

Hummingbird DOCS Open®

Data Sheet

DOCS Open®

Hummingbird DOCS Open® is a powerful document management solution that enables organizations to effectively and efficiently manage the entire information chain. It allows users to control, organize, access, and share vital corporate information quickly, easily, and accurately. Word processing documents, spreadsheets, presentations, forms, images, e-mail messages, and any other type of file that needs to be saved, secured, and archived can be managed within the DOCS Open® document management environment.

With a completely platform-independent design, DOCS Open® works in virtually any computing environment to manage and control network-based information across a variety of applications, platforms, databases, networks, and geographic locations. DOCS Open® features an extended enterprise architecture that is complemented by a spectrum of add-on products that meet specific industry or organizational needs.

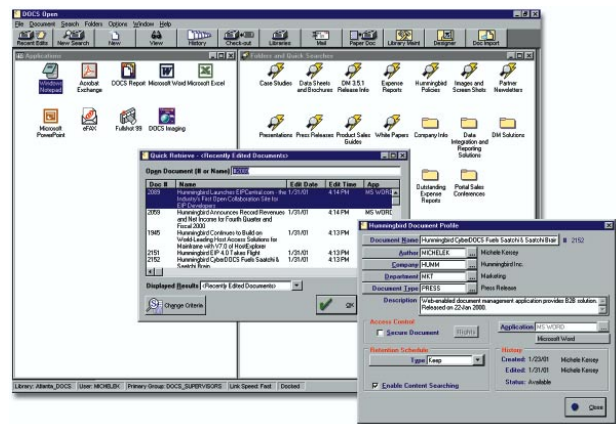
Streamlining the Document Management Process

Hummingbird DOCS Open® allows users to locate documents in seconds, rather than hunt for them via tedious directory searches. An intuitive Document Profile form is associated with every DOCS Open® document created. The Document Profile can be thought of as a library catalog card; it contains customizable attribute information — author, document title, client number, project, application type, etc. — that describes a DOCS Open® document. When users want to retrieve a document, they simply select a search that locates the Document Profiles that were created by them or other DOCS Open® users.

DOCS Open® lets users search the contents of documents automatically using Hummingbird's own SearchServer™ text engine, providing a host of powerful, easy-to-use search features. Users can search for any words or phrases in the text of the document or text-based fields on Document Profiles, which are stored in DOCS Open® repositories.

Extensive Business Benefits

DOCS Open® offers organizations a business-critical solution for harnessing corporate information. It enables them to gain a competitive edge through increased productivity, enhanced collaboration, faster decision making, and shorter product cycles. DOCS Open® minimizes the time required to find documents and often eliminates needless re-creation of information that cannot be found. It improves security by allowing controlled document access, and facilitates better collaboration and decision making by getting the information into the hands of the people who need it, when they need it.



DOCS Open® Enterprise Suite — Enabling Enterprise Agility

Hummingbird DOCS Open® Enterprise Suite combines the power of DOCS Open® document management services with an integrated imaging client and a routing module for document-centric workflow processes.

DOCS Imaging™ — gives organizations a solution for integrating and managing paper documents, faxes, and other electronic images in their document libraries

DOCS Routing™ — a solution for creating and executing sequential or parallel ad hoc workflows from the desktop, enabling easy collaboration on documents

Enterprise-Strength Functionality

Extensive search and retrieval capabilities, as well as version control and security, provides users with easy-to-access documents that reside anywhere across the organization. Additionally, Hummingbird DOCS Open® provides system administration features, such as storage management, for document archival and complete document activity tracking. Features include:

- **Quick Retrieve** — lists the last 30 documents edited for fast retrieval
- **Profile Searching** — lets users find documents matching any entries in one or more Document Profile fields



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Corporate Headquarters

1 Sparks Avenue
Toronto, Ontario M2H 2W1
Canada
Toll Free Canada/USA:
+1 877 FLY HUMM (359 4866)
Tel: +1 416 496 2200
Fax: +1 416 496 2207
E-mail: getinfo@hummingbird.com

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www.hummingbird.com/ds/dopen

- **Content Searching** — enables users to search the text of documents or profiles with specific words, phrases, or words within proximity of each other
- **Quick Search** — allows users to store frequently used searches for rapid access
- **Global Network Searching** — allows users to search across Wide Area Networks and their DOCS repositories as easily as on Local Area Networks
- **Version Control** — lets users store up to 99 major versions and up to 26 sub-versions of each document for effective reviewing
- **DOCS Designer's Customizable Form Design** — enables simple setup for Profile Entry, Profile Search, and Hit List forms used in creating and searching for documents
- **Security Features** — allow users to grant or restrict document access rights to other users or groups in organizations, featuring flexible, dynamic security
- **Check-in/Check-out** — facilitates the document editing process, tracking documents in use so that users know who has documents and how long they've had them
- **Document History** — provides an audit trail log of every document and profile activity
- **Projects** — allows users to logically organize related documents in electronic folders
- **Templates** — let users save forms or boilerplates created in any application for retrieval and use
- **Email Integration** — provides for messages and their attachments to be profiled for Microsoft Outlook and Groupwise, as well as the ability to email documents from the DOCS Open® Desktop using many popular email packages
- **Passive Integration** — gives users the ability to work both within and outside the document management system, where the File menu operates natively and a new DOCS menu interacts with DOCS Open®
- **Mass Profile Editing** — allows administrators and/or users to make changes to selected groups of document Profiles, featuring changes to both the Profile and to document security
- **System Administration Tools** — enable administrators to easily deploy, configure and manage DOCS Open® and its repositories
- **DOCS Binder™** — facilitates compound document creation, management, and publishing for users who need to link and control collections of documents as a single entity. Users can also publish the content of DOCS Binders to Microsoft Word and Adobe Acrobat format
- **DOCS Linking™** — provides an OLE linking model with the ability for Microsoft Word to embed links to other Microsoft Word or Excel documents

System Requirements and Supported Platforms*

DOCS Open

- Microsoft Windows 95/98/2000, Windows NT Server 4.0, Windows NT Terminal Server
- 64 MB RAM (minimum), 128+ MB RAM (recommended)

DOCS Open Database Platforms

- Microsoft SQL Server 6.5, 7
- Oracle 8, 8i

- Sybase Adaptive Server 11.0.3c, 11.9.2, 12
- Sybase Adaptive Server Anywhere 6.0.2

DOCS Open Document Server Platforms

- Microsoft Windows NT Server 4.0/Windows 2000 Server
- Novell IntraNetWare 4.11
- Novell NetWare 5.0

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* For more detailed supported platforms, system requirements, and supported applications, please refer to the DOCS Open Release Notes.

