



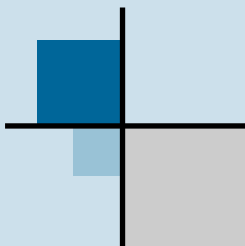
Axon Share

Collaborate

Discover

Transform

AxonShare is Collaborative Content Management solution that connects users with organizational content. AxonShare helps organizations address the challenge of Knowledge Sharing by allowing users share workspaces, documents, collaboration applications, and digital content within a secure, unified environment.



Collaborative Content Management – Need Of The Hour

Organizations today are creating large volume of variety of content such as documents, business records, web content, and other digital content like images, videos, podcasts etc. As organizations grow, the content becomes unmanageable and if not properly organized leads to inefficiencies with internal operations and customer interactions. Moreover, the range of regulatory and auditing requirements to retain their documents, images, and other business records adds to further complexity.

Surprisingly, individual desktops / laptops, shared network drives, e-mails, and instant messenger remain the main ways of collaboration and content management within most SMBs. But these methods do not provide content management, version control, single search, centralized repository, and collaboration capabilities required to efficiently create, store, manage, and share content and enhance organizational knowledge.

This exposes growing organizations with grave risks associated with mismanagement of data assets such as:

1. Missing documents and inaccurate data
2. Duplicate Records
3. Lack of compliance
4. Loss of information when employee leave
5. Non-availability of relevant information when required

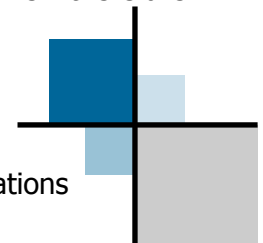
The result is operational inefficiencies and lost productivity leading to slow and delayed growth.

Connect Users With Content

As the organization grows, internal and external users demand effective collaboration, relevant content, instant searchable knowledge to help them increase their productivity and take better and quick decisions to solve problems which often demands cross-disciplinary expertise.

Collaboration and team effort have become critical factors, both inside and outside of the workplace. More and more users want simplicity and familiarity with the tools they use day in and day out. All this require multiple applications such as content, document, and workflow management; web 2.0 collaboration, portals, and advanced reporting management. From a SMB point of view there are multiple challenges in this approach:

- Firstly, these are expensive applications and would require costly support and maintenance.
- Secondly, the very purpose of collaboration gets defeated if all of these applications are not tightly integrated with each other.

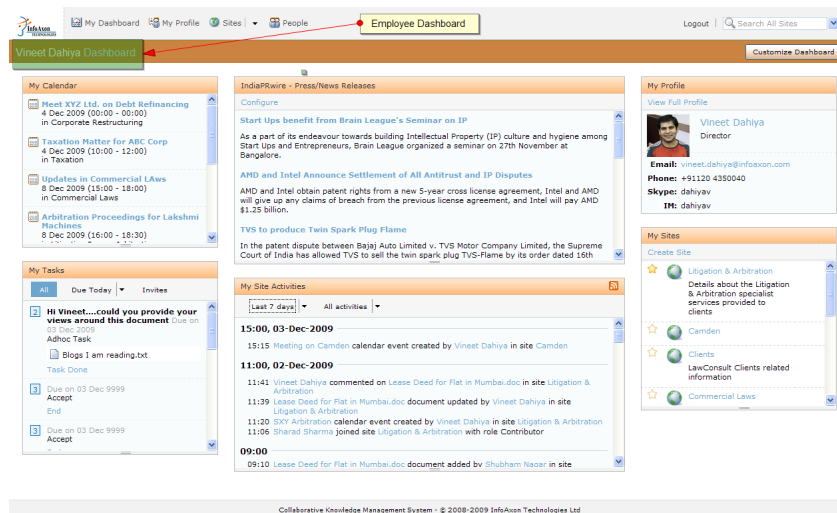


- Thirdly, it would be very difficult and costly to scale and customize these applications as the business grows.
- Lastly, employees will not get a Single View of their content, documents, activities, processes, and knowledge to have real impact on their productivity.

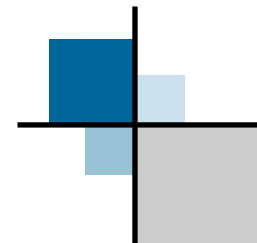
InfoAxon understand the unique challenges faced by businesses and launched **AxonShare** which integrates various business enhancing applications to provide a Unified View of organizational knowledge to its employees.

AxonShare At A Glance

AxonShare is Collaborative Content Management solution that connects users with organizational content. AxonShare helps organizations address the challenge of Knowledge Sharing by allowing users share workspaces, documents, collaboration applications, and other digital content within a secure, unified environment.



It simplifies the capture, sharing, and retrieval of information across virtual teams. Team members or project members can rapidly find relevant content, look at past or similar projects, and stay on top of any relevant changes, in order to make them more efficient.



At the heart of AxonShare is 'Enterprise Content Management' and 'Collaboration'. AxonShare is built on an enterprise-class document repository and delivers out-of-the-box document and records management capabilities such as version management, document check-in/check-out, records retention and archival, audit trails etc.

In AxonShare collaboration is achieved by integration of popular Enterprise 2.0 social networking tools such as blog, wiki, shared calendars, discussion forum, smart tags, RSS feeds etc.

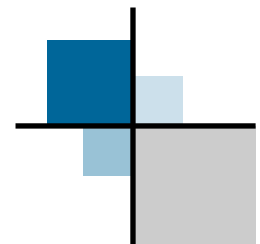
Features like Document Management, Search, Activity Feeds, Collaborative Workspaces, Personalized dashboard, and Enterprise 2.0 Collaboration etc. make AxonShare an innovative and robust tool for collaborative content management.

Empower Your Team To Do More Through Collaboration

- Create '**collaborative workspaces**' modeled around your organization's business. Users can share their work together on projects; discuss revisions to content, in a secure organized collaborative space.
- Allow users to collaborate on documents with colleagues and team members regardless of their location.
- Enable enhanced knowledge sharing through use of enterprise 2.0 collaboration tools: blogs, wikis, forum, tagging etc.
- Improve Connectedness - Engage employees with team collaboration and communication. Encourages content contribution from users.
- Boost productivity of internal teams

Effectively Manage A Complex Information Environment

- Store documents electronically in 'shared workspaces'
- Enable document collaboration among users
- Automate document-oriented processes leading to much improved control over documents
- A single version of truth – track & audit document versions and modifications with previous versions of documents available in a version history
- Faster access to information - Google like full text searching
- Reduction in paper storage, inaccurate data, and missing documents
- Content Lifecycle Management
- Secure access to content based on roles and permissions



Enhance Productivity - Do More With Less

- Personalized Dashboard to track what is important and needs attention
- Activity Streams to provide chronological updates of users activities which could be filtered on various parameters.
- RSS Feeds to stay updated with relevant information within the system such as users, documents etc.
- Quick categorization of content based on user generated 'smart tags'. Enables real fast search
- Faster access to information - Google like full text searching, user generated 'tags' based searching, metadata based searching etc.
- Access AxonShare without leaving your favorite applications through:
 - Shared Drive - All content is available via a shared drive interface. Conduct save, version, share, search and audit
 - MS Office Integration – integration with Microsoft Outlook, Word, Excel etc. All content is available from within MS Office.
- Automate to save time – Powerful Rules Engine to create rules & workflows which could be applied to documents, other content, collaborative workspaces etc.

Key Features

Content Management

The document management features of AxonShare are used to create, manage, and share documents easily.

Centralized Content Repository	<p>This is where the content resides. Centralized Repository allows storage, versioning, metadata, security, as well as indexing and retrieval capabilities with regards to the organizational content. It also allows Rules to be applied to the content enabling automation through workflows and sharing of content between applications.</p>
Document Check-In/Out & Version Control	<p>Document 'Check-Out' locks the document and ensures that others cannot make changes to the document while you're editing it. Everyone else could just view the item. After modifications the document could be 'Checked-In' which releases the lock and enable the new version with modifications to be available to other users. AxonShare automatically merges the version history and change log once the document is checked back in.</p>
Integration with Microsoft Office	<p>Microsoft Office is still the most widely used productivity suite in organizations today. AxonShare integrates with Microsoft Office and Open Office through MS SharePoint protocol. This means you don't have to leave the comfort of Office applications such as Microsoft Word, Excel, PowerPoint etc. to collaboratively create, edit and manage documents and calendar events in AxonShare.</p> <p>So you can continue to work in your office environment with no retraining. You just get what you want and your company wants - the ability to save, version, share, search, audit with simple workflow integration.</p>
Rules Management	<p>AxonShare's business rules engine is used to define Business Rules that can be applied to entire content or specific content item within a site. No programming expertise is required to define and deploy business rules. Business Rules help automate organizational workflows such as 'if a document name includes Invoices, move it to Customer Invoices folder and send an automatic alert to Finance Manager'</p>
Advanced Search	<p>In AxonShare, you will be able to search not only for content and properties but also people and experts. Any content whether documents (MS Word, Excel, Powerpoint, PDF, Open Office etc.), Emails, Tags, or even HTML content like Wikis, Blogs, Forums, Comments are all searchable from a single Google like Search Interface.</p> <p>Advanced Search within AxonShare allows narrow down search based on parameters like categories, sites, date-range, metadata properties such as title, author, description or any other custom property created.</p>

Shared Drive	<p>The AxonShare repository has a native CIFS (Common Internet File System) shared drive interface. This allows a user to literally go to their C: drive or desktop and drag-and-drop content into AxonShare, or they can simply select File/Save As. This is exactly like using a shared drive.</p>
Automatic Flash Document Preview	<p>AxonShare Document Repository provides a Flash Document Viewer which allows fast rendering of documents, on the fly, into flash and allows viewing of document in the browser itself at a faster speed without downloading anything on client side. Flash Document Viewer allows users to view content regardless of the originating application or product version thereby removing the compatibility problems of users working with different versions applications.</p>

Collaboration

Collaboration applications within AxonShare enable individual users, such as employees or business partners to easily create and maintain project teams, regardless of geographical locations. These technologies facilitate collaborative, team-based content creation and decision-making.

AxonShare allows teams to:

- Share and manage content (documents, records, posts etc.)
- Schedule & manage meetings and other events
- Have group Discussions
- Write Blogs
- Author content online and share with others via a Wiki
- Search

Collaborative Sites (or Spaces)	<p>Collaborative Sites are just like folders, but capable of more. These are 'smart spaces' which mean Rules & Templates can be applied to these sites to automate workflow and actions. These sites also enable Collaboration through Enterprise 2.0 social networking tools. Collaborative Sites, within AxonShare provide following Enterprise 2.0 Collaboration Tools:</p> <ul style="list-style-type: none"> • Document Library • Wikis • Blogs • Discussion Forums • Shared Calendar • Tags • Activities Feeds
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Content Categorization (Tags)	<p>Tags are non-hierarchical keywords assigned to a piece of document or content which help describe that item and allows it to be found again by browsing or searching.</p> <p>Tagging capability is generic for all content within AxonShare, be it documents, wikis, events, forum posts etc. Individuals could define their own tags or re-use existing tags to add meaning or context to any piece of content. Tags are used to filter content and the contextual results are much better than normal text based searching.</p>
Activity Feeds	<p>Activity Feeds provide real time information on what is new or changing in a collaboration site (or project site).....be it content, documents that are added or edited, comments, new team members or critical calendar dates.</p> <p>Activity feeds help site members to monitor the people, groups, activities and projects that matter most to them in one spot. Users could 'filter' the activities based on 'their own', 'their network', or 'entire site' criterions. Activities could also be filtered based on time range.</p>
Extended User Profile	<p>Company directories with names and contact details don't motivate people to connect with each other. Business Profiles with expertise details and shared knowledge does.</p> <p>AxonShare lets you know your colleagues and share important information through business profiles. AxonShare allow keep tabs on what your colleagues are working on, and discover peers and experts to expand your network and increase productivity.</p>
Virtual Teams	<p>Create a virtual team of experts, colleagues and ex-colleagues inside and outside of the enterprise by searching for people and experts as simply as searching any other content.</p>
Rich Context	<p>With AxonShare, your conversations are no longer limited to content type or a single media format. Any content, documents, file within AxonShare could be contextually discussed by users having relevant permissions.</p> <p>With AxonShare sites you can edit wiki pages, add comments, use tags to provide context and discover similar pages.</p>
Discussion Forums	<p>Discussions Forums within AxonShare facilitates conversations within a department or project team that is collaborating around shared ideas, or for capture and sharing of the tacit knowledge of your workgroup. Using the discussions forums, employees could easily ask questions, find answers, and discuss ideas freely.</p>

Personalized Dashboards (My Dashboard)	<p>Personal dashboard and consists of dashlets that allow you to track all of the information that is relevant to you. These dashlets appear on your personal dashboard and on site dashboards. Each dashlet provides a summarized view of a page.</p> <p>When customizing your personal dashboard, each dashlet that you select is displayed as a pane on the dashboard. Some of the dashlets available are:</p> <ul style="list-style-type: none"> • My Profile • My Sites • My Calendar • My Tasks • My Activities • Documents I am Editing • RSS Feeds <p>You can add new add new dashlets and customize your personal dashboard to suit your purposes.</p>
Collaborative Content Creation (Blogs & Wikis)	<p>Blogs let people add online content such as personal thoughts & web links in a chronological form, with no hassle and no knowledge of low-level technical details. AxonShare provides an enterprise grade blogging engine to publish blog posts, post comments, add tags and links. AxonShare Blogs facilitates dynamic conversations among colleagues and help build-up corporate memory of the valuable knowledge.</p> <p>Wikis are web pages that could not only be read but also edited by any reader. AxonShare allows users to add, delete, or edit any part of a wiki using their web browser. With wiki all contributions are stored permanently and all actions are visible and reversible. Team members can easily start new wiki entries to build up a team's personal online encyclopedia. Topics are no longer fragmented across different conversation streams and documents. Use of discussion forums could replace email and instant messaging as forums enable many-to-many conversations and are scalable, searchable, and organized neatly within collaborative sites.</p>
Shared Calendars	<p>AxonShare's shared calendar feature allows collaborative creation of events, and meetings by various users with date & time schedule and agenda items. Such shared events could also be tagged, searched, and are tied-in with activity tracking.</p> <p>Users can view all calendar events from each of their Sites in a single place (personal dashboard) on their home page.</p>

When collaborating with others it is often a huge hassle to create a document and then email it back and forth with updated versions. You never know if you have the latest version or if someone was left out of the latest update email blast. AxonShare takes care of that problem through integration with MS office applications such as MS Word, Excel, Powerpoint and Outlook.

By integrating with Microsoft Office and Outlook Email, AxonShare not only extend your existing investments but also provides superior value to knowledge workers who do not require extra training to use AxonShare.

Integration With Office Productivity Applications

Microsoft Office Integration	<p>AxonShare integrates with Microsoft Office and Open Office through MS SharePoint protocol. This means you don't have to leave the comfort of Office applications such as Microsoft Word, Excel, PowerPoint etc. to collaboratively create, edit and manage documents and calendar events in AxonShare.</p>
Email Integration	<p>More than 70% of organization knowledge lies trapped in e-mail which cannot made shareable and searchable across the organization. AxonShare solves this problem by providing integration with email clients such as Microsoft Outlook, Thunderbird, and Lotus Notes. This integration enables enterprises to store and search for email messages and their attachments in AxonShare repository.</p> <p>Users can simply drag & drop email messages directly into a folder for automatic filing in AxonShare repository. This integration provide following features:</p> <ul style="list-style-type: none"> • Drag & drop emails from your email clients directly into folders in the AxonShare repository • Store, search, and view emails and their attachments in the AxonShare repository • View all types of documents stored in AxonShare through your email client, removing the need to log into AxonShare • Share emails and documents with your colleagues • Perform powerful searches across both documents and emails
Integration with other Content Repositories	<p>Today most companies have multiple content management systems supporting individual applications resulting in islands of incompatible systems. Organizations are also looking forward to integrate content from multiple content management systems into a Portal, CRM system or Office application.</p> <p>AxonShare implements CMIS (Content Management Interoperability Services) protocol which is a New Content Management Standard supported by EMC, IBM, Microsoft, SAP, OpenText, Oracle to enable interoperability across content repositories.</p>

Lasting Benefits

Supports Initiatives for knowledge retention, best practice and virtual teams

Organizations can support virtual team collaboration for home and distributed working, as well as support initiatives for employee knowledge retention and more effectively access best practice information.

Why " Re-invent The Wheel " Every Time

In organizations, most of the time, similar or different solutions are applied to identical problems by different teams throughout the organization, when one solution could be applied for all. AxonShare facilitates teams to come together, collaborate and share the best practices which allow quick usage of collective organizational knowledge. The end result: many fold increase in staff productivity.

More Efficient Work Practices And Better Business Intelligence

AxonShare leads to more efficient work practices and better business intelligence derived from:

- Increasing self-service and user's awareness of available information and expertise
- Timely delivery of relevant information
- Improved 'findability' of information
- Making content more dynamic and easier to update
- Increased contextual information exchange
- Capture of conversational knowledge in blogs, wikis, and forums, helping to make 'tacit' knowledge explicit

Much Improved Client-Service Delivery

AxonShare introduces more collaborative, social approaches to content and information management, and recording of conversational knowledge in a shared system. This cuts down time spent on repetitive inquires and more reliance on sourcing of knowledge from peer group, leading to improved levels of customer service.

Improved People Performance / Productivity

AxonShare, helps reduce information overload and help people share the highest value and most relevant information, knowledge and expertise, quickly, simply, and within a relevant context without introducing extra effort and cost into people's busy working day.

Improved Operations

Helps surface connections and relationships within the organizations, which would otherwise have been invisible leading to better information sharing and faster turnarounds of business processes and operations.

Effective Replacement & Ramp-up of staff

Employees take lots of valuable data and content with them when they leave the organization. AxonShare helps create 'collective knowledge' which stays and grows with organization for ever. The system generated organizational knowledge and collaboration also allows training of new employees in a shorter timeframe so that they become productive more quickly.

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