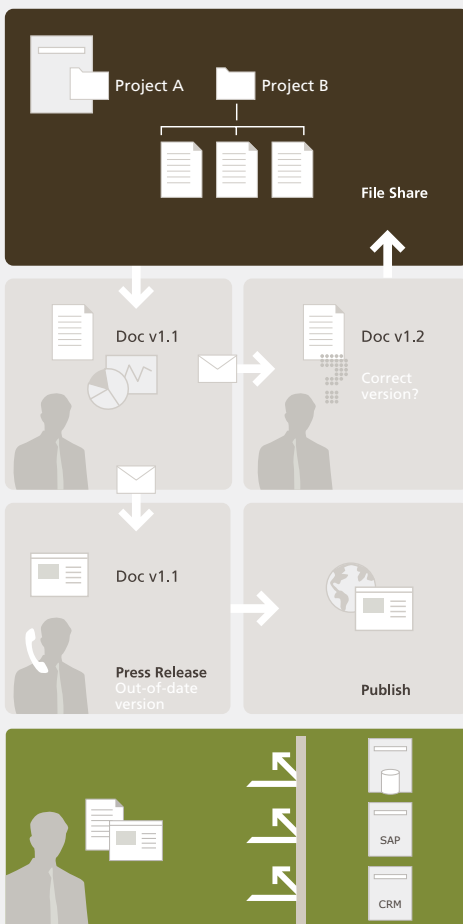


MatchPoint Workspace

• itsystems

# MatchPoint Workspace – the hub for electronic collaboration.

We collaborate on projects. Or on dossiers. Or on cases, products, patients, courses, events, or simply in teams, in which we jointly process, change, file and retrieve information for the purpose of getting a job done. Whatever we do and whatever we call it, the processes are the same and so are the problems that they might present. Often the problems start when important information is incomplete, obsolete, or has suddenly become unobtainable. This causes misunderstandings which result in additional effort and delays. This is where MatchPoint Workspace comes in. It is a central collaboration and information platform that classifies all your information fully automatically under selectable criteria and ensures that everyone involved in a project is up-to-date at all times.

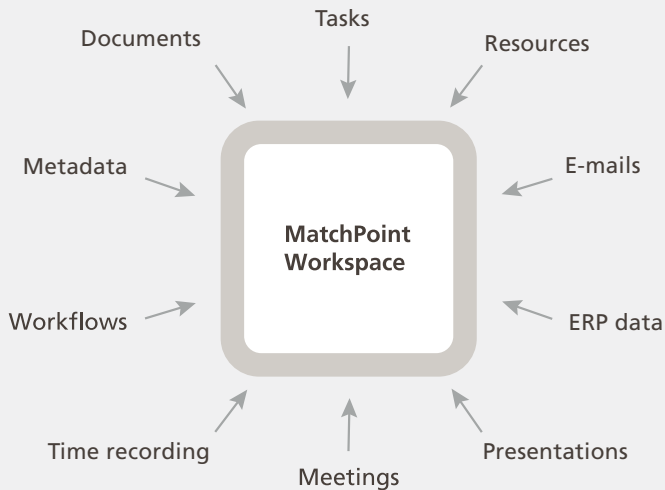


*Starting point: In a file and mail server dominated environment, it is difficult to track the exchange of information and to determine how up-to-date it is. Structured workflows and search are not supported.*

*Furthermore, users do not have access to important information from business applications.*

# MatchPoint Workspace provides optimised mapping of different working methods.

Previously, teamwork was carried out at file and mail server level which provided hardly any options for mapping events and structured processes. This was because only documents could be stored on the file server and it was not possible for other employees to track tasks assigned by email. Thanks to the portal function of SharePoint and flexible structuring options, MatchPoint Workspace supports a wide range of working methods. The common working platform is no longer just a folder. Each teamwork project now has its own website on which information from very different systems can be collected together and structured as required. MatchPoint Workspace not only manages documents and emails but also the tasks, resources and meetings that are significant for your team. For example, it is possible for electronic workflows to support your project work systematically, whilst unstructured teamwork is carried out in the same environment.

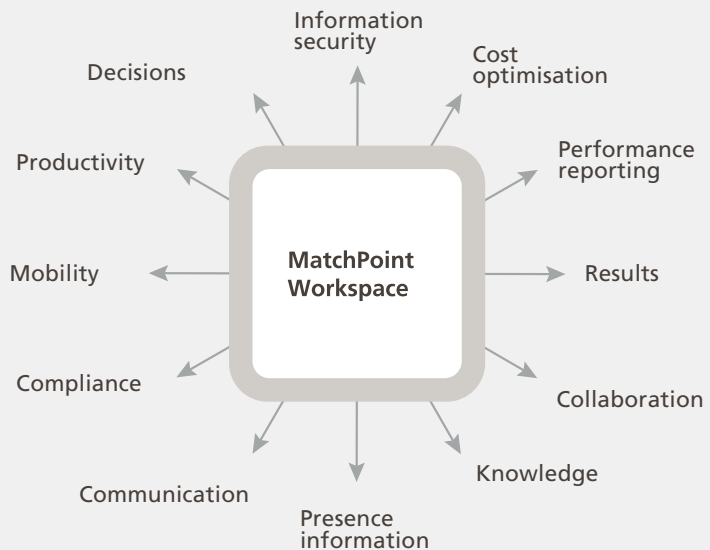


*Structured or unstructured, dynamic or static, all the information is managed together in the central web-based workspaces.*

# MatchPoint Workspace improves collaboration

MatchPoint Workspace 2008 bietet in virtuellen Arbeitsräumen alle Collaboration-Funktionen von SharePoint 2007 und dazu noch einige mehr. So verhindern Sie etwa mit dem Ein- und Auschecken, dass ein Mitarbeiter die Änderungen eines anderen überschreibt, wenn Dokumente von mehreren Personen übers Wochenende bearbeitet werden. Oder Sie stellen durch einfache Freigabeprozesse sicher, dass nur verifizierte Informationen publiziert werden. Und Sie garantieren dank integrierter Versionierung automatisch die Nachvollziehbarkeit.

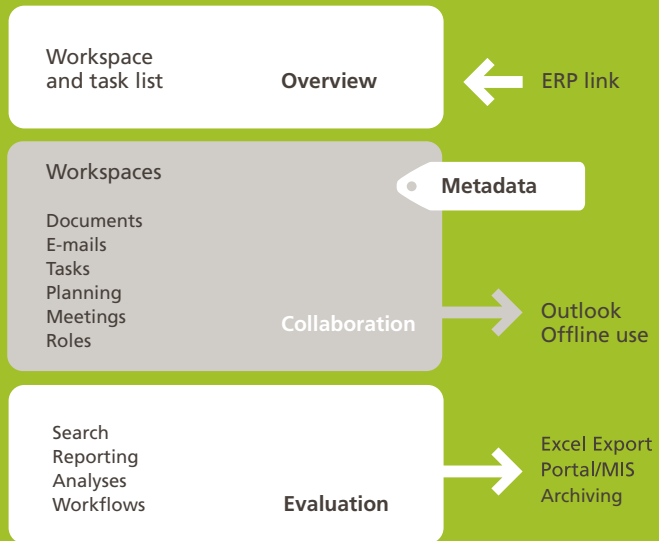
Zudem lässt sich MatchPoint Workspace 2008 ganz einfach in alle bekannten Werkzeuge wie Microsoft Office und andere beliebte Anwendungen integrieren. Dadurch entscheiden Sie selbst, ob Sie Ihre Aufgaben lieber in der SharePoint-Oberfläche oder in Outlook erledigen möchten. Und Sie können sogar die zugehörigen Mailkonversationen automatisch im entsprechenden Arbeitsraum speichern.



*All the relevant data is available fully up to date as required at any time in the workspace.*

# MatchPoint Workspace provides you with a complete overview.

Thanks to our pioneering MatchPoint technology, when documents and emails are filed they are automatically categorised under selectable criteria, such as projects, customers, products, departments, project teams or employees. For example, MatchPoint assigns tags at workspace level which are inherited by all the information in the workspace. All you need to do is file your documents in the correct workspace. This represents no extra effort for users, but is of benefit to the whole company. Thanks to this categorisation, all the information can be retrieved very quickly and identified unambiguously. Furthermore, you can easily cover all the other important aspects like tasks, issues, risks, planning and knowledge sharing in the MatchPoint workspace. The MatchPoint workspace becomes your central cockpit, helping you to manage your information and to communicate.



# All the details from A to Z

**Workspaces** Users create workspaces automatically with the help of templates.  
Workspaces can be set up via programs in third party applications via a standardised interface (API).  
Clear, customisable listing of workspaces with sort, filter and grouping functions.  
Predefined views ("My Workspaces", "My Team's Workspaces", "New Workspaces", "Workspaces Managed by Me", etc.)  
Optional: Integration in ERP and industry solutions

**Documents** Central document management in each workspace  
Individually configurable version management in each workspace  
Document Check In and Check Out  
Individually configurable sign-off and publication process for each workspace  
Structured filing with folders  
Central management of templates  
Fully automatic metadata assignment for categorising documents

**Emails** Filing of subject-related emails with drag and drop from Outlook  
Fully automatic storage of email conversations  
Fully automatic metadata assignment to emails

**Tasks** Central task management for each workspace  
Collection of any information on tasks required in additional data fields  
Assignment of tasks to employees via central address book (Active Directory)  
Comprehensive task tracking  
Consolidation of tasks from all workspaces in a central personalised overview with sort, filter and grouping functions.  
Predefined views ("My Tasks", "Overdue Tasks", "New Tasks", "Tasks Assigned by Me", etc.)  
Synchronisation of tasks in Outlook  
Offline use of tasks in Outlook  
Task completion in SharePoint or Outlook

**Planning** Clear scheduling in the Calendar view  
Synchronisation of dates in Outlook  
Offline use of dates in Outlook  
Virtual meeting rooms for central filing of all meeting relevant information, such as list of participants, agenda, minutes, presentations, etc.  
Direct link to Meeting Room from Outlook  
Contact management for internal and external contacts

Central project planning in Gantt chart with definition of project stages, assignment of responsibilities and dependencies

Option to use separate workspaces per project stage/phase

Management of issues per workspace

Management and numbering of risks per workspace

#### Knowledge management

Storage of subject-specific knowledge in wikis

Virtual discussion platform for Q&A, FAQ and time-lapsed electronic discussion across several locations

Individual notification by email of news and changes to the workspace

Information push to all employees via central announcement management system

#### Metadata

Assignment of any metadata at workspace, folder or document level

Automatic set-up of subject-specific metadata with a third party application using a standardised interface

Automatic inheritance of metadata onto documents

#### Search

Comprehensive full text search; search using metadata

Hit list display with metadata filter for fast drill downs and drill throughs

#### Analysis

Comprehensive evaluation of issues and risks with traffic light notation

Comprehensive date and task status with traffic light notation

Comprehensive verification of deliverables and documentation in terms of availability and stage of development

Verifies compliance with processes

Interactive graphical analysis of information by customer, sector, region, product, department and other freely-definable criteria.

#### Administration

Use of Active Directory Groups and users' or SharePoint's own groups

Assignment of users to workspace by the workspace leader

Assignment of roles (employee, leader or self-defined) with associated privileges in the workspace

Simple assignment of privileges directly in the workspace to object level (access individually controllable per document and list entry)

Display of employees and their roles in the contact list for each workspace

Central metadata management with a relational metadata model

Optional: Display of employees' presence

# The benefits of MatchPoint Workspace – an overview

**MatchPoint Workspace is a standardised corporate collaboration service which will allow you to map information and workflows much more effectively than with the traditional file and mail server method.**

- Information is categorised fully automatically. With no effort required on the part of the user, all the documents and emails stored in a workspace are tagged according to any criteria. This means that standard, centrally-managed descriptive information is issued, which can be used later for searches or to support workflows.
- Information can be found in different ways. You no longer need to know in which folder information is stored; you can search for content or descriptive information (metadata). You will find information within seconds, irrespective of where it is stored.
- You can set up different workspace templates to support more or less structured working methods. The management and handling always remain the same, but unlike working with a file server, it is possible to map not only folder structures, but also every aspect of collaboration and whole workflows in the MatchPoint workspace.
- Thanks to deep integration with Microsoft Office and the Microsoft platform, there are only minor changes to procedures with which users are already familiar. With minimum effort, users can exploit the many advantages of MatchPoint Workspace and improve their efficiency within the shortest time.
- Thanks to web technology, workspaces can easily be made accessible to people outside of the company. This guarantees that all those involved, internal and external, always work on the same data basis.
- New workspaces can be set up directly from Navision, SAP and other ERP or industry applications and can be integrated into your workflows. ERP-based information can be displayed in the workspace. Conversely, ERP-based information created in the workspace can be fed back to the ERP or the reporting systems.
- Information can be comprehensively evaluated and analysed. Thanks to the use of metadata, you can see at the touch of a button which work outcome was generated in which workspace, and determine its stage of development.