage duplicates
- Specify scanning depth
- Add or delete files or directories on the server of your choice
- Rename files or folders
- Establish ranking order

### Determine the location of items in the EDM structure

In writable mode, you just click on the selected insertion point and follow the instructions in the management window to save the content you want to share. You can save or create the following elements:

- Subfolder
- Contents of a physical directory
- Document
- Hyperlink
- Scriptor page
- Link to a forum
- Link to an attachment

### Electronic document management properties

Only administrators can choose or modify the electronic document management properties. To do so, they have to activate the EDM management mode.

### Specify electronic document management properties

Before giving user-posters access to the EDM system, the administrator must specify the properties of the EDM module. The EDM is very flexible and can be fully customized to meet the graphic standards of the organization. Working from the EDM Properties window, the administrator sets the management parameters, which include the following four main headings:

#### 1) general visual appearance:

homepage imported from the Scriptor content editor (this page appears as the EDM default on the right side of the screen), EDM logo, screen width, background colour, background image and classification mode (alphabetical or chronological order)

#### 2) navigation bar:

next arrow, back arrow, background colour, background image, back button icon, height and title of navigation bar

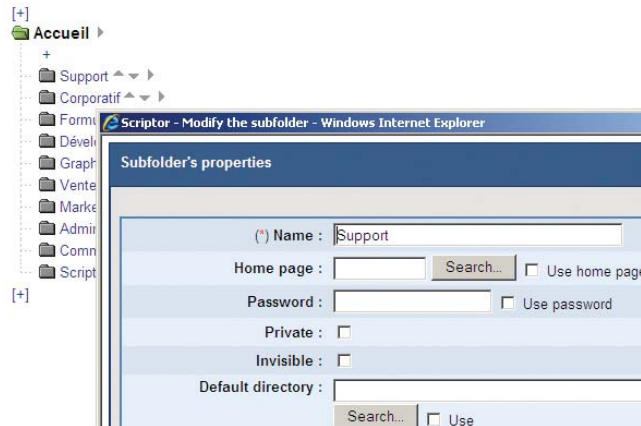
#### 3) content navigation window:

the popup window that displays the contents of the tree structure

#### 4) extension manager:

associates an icon with a specific type of document. All these properties are determined from the EDM property window.

[Templates management]  
[Tree view management]



## Add a first-level folder

Only the administrator can add first-level folders. The administrator takes requests from users who want to create a main first-level folder in the tree structure. Users who are given management privileges for a first-level folder may then add any other items needed, but cannot change the name of the first-level folder.

You can limit access to a first-level folder to a specific group of users by making it Private and then choosing the group by clicking on the Read-only access button. Scriptor then provides exclusive read-only access to the chosen group.

You can deploy content without revealing it to other users by selecting Invisible. You can do likewise when the content of a first-level folder becomes obsolete but you don't want to destroy it.

You can save documents to a specific directory by choosing from the list of directories you have management authority over.

## Save a document in a default directory

When saving a document in the EDM system, you can put it into a specific directory: simply select the directory when you create the subfolder. When you save a document in the EDM module by placing it in the default directory, the document is also saved in the chosen directory; it can then be accessed by a conventional hyperlink in a document-type Scriptor webpage or opened from its network location (UNC).

## Create a link to items in a directory

You can quickly direct a user toward the content of a complete directory and provide writable or read-only access. This procedure can be useful when you place a file in a directory and you want to make it accessible through EDM. The documentation centre also lets you work jointly with Scriptor and UNC paths (network paths).



Advanced Search | Preferences | Desktop Search | Help

<<< Hide Advanced Options

Saved Filters

Saved Queries

Format

Any format

- Any format
- Word
- Excel
- PowerPoint
- PDF
- Web Page
- Text
- E-mail

## In-depth comprehensive search

Scriptor's integrated search engine allows secure, unified searches of all documents and multimedia files in the electronic document manager, providing uncompromising security for company documents. Scriptor's search engine manages user permissions as well as document metadata and quickly verifies the user's authenticators before displaying the results; users without the appropriate security clearance will not even see the secured document in the results display.

## User-friendly search interface

Several search options allow users to search result groups by document type, author, group or any other metadata. The preview, summary and concept functions let users quickly identify the document content. Users can change their preferences, customize the appearance, and fine-tune the user-friendliness of the results group.

## Superior accuracy

Advanced filing algorithms use concept and summary extraction to provide accurate results and faster viewing. Using advanced file monitoring, the Scriptor search engine provides real-time document content and security updates to ensure results are accurate. Real-time document indexing delivers an up-to-date results set, and the de-duplication algorithm deletes duplicates from the results.

Collaborative referencing allows workgroup preferences to influence the classification of documents in the results set, based on shared group needs.