



Portfolio of products & services

Portfolio of Products & Services

Overview

eWord Development is a innovative South Australian company, which has been creating document automation solutions for businesses and government agencies since 1995.

Our innovative, productivity focussed software solutions across a range of technologies including:

Microsoft Office Solutions

By using the Microsoft Office applications, Word, Excel, Outlook, PowerPoint and Access already installed on your systems, we can provide cost-effective solutions to simplify and speed everyday business tasks through automation of business document creation.

Development fees are reduced because of shorter application development cycles compared to developing an entire application; this enables us to deliver solutions and the benefits sooner and for less.

Enhancements can also be provided quickly so the solution is able to rapidly respond to changing business requirements.

Document Management Solutions

Leveraging our Microsoft Office skills we have evolved strategies and solutions particularly focused on the document and records management challenges which confront our corporate and government customers.

Web Solutions

eWord Development can provide intranet and internet solutions, specialising in web solutions which have sophisticated integration and technical requirements. We also have web solutions that integrate closely with our Microsoft Office Solutions.

Database Solutions

Leveraging our considerable expertise in Microsoft SQL Server development, we are able to provide cost-effective solutions front-ended in Visual BASIC, Access or browser clients to suit specific requirements. You may be surprised at how inexpensive SQL solutions are.

Products

eWord Development has an increasing number of commercial products in its stable:

Max's Toolbox

This children's interface to Microsoft Office enables children 3 to 10 years to use Microsoft Office effectively as an educational tool or just for fun! www.maxssandbox.com

For more details on these & other products refer - www.eword.com.au

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OfficeDM

OfficeDM is a powerful extension for Microsoft Office that provides document management capability at the point of document creation - all within Microsoft Word, PowerPoint and Excel.

Authors are able to select and apply their organisation's formal records classification schema directly to Office documents at the time of creation.

Pre-classifying documents on creation enables classification-based search criteria to then be used to concisely and reliably locate and retrieve documents, even while in draft.

eWord Development's 'embedded metadata' technique enables classification and other document metadata to be stored inside the Office document's file structure, where it is accessible to search tools independent of the document's location.



Features

OfficeDM provides features to assist the author through the sometimes daunting task of applying document management classification including:

Classification Pre-filter

OfficeDM filters classification choices to the author's role and the current document type. This dramatically simplifies the classification task while improving selection consistency and accuracy. Pre-filtering can be bypassed for the exceptional classification requirements.

Classification based document locations

Under OfficeDM, the document save location is determined by classification, and not by the author navigating through a Save As dialog.

Controlled document save location

OfficeDM improves document storage integrity and consistently by mapping classification to document save location. While this removes the author's discretion to nominate document file save locations, it provides greater surety that documents will not be mis-filed.

Microsoft Outlook Support

OfficeDM also allows classification to be applied to Outlook emails inbound or outbound. This powerful capability provides organisations with a consistent document management approach across documents and emails.

Customisation

OfficeDM can be customised to suit specific requirements, with custom Word templates a typical approach to ensuring the entire document automation solution maximises author productivity.

Licensing

OfficeDM is provided as a licensed product on a per user or site basis. eWord's software assurance program also provides piece of mind by providing access to product software updates.

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Corporate Templates

eWord Development's **Corporate Templates** provide a convenient document creation solution for standard documents and forms.

Corporate Templates also includes an attractive & easy to use menu to access standard templates. These guide the user to create professional business documents and forms quickly and easily.

Simple menu

A Word button activates the menu, which then provides easy access to customised and standard Word templates as well as recently used documents.

Integration

Information required in standard documents can be sourced from a range of existing information systems. This process reduces preparatory typing and formatting; for example it is possible to source addressee details directly from Outlook Contacts. Other details can be sourced from Active Directory, SQL databases or Microsoft SharePoint Portal Server.

Automation

Individual templates are carefully crafted to automate document preparation. The result is a dramatic reduction in the number of keystrokes; preparation time; errors and author training.

Based on our expertise and years of experience automating business documents, we have numerous proven techniques to address business document creation requirements.

Document standards

Importantly, all documents created will be consistent with an organisation's publishing and corporate image standards. Document metadata is derived during creation and embedded internally to facilitate more accurate search and retrieval actions.

Embedded Metadata

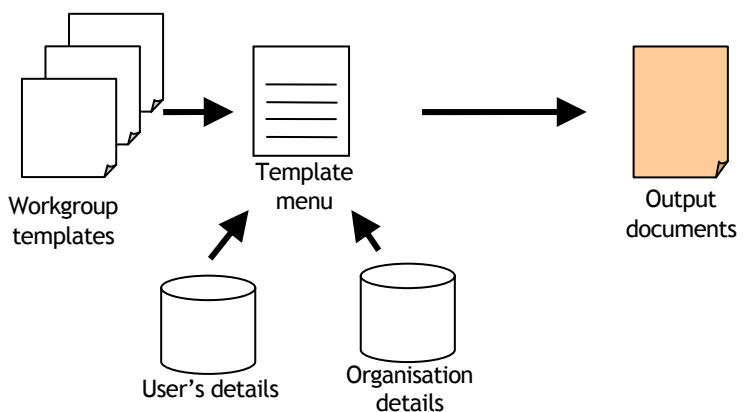
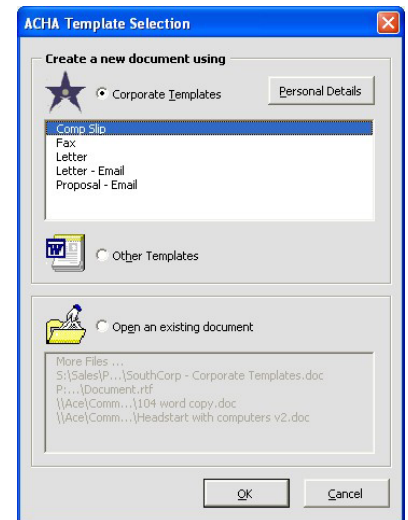
Document metadata can be derived during creation and embedded internally to facilitate more accurate search and retrieval actions. Metadata can be aligned with your preferred classification standards to encourage and facilitate document management disciplines at the time of document creation.

Compatibility

Corporate Templates can be developed to operate on a specific or a range of versions from Microsoft Office 97 or later.

Security

Templates can be supplied with a digital signature to ensure they integrate with an organisation's macro virus prevention strategy without inconveniencing users.



Corporate Templates Operational Overview

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Web templates

Our 'Web Template' solution makes Microsoft Office templates conveniently accessible directly from an intranet. **Web Templates** include automatic updates for templates and associated reference files on an end-user on-demand basis. There are several components to the Web Templates solution:

Intranet page

The intranet page displays the selection of available templates. Metadata for templates is provided to assist the user in making an informed selection. Clicking on the associated template link starts the download management process.

Download management

Download management software ensures that network capacity is preserved if a web template does not need to be downloaded. This software will also enable users to work offline and still use the templates.

Office menu

A Web Template menu bar is automatically created on the Word tool bar, to provide convenient access to previously downloaded web templates.

Deployment and support

Client installation occurs automatically when the user first visits the intranet web templates page and selects a web template.

SharePoint Portal Server compatible

Web templates compliment Microsoft's SharePoint Portal Server, providing a comprehensive and compelling solution for document creation and management.

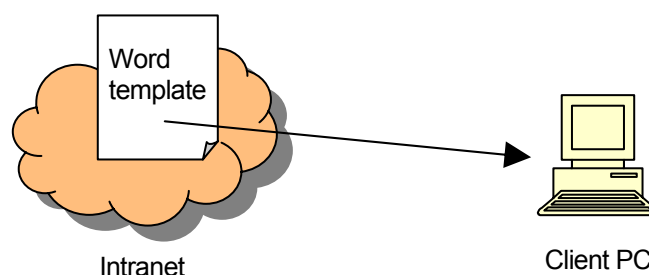
Experience Web Templates live!

A demonstration web templates environment is available directly from our web site www.eword.com.au

Summary

eWord Development's **Web Template** solution provides a number of intranet enhancing capabilities:

- The same Microsoft templates can be used for file system and intranet distribution
- Microsoft Office templates can be used on intranets as 'intelligent' online forms
- Provides a simple centralised form and template distribution solution
- Reduces intranet LAN and WAN traffic by selectively downloading updated forms
- Improves user access time to online forms, especially for remote users
- Provides seamless offline access to templates and forms
- Web templates are directly accessible from Microsoft Office applications
- Integrates with Microsoft SharePoint Portal Server



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Document Classifier

eWord Development's 'Document Classifier' is a new concept for indexing Microsoft Office documents which improves indexing productivity and accuracy.

Document Classifier supports the introduction or upgrade of electronic document practices associated with:

- Legislative or legal requirements
- Quality Management Systems
- Knowledge management practices
- Improved retention and retrieval of organisation knowledge
- Improved document retention and retrieval
- Reducing delays and backlogs in formal document classification
- Preparation for an EDRMS implementation

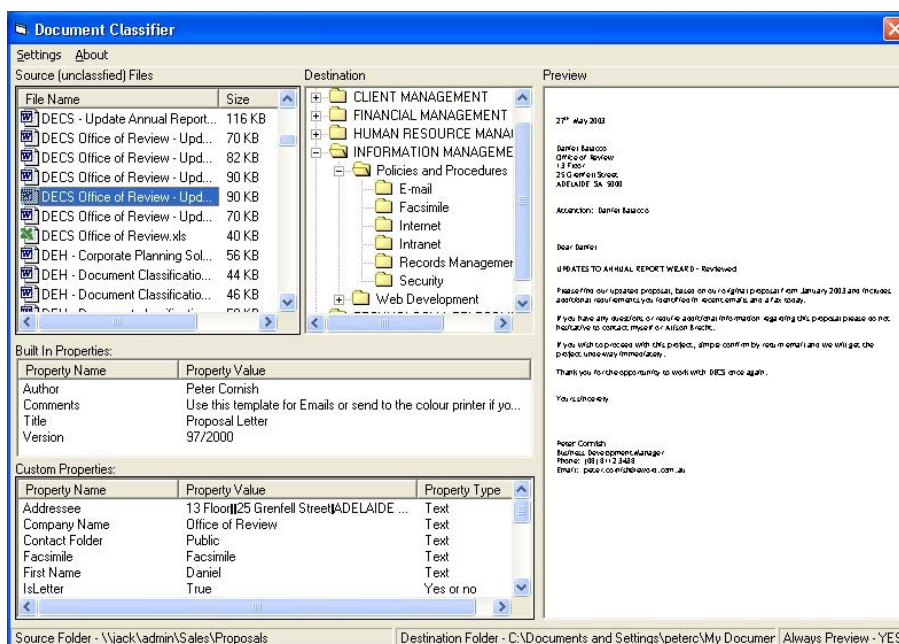
Document Classifier provides

- Simple and immediate access to
 - View a document's embedded metadata
 - Launch the document to view
- Intuitive drag & drop classification
- Individual or multiple files simultaneously
- Support for a wide range of Microsoft Office product document types:
 - Word
 - PowerPoint
 - Excel
 - Project
 - Publisher
 - Outlook
- An audit log of all document changes
- Tagging capabilities

Who should use 'Document Classifier'?

This tool has been designed for Document and Records Management professionals and document authors who wish to classification documents quickly and easily.

Document Classifier is one of eWord Development's range of products and custom document automation solutions designed to assist organisations with their document-related challenges.



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Template Builder

eWord Development's **Template Builder** enables a forms designer to quickly construct sophisticated Microsoft Word templates ready for immediate use. There is no need for macro, Visual BASIC for applications software development skills or advanced Word knowledge.

Authoring

The wizard guides the designer through four simple steps:

1. Naming the template
2. Setup fields & labels
3. Template layout
4. Engage optional features

On-screen and context help provides additional authoring guidance during the design process.

Licensing

A licence is required for each copy of **Template Builder** used in an organisation. There are unlimited distribution rights on Word templates created with **Template Builder**.

Technical Summary

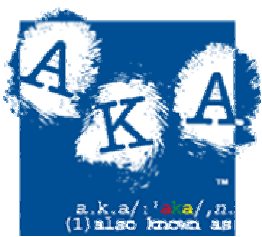
eWord Development's **Template Builder** is a sophisticated Word template itself, utilising Visual BASIC for Applications programming language. There are no ActiveX Controls or operating system add-ins used in the template builder or in the Word templates created by it.

Template Builder creates native Microsoft Word templates 100% compatible with Word 2000, Word 2002 (XP) and Word 2003.

Customisation

eWord Development can customise **Template Builder** to suit your organisation's specific requirements such as pre-specified document standards or integration with associated information systems.

Name	Control Type
Name	Text Box
Title	Text Box
Address	Text Box
Telephone	Text Box
company	Text Box



Template Builder now available with optional a.k.a.™ integration.

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Task Tracker

eWord Development's 'Task Tracker' is a cost-effective business process tracking solution, featuring a range of capabilities to allow it to be used for the following purposes:

- Simple HelpDesk call tracking
- Job Costing and tracking
- Plant and equipment maintenance program and defect tracking
- Quality Assurance system defect tracking (eg Corrective Action Request)

Task Tracker uses browser access for intranet, extranet or internet access. It utilises Microsoft SQL Server to provide a robust, cost-effective and highly scalable database back-end.

Security

Security is provided via Windows NT/2000 domain authentication. A range of configurable 'roles' are then linked to a user's network logon, dynamically configuring screens and system access.

Work-flow

A multi-layered work-flow capability allows issues to be logged then managed to completion via a range of process roles.

Assignment

Service Providers (actioning the tasks) manage tasks assigned to their Group with Pick-Up, Release, Update Progress, Transfer, Resolve and Cancel actions.

Administration

Administrators manage users, user roles, system references and archiving of closed issues. A hierarchy of Administrator roles enable delegation of certain functions such as Escalation and Re-open closed issues.

Auditing

All updates are recorded in the system, and are accessible as read-only audit trails to provide a comprehensive and secure activity log.

Reporting

Basic status screens are provided, with reporting available via a read-only interface linked to industry standard reporting and analysis tools such as Excel, Access, Crystal Reports etc.

Affordable customisation

Task Tracker has been developed using Microsoft .NET technology to allow quick, cost effective and highly functional customisation.

A one stop solution to task tracking challenges !

