Alfresco™

Traditional Document Management

- ❖ Complex and Difficult to Use
- ❖ Very Costly
- ❖ Low Adoption Rate – 5%

Impact of Traditional Records Management – Accenture Study

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Alfresco Document Management

- ❖ Simple Virtual File System Interface
- ❖ Email-Like Rules Configuration
- ❖ Google Search – Direct from FireFox or IE
- ❖ Yahoo-like browsing
- ❖ SmartSpaces – Best Practice Collaboration Spaces
- ❖ Transparent Lifecycle Support

Document Management Functionality

- ❖ Simple Content Contribution
- ❖ Automatic Meta-data Extraction and Content Categorization
- ❖ Advanced Distributed Search
- ❖ Transparent Format Transformation Services
- ❖ Library Services
- ❖ Smart Collaboration Spaces
- ❖ Integrated Simple and Complex Workflow
- ❖ Dashboard Access
- ❖ Security

Product Overview
Alfresco Document Management
100% Open Source

Alfresco Document Management

Whether for compliance, customer service, business continuity or effective collaboration document management is critical to any organization. Today users want the simplicity of a departmental solution, with simple to configure applications; whist corporations want the consistent control and compliance of a scalable, robust content management system. Alfresco offers the industry leading open source document management system to simply capture, search and collaborate on documents with full library services and lifecycle management on a unified, robust repository

Traditional Document Management

Traditional document management has it roots in complex document vaults accessed by document librarians. Theses have been historically developed as large, complex, enterprise software applications.
This has caused document management system to be:

- Complex and difficult to use
- Very costly
- Very low adoption rate – typically 5% of users

The choice of a complex, robust document system or a simple to use system that lacks essential features has resulted in a very low adoption rate. The systems that users are familiar with and use are:

- Shared Drive for storage
- Email for Collaboration
- Google for Search
- Yahoo for categorization
- Folder Structures and Content for Project Plans

Alfresco Document Management

Alfresco offers document management using familiar interfaces to get rapid user adoption built on a repository that offers transparent, out-of-sight services for full ECM.

- Virtual File System – Replace shared drives and offer the same interface
- Email-Like Rules – Configure plug-in rules to automate manual processing and offer out-of-sight compliance
- Google-like Search – Search directly from FireFox or IE7
- Yahoo-like Browsing – Automatic meta-data extraction and categorization
- SmartSpaces – Best practice collaboration spaces
- Transparent Lifecycle support

Content Contribution

- Virtual File System making ECM as simple as a Shared Drive
- CIFS Briefcase Synchronization

- Portal Access – JSR-168

Content Categorization
- Automatic Meta-Data Extraction and categorization from all Interfaces

Advanced Search
- Native OpenSearch from FireFox or IE7 across multiple Alfresco repositories and also other Open Search repositories

Data Management and Transformation Engine
- Transformation Services – Office to ODF/PDF, PowerPoint to Flash

Library Services
- Check-In/Out - Minor and Major Version Control
- Auditing – Who Created, Who Updated, When Created, When Updated
- Document Cross Linking – Across multiple spaces

Team Collaboration
- Space Wizard – Best Practice of Folder Structure, Content, Templates, Rules and processes
- Forum Support – Threaded Discussions
- Simple Email Based Workflow – Embedded URL "approve/reject"
- Email and RSS Change Notification

Integrated Workflow
- jBPM Integration – Complex workflow support
- Dashboard Task Management
- Compliance - Secure Document Lifecycle Management

Security
- Security and User Management with Users, Groups and Roles
- Document Level Security
- Single Sign-On through NTLM or LDAP

Benefits
Alfresco delivers:

- Dramatically Increased User Adoption – For all users across systems
- Dramatically Reduced Cost and TCO
- Reduced Risk
- Rapid Delpoyment