

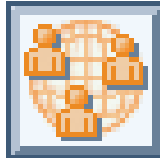
GROUP SCHEDULING



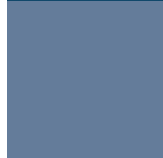
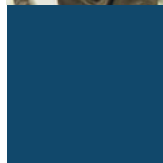
PROJECT MANAGEMENT



COMMUNITIES



TASKS



TEAMS

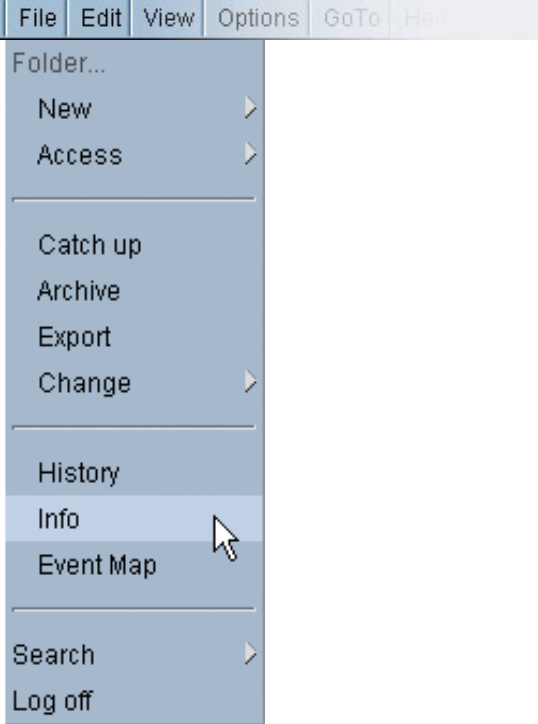
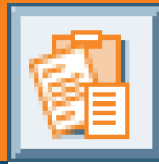


DOCUMENT MANAGEMENT



BLOGS

Exchange information in your team –  
any time, any place.



## Efficient group collaboration with BSCW

The BSCW shared workspace system is the tool of choice for efficient group collaboration via the Internet. BSCW allows groups of any size to cooperate – across organizational boundaries and system platforms. Users create shared workspaces to exchange information with internal and external partners without installing additional software.

Teams are set up fast and easy. Define access rights for individual team members using a flexible role concept to securely and reliably exchange information. Security of content can be guaranteed by using built-in document encryption.

Whether you access BSCW through a Web browser, by using desktop applications or from a PDA, your workspaces are available to you from any location. Support for synchronization of documents, contacts and appointments enables offline usage of shared data. Existing knowledge can be used more effectively by simplifying access to information for all members of your team. This results in improved productivity and lower costs.

**1 Document storage**

Lock documents, create new versions or modify documents using your preferred editor.

Find the information you need by submitting queries to BSCW workspaces and documents using full-text searches.

**2 Self-organized groups**

Quickly invite new team members with no administrative effort and no red tape.

Share your workspaces across geographical and organizational boundaries.

**3 Stay informed**

Keep track of activities in your shared workspaces through event histories that provide current information on all processes. Use the comprehensive event histories or the daily report feature to stay up-to-date. Set reminders for important meetings and mark documents for re-submission by BSCW.

**BSCW**

File Edit View Options GoTo Help

Home Comms Trash Addr Calend Tasks Case

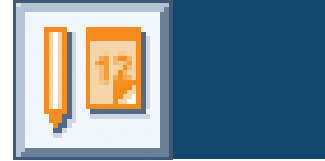
Your location:  file upload

catch up copy link cut delete archive vCard to case

marketing						5 entries
Name	Size	Share	Note	Rating	Creator	Events Action
calendar	3				kelly	
contacts	4				kelly	
public opinion poll					fox	
task: update newsletter	1				fox	
press relations	2				fox	
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press release final.pdf [1.0]	71.8 K				fox	
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# CONTACT MANAGEMENT



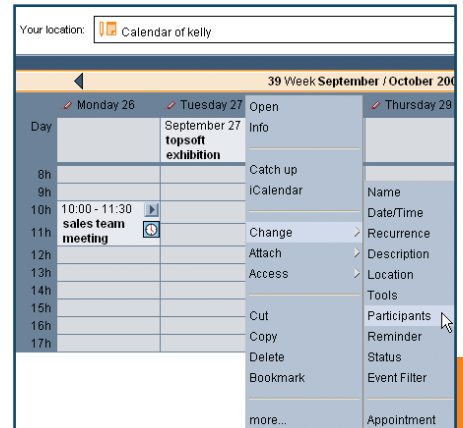
## Application domains

Whether it's coordinating complex construction projects, documenting software production, managing international research projects or distributing lecture material to students, BSCW offers a broad range of features to a variety of industries. BSCW provides full document management facilities including version control, document conversion and locking.

Features such as automatically notifying users of activity in their workspace via e-mail streamlines cooperation within dynamic working groups. With BSCW's threaded forums and built-in blogs, users can discuss the latest trends or add personal notes to

shared documents. Establish opinion polls to examine your team's opinion on current topics.

Contact lists and appointments are always up-to-date using BSCW. Contact lists contain the address data of key individuals in the database, both internal and external. Group calendars allow event planning in a shared environment. Use import/export features to bridge to other applications or directly synchronize with your local PC.



### 4 Exchange notes and poll for opinions

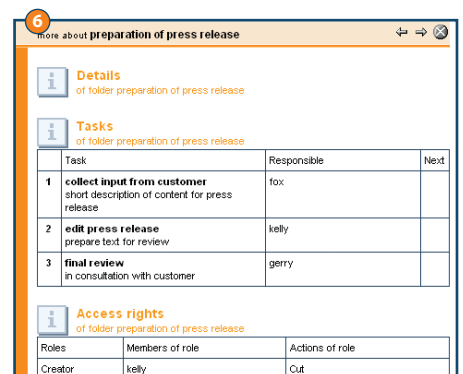
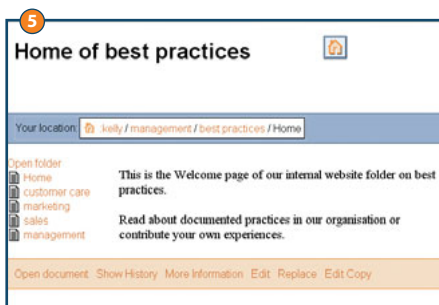
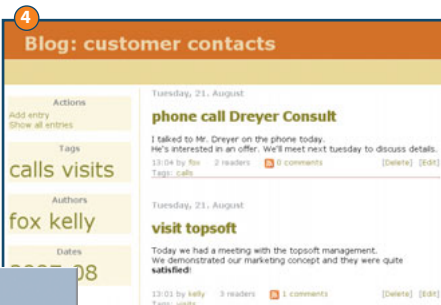
Exchange ideas in threaded forums or in group blogs. Use ad hoc opinion polls within your team and publish the results graphically.

### 5 Document-based collaboration

Simplify the editing of documents or collection of documents using document templates and website folders. Choose among predefined templates and edit website pages using the integrated web editor.

### 6 Coordinate tasks

Specify and coordinate business processes in user-defined workflows. Set up tasks and assign responsibilities. Follow-up on task assignments using your personal task list.



*All the information you need is directly accessible in BSCW through a Web browser and can be easily edited. This makes BSCW particularly well suited for online collaboration in distributed teams.*

## About BSCW

The Fraunhofer Institute for Applied Information Technology, FIT, began to develop the BSCW shared workspace system in 1994. The software has since evolved into an award-winning, world renowned groupware system (winner of the European Software Innovation Prize, ESIP).

BSCW is installed in thousands of locations worldwide and is utilized by millions of groupware users around the globe. BSCW customers include major telecommunications firms, SME's across numerous industries, international research institutes, universities and public agencies.

OrbiTeam Software GmbH & Co. KG, the distributor of BSCW licences, launched BSCW as a commercial product in 1998. License fees are based on the number of users supported by the BSCW server. The license includes software and technical support. As an alternative to licensing and operating a BSCW server, customers can rent server space from OrbiTeam (ASP model).

[www.bscw.de](http://www.bscw.de)

## About OrbiTeam

OrbiTeam Software GmbH & Co. KG was founded in 1998 as a spin-off of the Fraunhofer-Gesellschaft, a leading European applied research organization. OrbiTeam's primary business is the professional support, maintenance and development of products for BSCW systems around the world. The company also offers complete hosting services for the BSCW platform including installation and maintenance. In addition, OrbiTeam provides software customization and comprehensive training for end users and system administrators.

[www.orbiteam.de](http://www.orbiteam.de)

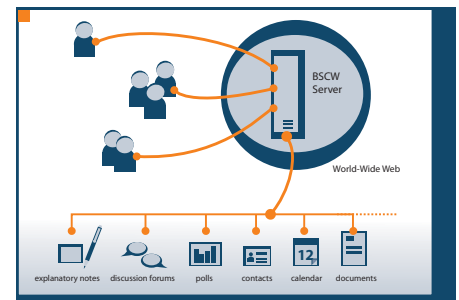
## End user features:

- 100% web-based
- password secured access (authentication)
- mobile access via PDAs and cellular phones
- central document storage, comfortable document upload via integrated upload clients
- easy document indexing via tagging
- document version management and locking mechanisms
- integration of desktop applications via WebDAV
- direct editing of web and office documents
- offline synchronization of documents
- circulation folders for sequential coordinated access to documents
- user defined workflows for task coordination
- blogs and mini websites
- personal and group calendars
- shared contact folders
- import and export of contacts and appointments
- synchronization of contacts and appointments with Microsoft Outlook™
- reminder service for appointments
- scheduling for re-submission of documents
- role based access rights
- polls and discussion forums
- annotations and ratings
- event history and notification (daily e-mail report)
- indication of online presence of other workspaces members

- archiving of workspaces to standard archive formats (e.g. ZIP)
- e-mail document distribution
- public access area for guest users, moderated public folders
- multiple language support

## System administrator features:

- support for multiple server platforms
- easy to install and maintain
- minimal administrative effort
- cost efficient deployment
- application programming interface
- web-based interface for most administrative features
- comprehensive set of command line tools for administration
- optional configuration of user storage allocation
- SSL and LDAP support
- compatible with existing single sign-on infrastructure
- authentication with X.509 client certificates



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### System requirements (server):

- UNIX operating system:
- Linux, Solaris, HP-UX, AIX, IRIX, MacOS X, BSD
  - Apache Web server or other standard HTTP web server
- Windows™ operating system:
- Windows Vista / 2003 / XP / 2000
  - Apache web server or Microsoft Internet Information Server

### System requirements (client):

- platforms: Windows-PC, Linux, Mac OS
- standard web browser for client access (e.g. Internet Explorer, Firefox, Opera or Safari)
- some optional features require a Java™ runtime environment (Webstart/Plugin)

### System resources (server):

- Required system resources depend primarily on the number of users. Sufficient hardware configuration of a server with approximately 200 users:
- Intel Pentium/Xeon or AMD Athlon/Opteron (>2 GHz) based server system (or comparable manufacturer)
  - 512 MB RAM (1GB RAM recommended)
  - > 30 GB disk space (disk space required for BSCW installation: approx. 50 MB)

### General requirements:

- SMTP demon (UNIX/Windows) or Sendmail (UNIX)
- Internet connection (TCP/IP)