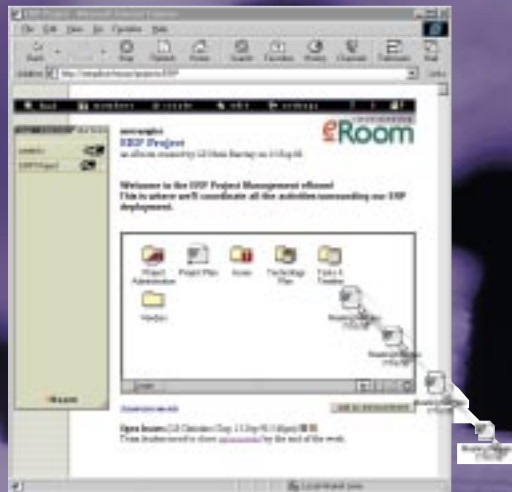# eRoom 4.0

The leading Web application for project collaboration

Where projects get done!

instinctive™

eRoom 4.0

The leading Web application
for project collaboration

Drag documents from your desktop to the eRoom—they're immediately available to everyone on the team.

eRoom helps you and your team run more successful projects, with robust tools that help you get started faster than any other project collaboration solution available. Looking to bring your products to market faster? Want to increase your chances of project success and minimize the rework? Want to bring new people on board and make them productive in less than a day? If you're nodding your head up and down, then take a closer look at eRoom.

What makes projects tick?

Today's fast-cycle projects have common traits. First, they're distributed—pulling in experts from all across the enterprise, and even beyond its corporate boundaries. Second, while information is vital, it's the interaction about the information — sharing it, discussing it, changing it—that really drives decisions. And finally, because time to market drives the bottom line as never before, speed is of the essence.

How to make projects work better

It is absolutely vital for a project team to have the tools it needs to be productive from day one of the project, since any delay is unacceptable. From the day of the project kickoff, the tool needs to shadow the project, growing with the team and the project as it changes. This dynamic environment requires software that allows teams to define their own processes and rules of engagement.

Why today's tools don't work

Today's applications and infrastructure don't allow the kind of instant productivity today's projects require. Nor do they support extended, rapidly-moving teams. Current groupware and knowledge management solutions are too rigid, hard to implement, costly to modify, or are simply not end-user friendly.

Project collaboration and eRoom: a better way

Project collaboration software is the answer to today's demanding projects. It is both more streamlined and more powerful than the current solutions available — because it's designed specifically for project work. Yet it integrates with the tools, applications, and infrastructure that exists in the modern enterprise. eRoom, from Instinctive Technology, incorporates all of these strengths…and quite a few more.

eRoom helps you run more successful projects

eRoom is the only Web-based application that allows you to manage fast-track projects right off the shelf, yet provides advanced capabilities that integrate seamlessly with your existing enterprise infrastructure. eRoom offers powerful capabilities to help your team respond to change more rapidly than ever, yet it's easy to use, and can be administered by the team. The fact is that in this era of accelerated business demands, eRoom helps you run more successful projects.

Project Collaboration Requirements	eRoom	OpenText Livelink	Lotus Quickplace
Crosses boundaries, leveraging the web	●	●	●
Moves at the speed of projects, self-managed	●		●
Project-specific functionality such as tasks, workflow, notification, voting, and much more	●		
Benefits both end-users and the organization	●		
Easy to use, zero learning	●		
Leverages desktop applications	●	●	
Integrates and leverages enterprise infrastructure	●	●	●
Includes real-time and asynchronous discussion	●		

How does eRoom stack up?

eRoom is the only Web-based application that provides fast-track project communication, right off the shelf. Yet it's easy to use, and integrates easily with existing environments.

How are organizations using eRoom?

How are organizations using eRoom?

Any group working on cross-organizational, mission-critical projects will find eRoom extremely valuable. eRoom greatly reduces time to market, increases the effectiveness of distributed groups, and captures a repository of core knowledge that can be used on subsequent projects.

- Client engagement
- Product development
- Product launch
- Supply chain management
- Project management
- Knowledge capture
- Best practices development
- Proposal centers

eRoom. It's the better way to manage projects.

eRoom is distributed

and dynamic, just like your team

Teams today are not only distributed, they're dynamic, with a rapidly changing membership. eRoom allows you to access your project, anywhere, and any time, no matter what your platform. eRoom is quickly deployed, easily modified, and rapidly embraced by users.

eRoom lets your team manage itself

A critical factor is the ability of the team to manage itself, and modify its rules, on the fly. eRoom is easy to manage by team members themselves, allowing the team to make, define, and refine rules on the fly to match the dynamics of the project itself.

eRoom makes your team more interactive...and more productive

eRoom contains all the information your project demands — files, discussions, schedules, presentations, and deep analyses — and all the work your project creates. But information is worthless without the tools to use it. eRoom is more than just a repository. It offers your team so many ways to work with each other concerning that information: finding it, sharing it, routing it, modifying it, then creating versions and approvals. And it keeps a full history of notes, comments, decisions, and revisions every step of the way. Even new members get up to speed much faster using eRoom.

eRoom is easy to set up, with full-scale security and access control. You can manage it yourself, and still have the full approval of your IT department.

Create a virtual project community

Part of what makes a project successful is to allow team members several choices for communication, depending on the need. eRoom is ideal for the virtual team because it offers many ways for team members to come to closure on key issues. Multi-threaded discussions, chat, polling and paging provide plenty of flexibility for team members.

Move at the speed of change

Moving beyond the walls of the enterprise, while maintaining its infrastructure, is the key to rapid-cycle development. eRoom is ideal for rapid-cycle projects: It absorbs and disseminates information as fast as it's generated. Users log on from anywhere, whenever they have something to contribute or learn. eRoom allows you to leverage people and time better, since it reduces the frequency of meetings, and helps people be more effective when they're not meeting. It also allows you to leverage customer relations better by bringing them into the process.

Enterprise ready

eRoom allows you to work in the programs and environments with which you're familiar. Not only does that mean the applications and browser versions with which you're familiar, but with your infrastructure as well, capturing and merging information with popular enterprise data repositories.

What are the experts saying about eRoom?

"eRooms are designed to match the way the team works, rather than forcing the team to change the way it works."
Mark Levitt, IDC

"eRoom perfectly complements Lotus Notes or Microsoft Exchange for managing such fast-paced undertakings."
InfoWorld

"We see the evolving integration of eRoom and Office 2000 technologies as a key step in delivering more effective content management and collaborative capabilities to support knowledge management at Ernst & Young."
John Parkinson
Chief Technologist, Ernst & Young

"...if you want easy, effective collaboration on the Web, think about stepping into eRoom."
Bill Lawrence, PC World

"...eRoom strikes the best balance, providing on the one hand, a workmanlike set of tools for users and, on the other, ease of use for both administrators and team members."
David Haskin, Internet Week

eRoom makes projects complete. On time. On budget.

eRoom: Increase your project success rate

Get productive — day one.

When your kickoff meeting ends, create a new eRoom. It's a secure workplace on the Web for all your project work. Create the look, the structure of the folders and discussions, and you're on your way. No waiting for IT to get something set up for you. Put all your work in and it becomes instantly accessible to your team members. New team members come up to speed instantly just by getting access and looking around.

Bring new members on board quickly and easily

When you need to add a person to the group, eRoom sends an invitation with the eRoom's URL and user name; new users simply click the embedded link and log in. You can even see who's logged on at any time, for a quick real-time discussion. Once your eRoom is established, the team itself decides how to use it — and who has access. Start with a template, or build your own. Embed your work process in the eRoom to ensure uniformity.

No training required

What distinguishes eRoom is its exceptional ease of use and flexibility; anyone with a browser can use and manage it immediately. Drag a document as-is from your desktop to the eRoom — no HTML conversion is required — it becomes instantly available to everyone on the team.
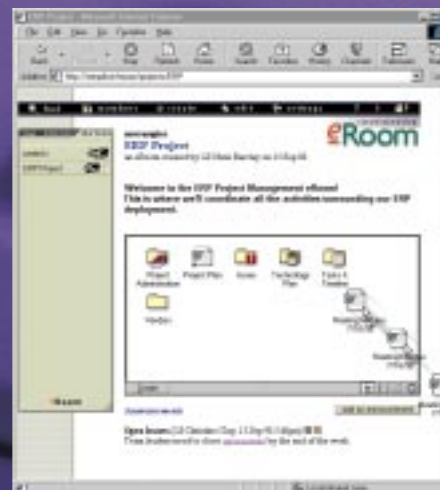
Include everyone, everywhere

eRoom 4.0 now provides a way to get all members of a team involved regardless of operating system or browser version. Users can run either in "browser-only mode", which requires no client installation and runs on all platforms, or with a browser plug-in on Windows for an enhanced user experience.

◄Outlook integration

Use Outlook 2000 as your personal project central. Run eRooms directly in the Outlook frame.

◄Drag and drop

If you want to bring a document into eRoom, just drag it and drop it there. To get to the eRoom, log into the URL you're issued when you become a member.

►Paging

Contact other eRoom users, even if they're not logged on, by paging them. They're notified instantly from their desktop.

Review, discuss, and vote

Review the documents and project notes on your own, share your thoughts via on-line discussions or chat, then vote to close the issue down. eRoom is a decision-oriented solution, and helps your entire team come to consensus and action faster. Your team stays focused and efficient.

Know when things change — instantly

Sometimes, you only want to return to the eRoom when something has changed. eRoom has several ways to notify team members when its contents have changed. Notification can be instantaneous or via nightly e-mail; it's up to you. eRoom clearly marks the items that have changed since you last visited — so you can stay up-to-date at a glance.

Integrate with Microsoft Office 2000

For those users using Microsoft Office 2000, eRoom 4.0 allows you to save all your MS Office files directly into an eRoom. You can use Outlook as your personal "project central," a personal dashboard you use to track your mail, tasks, contacts, and project eRooms. Synchronize your Outlook tasks with eRoom.
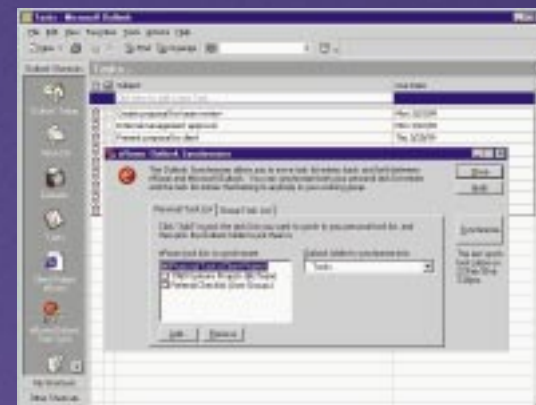
Need it? Find it!

eRoom's full-text search capability lets you search the entire contents of an eRoom, or search across multiple eRooms, by date, author, read or unread status, and text. It also searches the document content as well as member profiles, and allows people to associate custom tags with objects for further retrieval. Or, you can find items via a pictorial map, which gives you a hierarchical view of all the information in the eRoom.

Administer eRoom remotely with powerful tools

The eRoom Administration Console is now Web-enabled, allowing remote administration of eRoom servers. Administrative reports provide a comprehensive picture of who is using eRoom and how. Views range from bird's eye to detailed information using Excel pivot tables. The reports are also easily customized.

Work with your data repositories

Enterconnect,™ eRoom's programmable enterprise connector, makes it possible to move your eRoom information right into your existing document management systems, groupware, or other repositories (including Microsoft Exchange). This allows your corporation to archive and retrieve important project data.

◄**Discussion and voting**

Join a discussion at any time, or branch off into new topics — asynchronously or in real time. eRoom also lets you poll members, to vote on issues.

◄**Version control**

Version tracking takes you back to previous revisions, and allows you to track who made what changes, when, and why.

►**Outlook task list**

The Outlook Synchronizer allows you to move task list entries back and forth between eRoom and Microsoft Outlook 2000.

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eRoom 4.0

eRoom — projects in overdrive

SUPPORTED PLATFORMS

Client:

Windows 95®, Windows 98®, or Windows NT®
Macintosh®
UNIX®

Netscape Navigator®, or Internet Explorer®

Server:

Windows NT (server or workstation)

Microsoft IIS (NT server) or Microsoft PWS (NT workstation)

eRoom makes projects complete. On time. On budget.
eRoom helps you run more successful projects. Moving your projects into a virtual room on the Web, eRoom helps you reduce time to market and eliminate redundant work. The result is a higher project success rate, faster member ramp, and a rapidly productive organization. It is simply the best way to take control of your projects and bring them in on budget and on schedule.