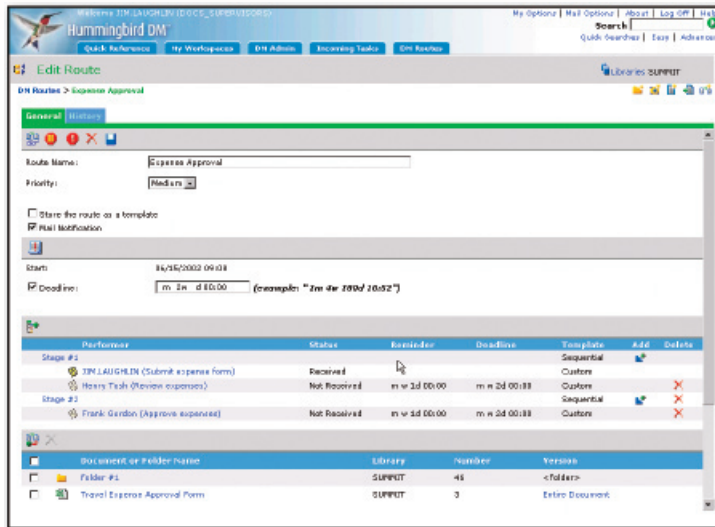


Hummingbird DM Workflow™



Hummingbird DM Workflow significantly increases productivity with powerful routing features that enable users to electronically define, automate, and manage the myriad tasks associated with document creation and review. Improved collaboration results in a higher quality of work product and reduces the costs associated with document creation, review, and handling.



Seamlessly integrated with Hummingbird DM via tabs, Hummingbird DM Workflow enables users to initiate routes with staged tasks, including complete audit trails and status notifications throughout the content review lifecycle.

The document creation lifecycle cuts a winding path through the enterprise and requires numerous tasks to be completed by a variety of individuals. To be successful, all participants must be able to collaborate and share information easily by determining when, where, and how documents move within global organizations without requiring a specialized interface, complex programming, or business logic re-engineering. Efficiently managing this process while reducing costs requires a solution that can automate manual and user-driven duties — and simultaneously trim or eliminate repetitive tasks.

Hummingbird DM Workflow

Hummingbird DM Workflow seamlessly integrates with Hummingbird DM™ to provide the flexible document-based workflow functionality required to meet these challenges by letting people begin routes based on events as they occur. Users take full project control with features that automate route initiation, selection of performers, and assignment of rights and tasks. Comprehensive tracking mechanisms let originators view and manage the status of their routes, while participants are also privy to the latest information via automatic reminders about deadlines and due dates — keeping everyone in the loop on a route's progress from start to finish.

Automating complex, recurring, and user-driven processes while reducing the time spent on administrative tasks results in knowledge workers dedicating more time to meaningful job requirements. Hummingbird DM Workflow streamlines the document creation lifecycle, providing dramatic productivity gains and increased employee satisfaction.

New in this Version

Seamless and Intuitive User Interface: Document-centric workflow features and detailed monitoring capabilities are built into the Hummingbird DM Webtop as well as familiar desktop interfaces, including Windows Explorer, Microsoft Outlook, and mainstream authoring tools, enabling quick adoption and user collaboration. Dynamic routing options distribute both individual documents and those organized in DM folders. To fine tune information shared between cooperative teams, new security features give route initiators the ability to Allow or Deny access to documents and folders.

Simplified Deployment and Administration:

A new Deployment Tool enables administrators to configure the document management environment — including Hummingbird DM Workflow options — for rapid installations across the enterprise via SMS, login script, CD installation, or from the DM Webtop Options page. During installation, administrators can now choose between HTML and Java-rendered forms for use in Web browsers.



Key Attributes

Flexible Routing Options for Agile Design: Sequential tasks route documents to users or groups in a defined, serial order, and Parallel Routing sends documents for concurrent review to speed project completion. Multi-Stage Routing combines these sequential and parallel stages in a consolidated route to ensure reviews and edits occur according to business processes and pertinent milestones. Each route capitalizes on Hummingbird DM integration to incorporate documents — as well as structured collections of files stored in folders — into workflow processes across global organizations. With Re-Route and Delegation Support, users amend, redirect, and reassign routes mid-process to avoid bottlenecks and keep communication flowing.

Timesaving Features: Knowing what work needs to be done and when it's due are critical to teamwork success, and Hummingbird DM WorkFlow helps teams achieve milestones according to plan. Not only are the time span and flow of the overall route planned, but each task can have associated beginning and end designations, dynamically configured to start and stop on fixed dates or span a total duration period. Deadlines can be set for the entire route as well as for each associated task according to either when the route was started (complete within 2 weeks), or when the route should finish (complete by October 1).

Comprehensive Notification Options: Users enjoy detailed notifications on route tasks and target due dates using MAPI-complaint e-mail messaging, including new support for Lotus Notes Mail (MAPI mode). From knowing what documented-based work is needed, to when it is due, when deadlines have passed, when it is delegated, and finally when work is completed, project teams are kept abreast of workflow processes every step of the way. Integration with Hummingbird Portal™ extends the ability to get up-to-the-minute status on workflows via wireless messaging.

Enhanced Collaboration: Who's on first? What's on second? A well-defined route may still pose questions to the people performing its tasks. Hummingbird DM WorkFlow supports inquiries so that performers can request more information from route originators, with threaded comments stored for later review, to maintain an ongoing dialogue and better meet their responsibilities. The status of a route and a detailed accounting of all its activity is easily discovered with systematic Route Monitoring. And to save time and avoid duplicative efforts when similar routines are required in the future, Routes and Tasks can be stored as templates.

Administrative Efficiency: Task, date, performer, and route duration information stored in the Hummingbird DM repository serve as a record of the workflow process. And to accommodate employee transfers and turnover, administrators may easily reassign a route originator. Routing Security Authentication verifies that users and groups within a particular route have the appropriate security rights for viewing or editing a document. If they do not, the originator is prompted to either grant access or send the documents without modifying security.

Fully Integrated Records Management Solution: Hummingbird DM WorkFlow is an integral part of Hummingbird's Records Management Solutions, providing a secure environment to manage and protect the complete lifecycle of corporate knowledge assets — from creation to ultimate disposition — and certified to meet the U.S. Department of Defense (DoD) Records Management 5015.2 standard.

Portal Access to Routes and Tasks: As a part of the Hummingbird DM Suite, Hummingbird DM WorkFlow is seamlessly integrated with Hummingbird Portal for consolidated access to all aspects of enterprise information management, including the tasks associated with the process flow of documents.

System Requirements and Supported Platforms

DM WorkFlow Server Components & DM WorkFlow Application (installed on DM Server)

- Processor: Dual Pentium III 600 or greater recommended; Pentium III 600 minimum
- Operating Systems: Windows 2000 Server / Advanced Server, Windows NT Server 4.0 SP6A
- Memory: 1 GB or greater recommended; 1 GB minimum

DM Web Server Platforms

- Microsoft Internet Information Server (IIS) 5.0 or 4.0
- iPlanet 4.0.1 or 4.0

DM Webtop and DM Extensions Workstations

- Processor: Pentium III 600 or greater recommended; Pentium III 500 minimum
- Operating Systems: Windows XP, Windows 2000, Windows 98 SE, and Windows NT 4.0 SP6A
- Memory: 256 MB or greater recommended, 128 MB Minimum
- Browsers: Microsoft Internet Explorer 6.0 and 5.5, Netscape 7.02



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