Simplify document and email management

HP WorkSite for intelligent content management
Traditional content management systems are just not enough anymore. Businesses need a way to easily manage all documents and email digitally, making information available from any access point, including desktops, laptops, the Internet, and mobile devices.

Today’s workers juggle numerous projects across a variety of diverse teams. Project teams can span organizational and geographic boundaries, and they tend to rely on email to communicate, collaborate, and share documents. But sharing documents across a large and widespread team is often a challenge. And managing email attachments is an even bigger issue—especially when multiple versions change hands across different threads, involving different people.

Knowledge workers typically need to maintain multiple filing systems: an inbox folder, a sent items folder, a local hard drive, as well as network file shares. The proliferation of mobile devices makes things even more complex. Keeping track of the many iterations of a document to produce the right version requires workers to spend time searching, recreating, and managing content that exists across their various filing systems. IDC estimates this costs $13,000 per year per knowledge worker, and the rapid growth in electronic content only makes this worse each year.¹

HP WorkSite is an advanced document and email management system that enables teams to work together on a single set of documents, available from any access point, including desktops and laptops, the Internet, and mobile devices. WorkSite transforms documents and email from an isolated knowledge source—visible only to an individual—to information assets that can be accessed by relevant users across all offices, easily and securely. Through its advanced filing system and powerful search capabilities, WorkSite promotes team collaboration, improves productivity, and enhances customer service by making all project documents easy to access and secure.

**Empower team collaboration**

WorkSite delivers essential document management functionality that tracks document versions from initial draft to final form, maintains audit trails, and manages email and other electronic files. Rather than relying on email to share and iterate versions of documents, WorkSite provides a common location that reduces the risks associated with sending an out-of-date or incorrect version of a document. WorkSite is especially beneficial to organizations that are document-intensive, such as law firms, insurance firms, financial services organizations, consulting agencies, and property management firms. Because WorkSite is able to provide a focal point for all documents and email, teams can collaborate better, improve their productivity, and reduce risk.

WorkSite addresses some of the most pressing issues facing knowledge workers today including how to:

• Maintain a comprehensive electronic file that brings together all of your documents and email into a single access point
• Transform isolated documents and email into electronic assets that can be easily and quickly used to promote business objectives
• Enable team collaborate across organizations and geographies to produce complex documents, such as contracts, business plans, proposals, etc.
• Effectively manage the multiple copies of documents produced by sending email attachments
• Track the progression of changes in a document over time, preserving inputs from the various stakeholders
• Secure documents consistently and maintain a comprehensive audit trail that records all document access
• Effectively store, search and share large volumes of information on a consistent basis

¹“Proving the Value of Content Technologies Study, 2004,”– IDC

“We now have WorkSite users across the entire company, including Accounts Payable, IT, Purchasing, Retail Energy (Marketing), Engineering, Corporate Communications, and many others. It has enabled us to collaborate on information across project teams, development teams, and process improvement teams, which has increased our productivity.”

—CPS Energy
**Key WorkSite features**

**Library services:** Check-in facilities maintain a clear reservation process to streamline revisions and avoid document editing conflicts. Preserve a view of the document over time, while ensuring that the latest version is accessible by default.

**Tight application integration:** Seamlessly capture documents as they are created. Retrieve documents through powerful search and intuitive navigation to deliver a powerful user experience.

**Intuitive interface:** Familiar Windows, email, browser, SharePoint, Explorer, and mobile interfaces leverage unified workspaces to deliver better, faster and more accurate client service.

**Flexible folder structures:** Intuitive folder structures contain metadata and business rules that are automatically applied to documents as they are filed.

**Granular security:** Stringent version control, granular security, and comprehensive audit trails all work together to reduce the risk associated with unmanaged and unstructured information residing in file shares, in-boxes, and hard drives.

**Powerful search capabilities:** Identify and act on information across 1,000+ file types, 400+ data sources and content in any language. Quickly search for and locate information contained within the document repository, leveraging the document text, the document metadata, or a combined search, making the information stored within the documents accessible and actionable.

**Scalability:** Increase WorkSite libraries into petabytes while delivering sub-second response times when searching libraries with more than tens of millions of documents.

**Advanced email management:** Transform email from an isolated knowledge source, visible only to the addressee, to an asset that can be accessed by relevant users across all offices, easily and securely. Reduce the burden on mail servers, by sharing links to managed documents as opposed to full-fledged copies, and by migrating email and attachments from mail servers to the WorkSite repository, where the information can be maintained in the context of the project, case, or engagement.

**Automated email classification:** Automatically recommend WorkSite folders based on the email metadata and the users’ previous filing history, requiring one-click validation to accept the system’s suggestion. Synchronize WorkSite folders with email folders, enabling user to continue to use personal mail folders, while adhering to team filing requirements.

WorkSite overcomes the largest barriers to effective content management by delivering an advanced and relevant filing system that adapts to the specific business environment. Insurance companies create virtual folder structures by policy; financial services firms by account; and legal firms by client-matter. The folder structures contain metadata and business rules that are automatically applied to documents, enabling your organization to apply policy to documents without burdening your users.

**Deliver value and mitigate risk**

WorkSite helps you get the full business value from your enterprise information. Instead of documents and email residing in distributed filing systems, WorkSite unifies these resources into an electronic file, giving you a holistic view of information. This enables better business decisions and faster response to changing market forces.

By compiling all of the electronic assets associated with a given project, customer, or case, WorkSite helps to mitigate the risk associated with unstructured information by applying consistent information governance policies. WorkSite also empowers organizations to proactively manage their content, thereby reducing the burden in the event of a subpoena or a regulatory inquiry.

**Mobility and cloud solutions**

**WorkSite Mobility**

WorkSite Mobility provides WorkSite access to popular mobile devices such as RIM BlackBerry®, Apple iPhone®, Apple iPad, DROID®, Windows Mobile®, and other browser-enabled smart devices. Through an innovative user interface, mobile professionals can interact with project or client files, find and view documents, and attach files to emails to collaborate with colleagues and clients. This integration allows WorkSite users to effectively access and manage email and engagement-related content from anywhere, while remaining productive and responsive to client needs.

**WorkSite in the Cloud**

The WorkSite architecture is specifically designed to support a variety of flexible deployment scenarios including on premises, centralized or decentralized, hosted, and hybrid approaches. Hosted WorkSite offers the same rich functionality as on-premises solutions, while offering rapid deployment, enhanced collaboration opportunities, on-demand scalability, and lower total cost of ownership.
“We chose HP Autonomy ECM to power our next-generation global information management system because only HP Autonomy could deliver the user experience and scale required to support our vision for a single, unified information access platform for a global firm of our size.”

—SNR Denton

A powerful, integrated platform for content management

WorkSite provides a single, consolidated view of business-critical documents and emails into virtual folder structures that automatically apply metadata and security. By integrating with document and email tools, delivering intuitive navigation metaphors and powerful search capabilities, WorkSite provides a complete platform for managing work-in-progress across desktops, web-browsers, and mobile devices. Worksite’s framework for managing unstructured information in a business context improves productivity for individuals and globally distributed teams, accelerates customer service, and mitigates information risk.

About HP

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More information about HP (NYSE: HPQ) is available at hp.com.

Customer success story: Colgate-Palmolive

The legal department at Colgate Palmolive saved more than $100,000 per month by not having to store their paper files in expensive Manhattan real estate locations. The department attributed that ROI to WorkSite and Autonomy TeleForm, which enabled the team to scan all of their physical content to electronic images. The team could also full text index images, and store them within WorkSite, which was hosted in the HP Autonomy cloud. Now instead of relying on paper files, the department has worldwide access to the content online, from anywhere.

Learn more

HP WorkSite is a modular solution that includes many components. To learn more about WorkSite, please download:

WorkSite Email Management
WorkSite Mobility for iOS
WorkSite in the Cloud

Or visit:

http://protect.autonomy.com/protect/products/content-management/worksite/index.page

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