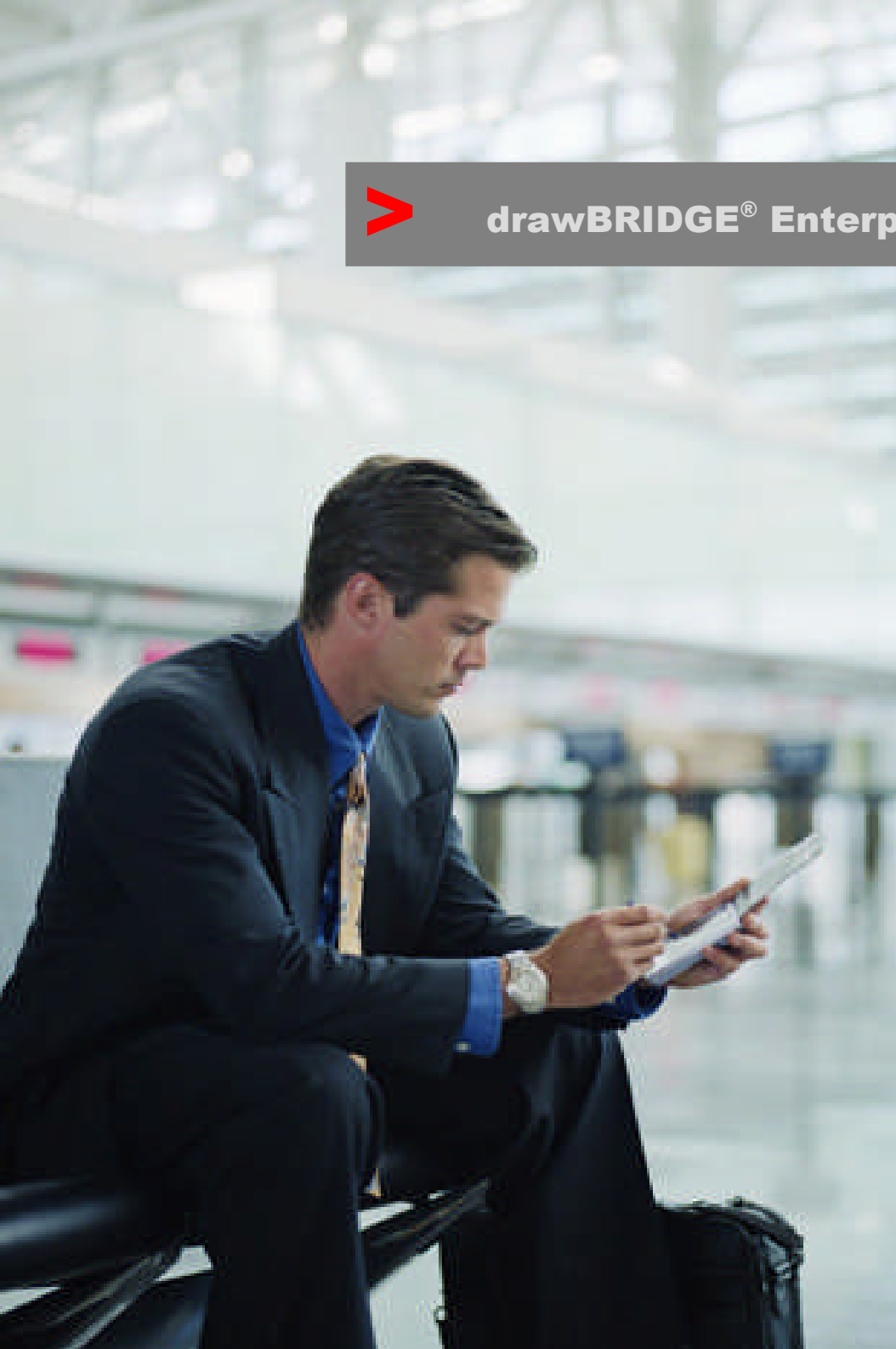




drawBRIDGE® Enterprise - Engineering and Office Solution Specialists



Vendor Briefing Document

Centralised Electronic Archiving Repository Information System

DOCUMENTCORP

Document Corporation Sales Consultancy Pty Ltd
Australian Company Number: 104 194 390
Level 2, 51 -55 City Road | Southbank , Victoria | Australia 3006
Phone: 61 3 9696 6538 | Fax: 61 3 9699 9931 | Email: Info@DocumentCorp.com

> DESIGN. DEVELOP. DEPLOY.



> Introduction

Since 1987, Document Corporation (DocumentCorp) has revolutionized the way organizations create and distribute information. Our company is a specialist in the field of Document Archive Repositories, Knowledge Management Strategies and Information Management Solutions. We provide a total “turn-key” product solution for customers, including design, consulting, integration, optimization, deployment, training, support, and exceptional software development capabilities.

DocumentCorp solutions improve our clients’ ability to create, search, extract, and manage content, reuse data, streamline workflow and leverage information assets throughout the organization. Our solutions simplify management of structured as well as unstructured information and enable users to create, query and share information repositories. Our systems and services are developed to complement your internal resources and fit your unique requirements.

DocumentCorp has a dedicated company structure to support major corporations and government departments using our enterprise solutions. Our company has a proven track record in providing products and services to Defence, Government and Civilian operations as well as many local and interstate companies. Our clients include Government Departments; Australian Bureau of Meteorology, Victorian Liquor Licensing Commission, City of Monash Municipality; Defense; ADI Benalla (Australia’s largest munitions facility), Utilities; Australian Gas and Lighting (AGL), Agility and CitiPower Group and company’s such as Qenos Resins (Hoechst, Kemcor), Australian Vinyls Corporation, Huntsman Chemicals Corporation.

Our success as a vendor is the result of continuous research and development in our consultants, software and solutions and our vision is to continually provide the best solution for our clients.

DocumentCorp’s value to your organisation provides access to an Information Resource and Knowledge Strategy team that is a world-leader in this pioneering field across multiple disciplines.

When you select DocumentCorp, you are choosing a company with years of experience and expertise in Document Management, Enterprise Solutions, Archive and Information Management, Document Repository and Knowledge Integration Strategies. Most importantly, you will have an experienced partner with a future vision for your organizations success that will be vested in all stages from consultancy to deployment and beyond, ensuring your system is of the highest degree of productivity, efficiency and cost savings.

> Strength and Experience

AUSTRALIA'S LARGEST DEFENCE MANUFACTURER

Australian Defence Industries



CASE STUDY 1

SCIENTIFIC ORGANISATION

Australian Government Bureau of Meteorology



CASE STUDY 2

MUNICIPALITY COUNCIL

Monash City Council



CASE STUDY 3

GOVERNMENT ADMINISTRATION AND POLICING SECTOR

Victorian Liquor Licensing Commission



CASE STUDY 4

Australia's Largest Defence Manufacturer

Australian Defense Industries (ADI) is Australia's leading Defence Ordnance and Munitions facility responsible for the design, development and manufacture of explosives, propellants and ammunition products.

The strategic, operational and training munitions requirements of the Australian Defence Force (ADF) are being met from ADI's world-class manufacturing facility in Benalla, Victoria. This modern facility officially opened in August 1996 and is capable of meeting ADI's long-term strategic agreement for the supply of munitions for the ADF.



Scope of Work

With the closure of three defense manufacturing sites in Australia, ADI management planned to consolidate each facilities engineering drawings and documents into a single electronic Document Management system suitable for the new Benalla Facility.

drawBRIDGE was selected in 1995, as it could manage the wide variety of document formats, business processes, techniques and disciplines. Various mainframe document databases, UNIX and Windows based CAD packages, including paper based and microfilm records were in operation at the different defense facilities before closure, with no common standards operating between them.

The DocumentCorp strategy was to coordinate and bring together all the documents (electronic or hardcopy) under a single electronic document management system. This included the coordination and development of software tools required to "collect" all document data, and provide a "turn-key" software solution in accordance with "Defense Standard System Procedure" and "Document and Data Control" requirements.

Deliverables

- drawBRIDGE KM Document Management System
- drawBRIDGE Engineering Document Change Control Module(s)
- Site Wide electronic viewing and printing on standard PC desktop environment
- Site Wide electronic management of "change" notification
- Disciplined based Document Numbering Module(s)
- Centralised electronic storage for all documents
- Coordinated data collection from the following facilities before closure;
Ammunition Factory (Footscray – Victoria)
Munitions Factory (St. Mary's - New South Wales)
Ordnance Factory (Maribyrnong – Victoria)
- Ongoing drawBRIDGE Sales, Training & Technical support

> AUSTRALIAN GOVERNMENT BUREAU OF METEOROLOGY

Scientific Organisation

The Bureau of Meteorology is the National Meteorological Authority for Australia. The overall mission of the Bureau is to observe and understand Australian weather and climate and provide meteorological, hydrological and oceanographic services in support of Australia's national needs and international obligations.

The Australian Bureau of Meteorology commissioned drawBRIDGE Enterprise for its National Engineering and KM Document Management System in 2003. drawBRIDGE Enterprise was chosen for its revolutionary re-definition of document management. Built from the ground up to take advantage of Web-centric XML services, resulting in a WEB based three-tier runtime architecture capable of hosting a variety of business information management requirements.

The Bureau access documents stored in the drawBRIDGE vault in a mixture of field offices in each state across Australia, on neighbouring islands and in Antarctica (Casey, Davis, Mawson and Macquarie Island). drawBRIDGE Enterprise modules interface with the Bureau's existing Oracle site and maintenance system, SAP/R3 stock system and GIS applications ArchInfo, ArchView and Mapinfo.

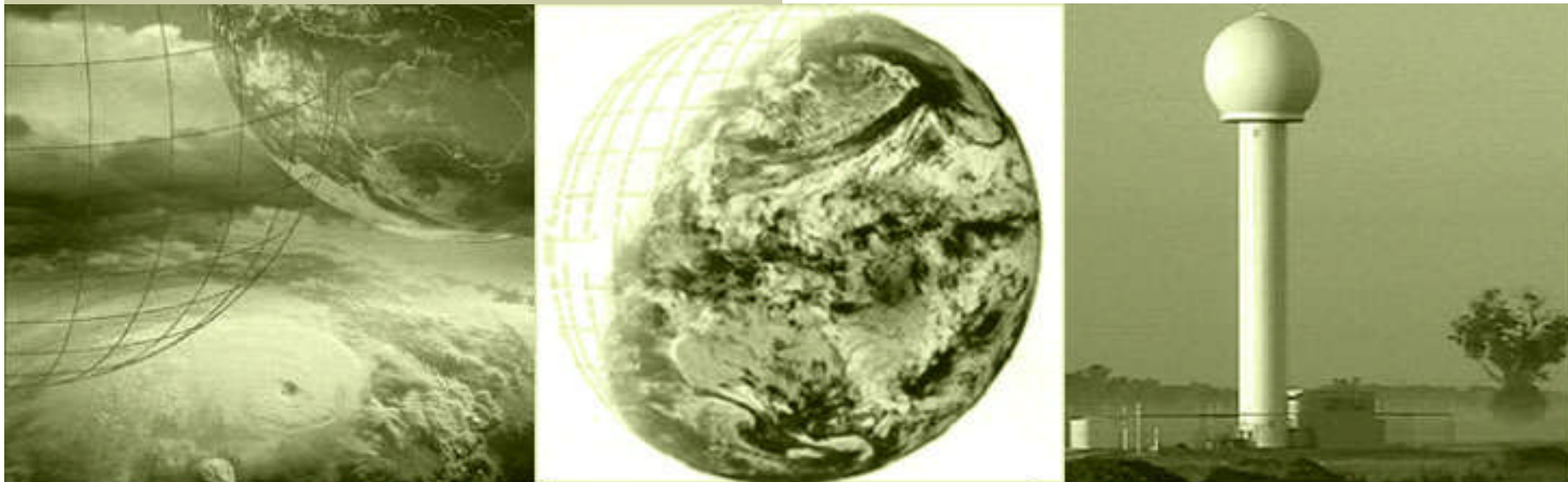
Background

Bureau Phase I – Enterprise Software Solution “drawBRIDGE Document Cluster”

The Commonwealth Bureau of Meteorology is an Australian Federal government statutory body that continuously monitors weather and climate for the Australian region. An Engineering Services project currently underway nationally is the implementation of drawBRIDGE Enterprise for its Managing Information & Knowledge Resources Strategy .

The Central Operations and Systems Branch is facilitating the IT infrastructure for this project. The objective and expected outcome of the national project demonstrates a significant enhancement to the management of data and knowledge within a national framework.

The Bureau's extensive weather observation network relies heavily upon the new installation, and maintenance of observation equipment and facilities. Equipment faults and maintenance performance data is managed via interactive computer-based information system SAP/R3 and the Bureau's in-house "SitesDB" Oracle system which allows staff to maintain records of all aspects of their engineering work.



CASE STUDY 1

CASE STUDY 2

CASE STUDY 3

CASE STUDY 4

drawBRIDGE "configuration" and "document" token technology provides interactive functionality for the SAP and "SitesDB" user to display and print documents stored within the drawBRIDGE Document vault.

Using a seamless interface into SAP and SitesDB, drawBRIDGE technology ensures the latest document is displayed, warns users of pending changes and prevents access to restricted documents. This interface into SAP and "SitesDB" provides a common user interface which reduces training and support considerations.

As a separate project, the **Space Based Observation branch** identified the need to electronically capture hardcopy satellite transparencies as a process to better manage this data while preventing further deterioration due to current storage methods, accidental loss of document(s), and the media becoming fragile and unreliable.

When this project is completed, the data will be available for easier incorporation into modelling and analysis projects that study past weather events. The Bureau of Meteorology has signed a **5 year drawBRIDGE Enterprise Software Licensing and Maintenance Agreement**.

Phase II - "Positioning Document" Strategy

Once documents are managed electronically, organisations can use drawBRIDGE to deliver the intended benefit of "Integrating Documents" within other business systems or "Positioning Documents" around the organisation. For example the Bureau's Oracle [Site and Plant Maintenance System](#) "SitesDB", has drawBRIDGE functionality that triggers multiple document workflow actions, and automates staff notification maintenance events.

Modern Asset Management & Maintenance

For many organisations, the simple process of creating a new document or publishing an update has a large cost impact. Ensuring registered recipients of documents receive updates, combined with having these faithfully used in the field or plant, often lacks the required discipline. Exposing organisations and senior managers to significant legal and operational risk.



Automated Document Distribution and Acknowledgement

With the technologies that have been developed over the years by DocumentCorp, drawBRIDGE will notify registered and subscription users via an "interBRIDGE e-mail receipt" of a specific document publication change. Contained within the e-mail notification receipt, bureau staff can immediately view/print the controlled "single instance" of the vault document; this ensures that only one copy is referred to throughout the whole distribution process regardless of network drive mappings, server names etc... Concurrently, drawBRIDGE collects the "acknowledgment" receipts, taking care of the tedious clerical work associated with document distribution standards and audit acknowledgment requirements. A significant time and money saver for any organisation.

For many organisations, only documents with "significance" were selected for a formal "distribution announcement" process. With drawBRIDGE, a wider range of documents can be managed this way.

Subscription users of a document will automatically see any document updates without any required action. Studies have shown, users outside the formal list of document recipients, often refer to documents obtained by various informal means, for example forwarded emails from a colleague etc... Routinely, these users struggle to determine particulars about documents like the originator, is this still the current version etc... drawBRIDGE allows any user with an interest in a document to "subscribe" and stay in-touch with the most recent document automatically.

CASE STUDY 1

CASE STUDY 2

CASE STUDY 3

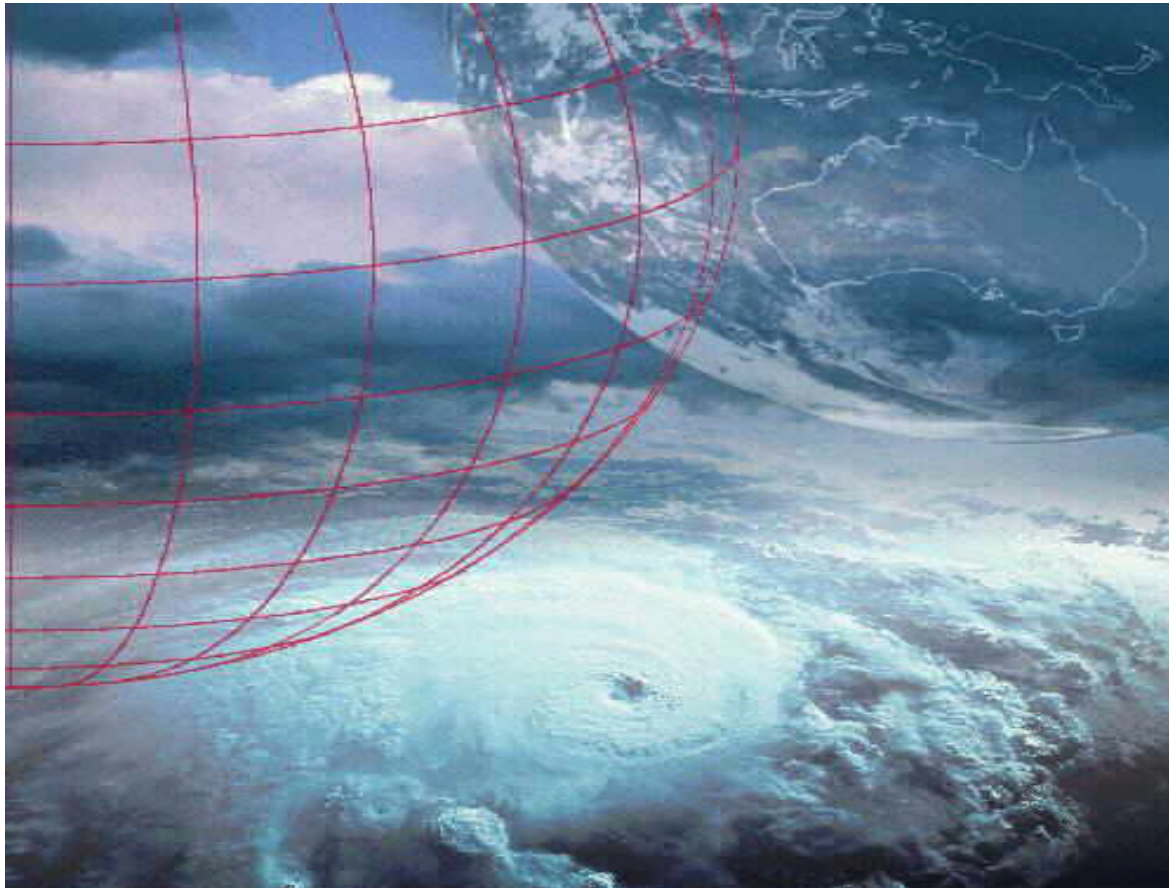
CASE STUDY 4

drawBRIDGE - Defining the “Positioning Document” Strategy

The Bureau's extensive observation network relies upon the satisfactory installation and maintenance of observation equipment and facilities across Australia, on neighbouring islands and in Antarctica (Casey, Davis, Mawson, and Macquarie Island). The drawBRIDGE “Document Positioning” strategy fosters easy integration with this extensive Site and Plant Maintenance System “SitesDB”.

The fact that new or updated documents are published, frequently results in changes to plant and equipment at any of these sites, involving a separate transaction to invoke an applicable maintenance work instruction. With drawBRIDGE, engineering staff just simply index a document, and drawBRIDGE will set global or site applicability action statements within SitesDB.

The upshot of the “Document Positioning” strategy provides maintenance staff with one system to understand. Viewing and printing of document(s) is achieved directly from the SitesDB screen, as if it were a fully fledged Document Management System. This strategy allows various business systems like SAP, MAXIMO, MAINPAC, SCADA, GIS to display the same “single instance” of the vaulted document, managed by one administration “key-hole” to affect document updates.



Deliverables

- National implementation of drawBRIDGE Enterprise for its Document Management needs covering offices across Australia, on neighbouring islands and in Antarctica
- drawBRIDGE links for document and specification software
- drawBRIDGE links for documents and equipment relationships and applicability
- drawBRIDGE integration modules with existing SiteDB and SAP/R3 applications
- Site Wide electronic viewing and printing on standard PC desktop environment
- Space Based observations archives
- GIS interface modules
- Coordinated the scanning and indexing of all hardcopy documents
- Ongoing drawBRIDGE Sales, Training & Technical support

CASE STUDY 1

CASE STUDY 2

CASE STUDY 3

CASE STUDY 4

Municipality Council



The City of Monash, has over 160,000 residents and is Melbourne's most populous municipality. It is also close to the demographic centre of Melbourne, lying 20km south east of the CBD in Melbourne's fastest growing population corridor.

The City of Monash selected drawBRIDGE for controlling the Municipality's Information & Knowledge Resources which incorporated the City of Oakleigh and the City of Waverley council mergers.

The DocumentCorp strategy was to provide a solution that performs a vital role in electronically controlling Drainage Plans, Subdivision Plans, Construction Plans, Photographs, High Resolution Aerial, Maps, Specifications, Reports, testing records and correspondence.



Deliverables

- drawBRIDGE Solutiont supplied for controlling the City of Monash documebts which incorporate the mergers of City of Oakleigh and the City of Waverley engineering documents
- GIS interface modules
- Coordinated the scanning and indexing of all hardcopy documents
- Site-wide electronic viewing and printing on standard PC desktop environment
- Ongoing drawBRIDGE Sales, Training & Technical support

Government Administration and Policing Sector

The governments Liquor Licensing Department, commissioned DocumentCorp's solutions in 1995. The primary focus for its development was to enable the convenient and safe management of all premise plan documents in the State of Victoria.

The drawbridge system overcame the risk of loss, fire, water and handling damage to all the hard-copy plans and documents. It enabled multiple users to view specific plan documents simultaneously. Copies of plan documents could now be produced immediately and the knowledge spread throughout the entire organization.

drawBRIDGE is used extensively by licensees, attorneys, Victorian Police, and council municipalities for the administration of the Liquor Licensing legislation.

Deliverables

- drawBRIDGE KM Document Management System
- Centralised electronic storage for all licensed premises document/plans within the state of Victoria
- Integration with Licence Billing and Premise database (ALARM)
- Site-wide electronic viewing and printing on standard PC desktop environment
- Coordinated the scanning and indexing of all hardcopy documents
- Ongoing drawBRIDGE Training & Technical support

drawBRIDGE is used to manage electronic sets of documents that show authorities details of a premise and the location the public are licence to consume liquor. Each plan shows a classification mark-up representing a "General Consumption of Liquor" area, "Liquor with Meals" area and "Liquor without Meals" area classification.

drawBRIDGE makes compliance with changes in government legislation easier to administer than the paper alternative by allowing new features to be added easily for additional area classifications, while providing efficiencies to business users enquiring about these records on an on-going basis.



CASE STUDY 1

CASE STUDY 2

CASE STUDY 3

CASE STUDY 4



People are a
company's
most valuable
resource

**Providing them with easy to access product
information drives sound decisions**

drawBRIDGE®



Enterprise

Solution Overview

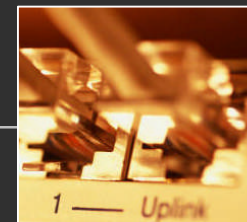
SOLUTION OVERVIEW



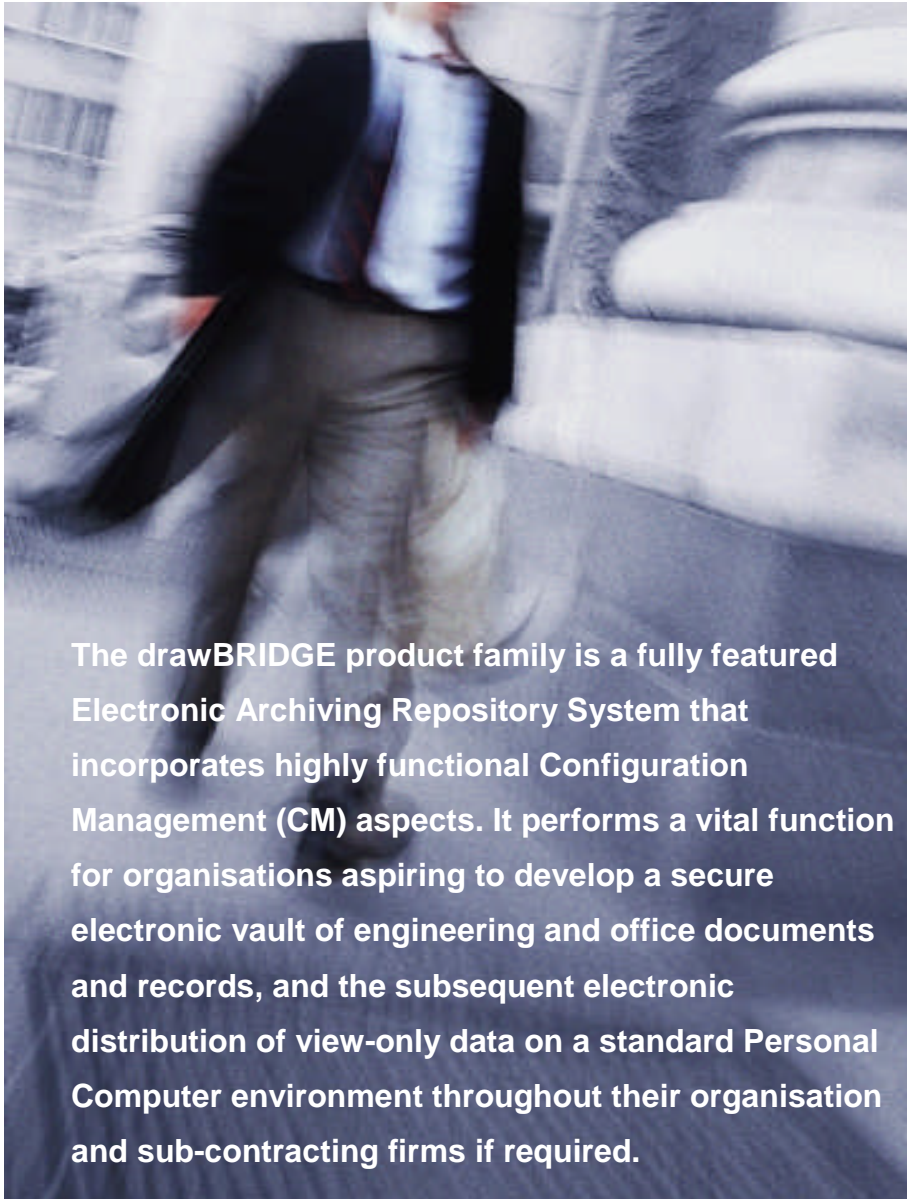
SELECTED FEATURES



**CONFIGURATION
REQUIRMENTS**



drawBRIDGE[®] Enterprise : Solution Overview



Features

Advanced features include "Document Tokens™" that allow fast "point and click" access to regularly referred to documents, that will always display the latest version of the document, while "Configuration Tokens™" display the specific version of the document. Users can collect tokens, produce libraries or share them with colleagues and SAP, GIS, SCADA business systems as an example. Customised "Search Tokens™" allow each user to save the way the drawBRIDGE "Search Navigator" displays search results, column positions, and displayed attribute fields.

drawBRIDGE is an enterprise capable document management system, helping organisations deliver knowledge management. It is ideal for capturing and sharing knowledge that will overcome the situation of staff members accumulating their own information by using individual filing systems. Other benefits include a business environment where the drivers are for cost reduction, enhancing cross-regional cooperation and safety, and knowledge retention.

Redefining Document Management

drawBRIDGE[®] Enterprise is a revolutionary re-definition of document management, built from the ground up to take advantage of Web-centric XML services, resulting in a WEB based three-tier runtime architecture capable of hosting a variety of business information management requirements.

Simple and very easy to use, even by the casual user, drawBRIDGE[®] incorporates a Microsoft Windows "look and feel" and is extremely secure. Simple "point and click" technology is employed to view documents and drawings or rapidly produce reports. drawBRIDGE[®] will "float" throughout the network so there is no need to nominate personal computers for dedicated viewing of documents or drawings. Each personal computer connected to the network can potentially access the drawBRIDGE[®] document system.

Selected Features:

> Document Vaults

Department, Asset, or Business Zone Document Vaults.

The drawBRIDGE Enterprise document management system caters for a large amount of documents, while allowing for various search methods to be applied by different user groups to locate documents. Each document stored belongs to a vault and “document class” association. Ownership details can change as required and owners can restrict the behaviour characteristics of the documents within that vault. Enterprise based document management systems often fail, because users have no ability to easily switch between departments or search concurrently among different departments.

Studies have shown that drawBRIDGE closely mimics an organisational structure for document storage. Therefore, users can make speedy assessments as to the location of particular documents, rather than using a general Google “surfing” approach.

drawBRIDGE allow users to select which vaults they would most likely be interested in. During searching, vaults can easily be introduced or toggled off, to increase search speeds, and improved search results.

Search tokens when created, are vault responsive. Users can create a library of Search Tokens to help in the retrieval of documents. For example, a user can create two different “Search Tokens”, one to report on the current “project correspondence” and the other token to report on the current “underground drainage plans” from two different department’s vaults, each with different column positions and metadata fields displayed.



> Class of Documents

A “Class of Document” (CoD) allows organisations the freedom to associate unlimited attributes or metadata fields against a particular document type. However, a “Class of Document” definition is not simply just another database field type, but a robust drawBRIDGE technology that is designed to put an end to the theory that “one size fits all”.

The drawBRIDGE® solution eliminates an organisations balancing act when deciding between “the right amount of fields sensibly allowed for display purposes to end users”, while maintaining a comprehensible human interface, that is uncluttered and usable, facilitating rapid responses in locating documents.

Treatment of the CoD methodology requires development at the core of a product, such as shaping structural components of the overall document vault architecture, influencing indexing methods, user interfaces and corporate user comprehension. **“CoD” cannot be retrofitted into relational type document management systems with the same authoritative effect or results.**

drawBRIDGE® allows users to search on any combination of fields. In the event that new fields are added by staff, these automatically become available for search and display purposes.

Selected Features:

> Document Token

Document tokens allow fast “point and click” access to regularly referred to documents. drawBRIDGE generates “Document Tokens”, allowing organisations to distribute documents to various locations under full and secure control. The intelligence of a document token guarantees the user will always view the latest documents, be informed of pending changes to the document displayed, or even receive messages if the document is cancelled, locked or withdrawn from service.

For example, an aerial photograph is indexed into the drawBRIDGE vault. Within the organisation, other users find great value

in the photograph document, and will refer to it often during normal business activities. These users simply create a document token which will automatically display the aerial photograph when selected. If a new version of the aerial photograph is indexed into the drawBRIDGE vault, all “tokens” will automatically refer to the new aerial photograph.

This scenario is also true if the tokens are included within applications such as SCADA, GIS, or MAXIMO. A user can rename the token description, but it will always display the latest version of the document. Users can collect tokens producing libraries or share them with colleagues.

Selected Features:

> Configuration Tokens

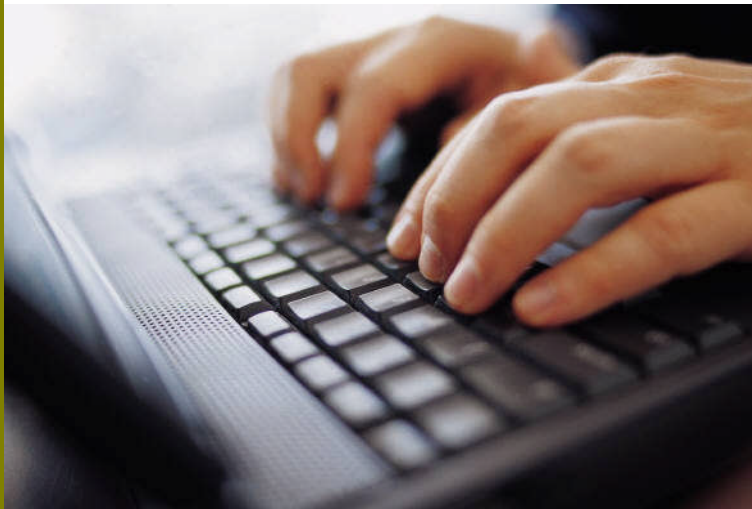
“Configuration tokens” act in a similar way to a “document token”. The difference is that a configuration token will always display a nominated revision / issue of a document.

Organisations often have similar pieces of equipment installed in the field that may use “common” and “specific” components, for example weather radars from the same manufacturer may use different “software” versions and “IC card”, so that these devices can be configured to measure for example the upper atmosphere, or local cloud cover. drawBRIDGE helps assist organisations identify which documents relates to each “serialised” piece of equipment. Therefore each radar has installed different components, and therefore requires different documents for the maintenance of the product.

Depending on the task demanded, drawBRIDGE allows organisations to collect these “configuration tokens” and integrate them with “build log” documents, detailing the various document and revision combinations used to “re-build” or “maintain” each serialised product.

> Search Token

drawBRIDGE generates “Search Tokens” which allows users to customise the display of drawBRIDGE search results, column positions, and displayed fields. A “Search Token” will always regenerate the drawBRIDGE screen layout as originally set when the token was created. Users can create libraries of “search tokens” and re-name them with the user’s terminology.



> Related Documents

drawBRIDGE allows edit users to create relationships and applicability identifiers between “Class of Documents”. Users simply select the “related document” menu item to expose the latest version of each related document.

> SAP Integration

drawBRIDGE document token technology effectively shares / integrates document management functionality within SAP - R/3 implementation, including SAP 4.6c and SAP Enterprise implementations. The drawBRIDGE proposal provides a consistent “look & feel” for organisations wishing to deliver documents via the various business systems.

Once the document token is embedded in SAP, users will always have access to the latest version of the document while being informed of any pending changes. No additional SAP administration tasks will be required to publish document changes, as they occur in the drawBRIDGE vaults.

This seamless interface into SAP, SCADA, GIS and MAXIMO will provide a common user interface and reduce training and support needs across these critical business applications and managed by one administration “key-hole” to affect document updates.

Hardware Requirements:

A close-up photograph of several network cables plugged into a network switch or router. The cables are white and the ports are metallic. The image is slightly blurred, focusing on the cables and the ports. The background is a warm, orange-brown color.

> Server Requirements

Dual Processor // 133-MHz Minimum, 733 MHz Recommended Minimum

Operating System // Windows 2000 / Windows 2000 Server or above

Database System // Microsoft SQL Server (Dual Processor version)

Memory // 512 MB of RAM, 1024 MB recommended

Hard Disk – For Server Application // 710 MB of hard disk space required, 250 MB additional hard disk space required for installation (1GB total)

Hard Disk – For Document Vault // 50-100 Gb of hard disk space – for initial deployment will be scaled up as more documents come online. (This does not need to reside on the same machine)

Other // .NET Framework 1.1

IIS 5.0+

ASP.NET

Microsoft Internet Explorer 5.01 or later

> Client Requirements

Processor // 133-MHz Minimum, 733 MHz Recommended Minimum

Operating System // Windows 98, ME, NT, 2000, XP or above

Memory // 128 MB of RAM, 256 MB recommended

Hard Disk // 110 MB of free hard disk space

Other // .NET Framework 1.1

Microsoft Internet Explorer 5.01 or later

For more information, please visit our
website at <http://www.documentcorp.com>

To speak to a consultant, please call +61 3 9696 6538

DOCUMENTCORP

Document Corporation Sales Consultancy Pty Ltd
Australian Company Number: 104 194 390
Level 2, 51 -55 City Road
Southbank , Victoria, Australia 3006
Phone: 61 3 9696 6538 Fax: 61 3 9699 9931
Email: Info@DocumentCorp.com