



# **XCM BASIC FEATURES AND BENEFITS**

**CORPORATE DOCUMENT**

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**Xpiori technology is protected by the following patents:**

**US Patent #5,742,611 (21 Apr 98)**

**US Patent #5,942,002 (8 Aug 99)**

**US Patent #6,157,617 (5 Dec 00)**

**US Patent #6,167,400 (26 Dec 00)**

**US Patent #6,324,636 (27 Nov 01)**

**US Patent #6,493,813 (10 Dec 02)**

**US Patent #6,792,428 (14 Sept 04)**

**Other U.S. and international patents pending.**

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## XCM BASIC FEATURES AND BENEFITS

FEATURE	DESCRIPTION	BENEFIT
Discover	<p>Discovering information is more than just searching for it. The definition of <b>discover</b> is: <i>to see, get knowledge of, learn of, find, or find out; gain sight or knowledge of (something previously unseen or unknown)</i>:</p> <p>Through both aggregation and search, XCM users discover information.</p>	<p>In the true meaning of the word “discover,” XCM enables you to discover information among your existing information assets, as well as in new information added to the system every day.</p> <p>XCM enables you to discover both the content and the context of your existing information assets.</p> <p>XCM also enables you to discover relationships among a variety of information assets that you have stored in your XCM repository.</p> <p>Discover information by semantically searching and discovering your information. This makes it easier to get to the substance of your information assets to make better decisions.</p>
Organize	<p>Organizing information is important and XCM has a powerful process that enables users to organize information that exists in the XCM system.</p> <p>Organizing information is as easy as dropping it into XCM Research Folders. Research Folders are a powerful collaborative tool but they also have processes in place to preserve the integrity of original documents. Information can be “mirrored” in multiple folders, allowing replication and reuse without destroying the original document.</p>	<p>The benefit of organizing information you've discovered is that it becomes easy to use for specific project, client, or task- related needs.</p> <p>It is one thing to discover information; it is another to be able to organize it. Organizing it is the next logical step in managing it.</p> <p>XCM is a multi faceted tool, which combines many powerful components to provide a turnkey solution for building knowledge.</p>
Collaborate	<p>XCM users can collaborate to build knowledge. Do so by annotating documents with notes that enable you to add any number of comments about a folder or document. Other users in your business or workgroup can add their comments or knowledge to the same folder or document and that process creates true collaboration.</p> <p>You can read your colleagues comments and they can read yours. These annotations are easily organized in a series of tabs that become associated with the folder or document.</p>	<p>The benefits of collaboration are that your group will share thoughts, knowledge or outside information that increase understanding about the subject matter.. This builds knowledge.</p> <p>Anyone with access to a document can annotate it. Users are building knowledge around singular or multiple documents. This builds even great knowledge.</p> <p>If someone leaves the business or workgroup, their expert knowledge stays with the information. The cost of that expert knowledge leaving is not lost.</p>
Share	<p>XCM has innovative means for sharing information. In addition to annotating as a way of sharing, XCM enables users to export information to be shared.</p> <p>Users will need to use information contained in XCM outside of the XCM system. Extracting documents from XCM is easy; reuse of information is facilitated with simple mouse-clicks.</p> <p>Use XCM to aggregate your information assets, drill into information, and organize discovered content and documents – then extract the documents to share, as needed.</p>	<p>Information that exists in a vacuum is useless, and that's why XCM makes it easy to share work, both inside and outside of the XCM system.</p> <p>XCM makes sharing easy because it enables your business or workgroup with intuitive means to export knowledge from the XMS repository, without disrupting the filing system found on your servers or network.</p>
Easy to Use Program Interface	<p>XCM has a straight forward and intuitive user interface (UI). The UI is where you perform searches, view the information you've</p>	<p>The benefit of having an intuitive and straightforward user interface is that it makes this high powered tool, XCM, very easy to use.</p>

	<p>discovered, organize your information into files and folders, make notes or annotations on a document, and ultimately build knowledge for making winning decisions.</p>	<p>Many programs have overwhelming interfaces that contain a number of hidden features and can literally take hours to comprehend and use effectively. This is not true with XCM. With only two main screens to use, learning to use XCM takes about 20 minutes.</p>
XCM is an Appliance	<p>XCM deploys on a server-class computer; the computer, with XCM software already installed, is provided as an appliance that you simply plug into your network.</p> <p>The XCM "appliance" automatically copies any information that you designate from your existing servers or from other sources.</p>	<p>Searching, managing and storing all of your information is no simple task; but XCM is so powerful, it makes the job seem easy. To insure peak performance, Xpiori sells XCM already installed on a separate computer so that the dedicated processing power of XCM is always available for you and your workgroup.</p> <p>You will use XCM continually -- not just every couple of weeks or a few times a month. Because today's businesses are information based firms, XCM will be your most powerful source for accessing and managing information to build knowledge. Current XCM users will agree that XCM quickly becomes the primary source of company information and knowledge building.</p>
Easy to Install and Setup	<p>XCM comes loaded on an appliance that is really a separate "server class" computer.</p> <p>Installation is performed by Xpiori or your reseller. You don't have to worry about the install process, even though it is very easy to do.</p>	<p>The benefit of an easy setup and installation process is that fewer variables mean less time spent installing the product. Users quickly begin experiencing the power of XCM.</p> <p>An XCM install can take less than an hour or just a couple of days depending on the amount of information that it needs to copy and stored in the XCM repository. Setting up the actual hardware takes less than an hour, and customers can start using the product within a couple of hours. The balance of the time is spent migrating data from various sources and depends on the amount of information the system has to handle.</p> <p>Once this initial installation is complete, accessing information in XCM takes a matter of seconds and adding more information to the system is easy.</p>
Multi User Access	<p>XCM can be used by one person and can be used very effectively. However, XCM is best used in a setting of three or more users, such as in a small to medium sized business or corporate workgroup.</p> <p>XCM's multi user access enables as many users as you want to be able to access the information contained in the system's repository(ies) at any given time. In this manner, multiple users can be simultaneously discovering, organizing, collaborating on and sharing information.</p> <p>XCM may become the most fundamental tool in your information based firm.</p>	<p>The benefit of multiple users being able to access information is that business can flow more quickly and efficiently as more users are able to build knowledge to make better decisions.</p> <p>The more that users collaborate, the more knowledge is built; and the quicker that better decisions are made, the faster you and your business or workgroup will succeed.</p>
Drag and Drop Interface	<p>XCM is a document management system, among other things. Information managed by the system is viewed as file icons and folders. This is the same familiar file system you are accustomed to when moving files and folders on your computer desktop.</p> <p>Create your own documents in whatever program you prefer. XCM will recognize the new file on the system, index it, and make it available for discovery, organization, and</p>	<p>XCM uses "transfer agents" that silently run in the background and copy new documents from designated file share into the XCM repository. It is not necessary to "drag and drop" anything into XCM. But if a User desires to do so, he or she can. Once content is inside the XCM system, however, it is easy to drag and drop any content into a Research Folder. Drag and drop makes it easy to manipulate and organize information. Computer users are already familiar with drag and drop manipulation of files into folders.</p>

	collaboration and sharing.	Because XCM is designed to be as straightforward and intuitive as possible, you and other users in your business or workgroup don't have to learn new steps.
Smart Repository	XCM is a live source and archive for the information that makes up the knowledge base of your firm. This simply means that the system aggregates all your information for easy access and management. XCM does not move any files from your network, but simply makes copies and keeps track of them within itself.	The benefit of having a smart repository is that XCM's search, organization, management and knowledge building tools can work seamlessly with the entire scope of your information.  The BIG PICTURE is a lot easier to see and to work with when all the pieces of the puzzle are in front of you. XCM allows you to bring various bits of information together and reflect on that information – adding what you have learned to the Knowledge Base. The awareness and ability to act on the information you have acquired leads to better knowledge for decision-making. XCM is a computer application that enables this process.
File Tree Display	XCM employs a tree structure, providing an intuitive way to see information and manage it. Users can view files and their relationship to each other by viewing the file tree. For example, a location on your server > contains a folder > with a subfolder> that contains a file. It's just that straightforward.  Information copied from your network is stored and organized in the same manner as on your network. It looks the same.	Keeping information organized in file trees is not important to searching information. If it's on the system, XCM will find what you're looking for regardless of the file structure. There is no need to worry about finding a lost file. XCM will pull it up in seconds at your command. So, what is the importance of a file tree? Really, it just keeps things logically laid out for anyone who wants to limit a search to just a specific location or folder.
Background OCR Capacity	OCR stands for Optical Character Recognition. OCR is the process by which an "image" of text, such as text from a scanned document, fax or PDF, is made readable and searchable by a computer system and turned into actual text that can be searched and manipulated. With XCM, OCR automatically runs in the "background" -- meaning that a user can scan in tens of thousands of pages of printed materials into XCM and the system will automatically OCR each of those pages. All scanned documents loaded into XCM are automatically text-searchable.	The benefits of OCR and that it runs in the background are that XCM users can instantly access text from any scanned images, PDF documents or even product schematics or pictures pulled from the Internet. Once your own paper based files are scanned into XCM, you are not required to purchase additional OCR software. XCM saves you the trouble and expense of bringing multiple software solutions together.
Powerful Search Features	Users can search for information in a variety of ways, using a range of powerful search options. Multiple search features can be combined to affect your desired results. <ul style="list-style-type: none"> <li>• Boolean searching (AND, OR, NOT)</li> <li>• Proximity (WORD w/25 PHRASE)</li> <li>• Wildcard (SEMI* = SEMICONDUCTOR)</li> <li>• Stemming (DRIVE = DRIVER, DRIVEN, DRIVING)</li> <li>• Phonic ("sounds like")</li> <li>• Fuzzy (find misspelled words)</li> <li>• Synonym (words that mean the same thing)</li> <li>• Metadata Only (find all documents for project #23)</li> </ul>	XCM's powerful search features give users unique options to "drill down" to the information they need. However, these features alone do not encompass the power of XCM. XCM is deployed on a fully transactional and proprietary database and combines search features, a web crawler (optional feature), metadata management and other information management features -- all working together to make XCM a powerful tool.
Free Text Search	Free Text Search means that XCM can search ALL of the text of EVERY document, including OCR'd documents on the system. Search for an entire sentence, part of a sentence, a phrase, a word or whatever configuration best fits your query. XCM will find it -- if it exists -- within hundreds of thousands of files on your system. XCM will list the documents that show an instance of the search, and it will automatically highlight the instance(s) within the document.	Free Text Searching makes searching a fast and easy process. Don't worry about XCM skipping over a file on the system or skipping the text within a document. XCM will use your free text search and give you the best search results.

Manage Content Using Custom Metadata	Metadata is simply information about information. Every file on your computer already has metadata associated with it. This includes: who the author was, what time or date it was created, what type of file it is, and where it is located in the. You can see this information right now by right clicking on a file and viewing Properties. XCM goes one step further. The system allows users to add their own metadata. This allows users to easily organize information the way that they want to. Add a project number to a file, assign a subject line -- do what ever makes the most sense to you. XCM will search metadata, along with free text searches.	The ability to create your own metadata is just one more way that XCM makes it easy for users to organize information and build a knowledge base. Users can search this metadata, just like they can search for documents and the content within documents.  Custom metadata allows you, the user, to "describe" your data. Assign multiple metadata descriptions, such as multiple project numbers, case numbers or whatever makes the most sense to you. The same document can be assigned multiple project numbers, thus associating it across multiple projects. This ease of management and flexibility allows you to organize information and manage it for a variety of purposes.
Combined Full Text and Metadata Search	Search for full text and the metadata of a file at the same time.	XCM allows users to search on the metadata of a file and search on the text of a file at the same time; this narrows down search results and makes finding the targeted information much easier. Users may add the same metadata (such as Project Names or Numbers or Type of Information) to groups of files and can search ALL files for that metadata to organize and keep track of information.
Search within the network, folders, subfolders, or Research Folders™ that you designate.	A user can impose practical limits on their search by using the tree structure to limit the scope of a query.	Searching within a specific location ONLY, allows users to customize a search query to their needs.
Research Folders	Research Folders are intuitive, yet familiar folders that users can create, manipulate, drag and drop and add information to for organizing discovered information.  Research folders can be annotated with electronic notes, or Annotations, just like an individual document can be annotated.	The benefit of having a research folder is that once information is discovered, it makes sense to have a place to put it for quick reference when working on a project, task or for any need.  Research Folders enable users to share information, and drill down their discovery results. Search and discovery can be limited to a Research Folder or a set of folders contained within a Research Folder.
File Annotations	With file annotations, users can take notes or write a treatise on a specific document. The notes are stored in a separate tab that lives with the document. The file annotations that users create in XCM are also searchable by XCM.	Creating a file annotation on a document allows the user to keep notes that stay with a document. These notes can be used for later reference by their creator or by other users who access the document. This is a powerful way to share information and build a knowledge base. In addition to creating a single annotation on a project, users can create multiple annotations. Multiple annotations are easily organized and quickly accessible through two mouse clicks into the file's properties.

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