

EMC Documentum eRoom

Collaborative solution unifies distributed workgroups

The Big Picture

- Enables people from different departments, locations, and companies to work closely, as if they were in the same location
- Provides managers and stakeholders with instant visibility into the status of critical projects, programs, and business processes
- Increases enterprise efficiency through knowledge sharing and reuse of best practices
- Promotes rapid adoption through a simple and intuitive browser-based interface that is universally accessible, simple to use, and easily adaptable to the unique requirements of each project or process

Web-based collaboration is fast becoming the preferred way for knowledge workers to communicate, coordinate, and collaborate with each other. In today's workplace, people tend to execute independently within distributed teams. These distributed teams need to work closely, productively, and creatively toward common goals and deliverables. They need to plan, collaborate, strategize, and make decisions as they design and build new products, coordinate their supply chain, engage clients, and work on other key business initiatives. EMC Documentum[®] eRoom makes that possible.

Enabling effective collaboration across the enterprise and beyond

EMC Documentum eRoom is a secure, Web-based workspace that can be quickly tailored for a specific project, process, or business initiative. With eRoom, your employees are better able to plan and manage projects, programs, and processes. They can work more closely with others across the enterprise, and collaborate more easily with external partners, suppliers, customers, and clients. And they can leverage the benefits of a Web-based, feature-rich collaborative environment to more readily develop innovative products, deliver world-class services, and optimize their most critical business processes.

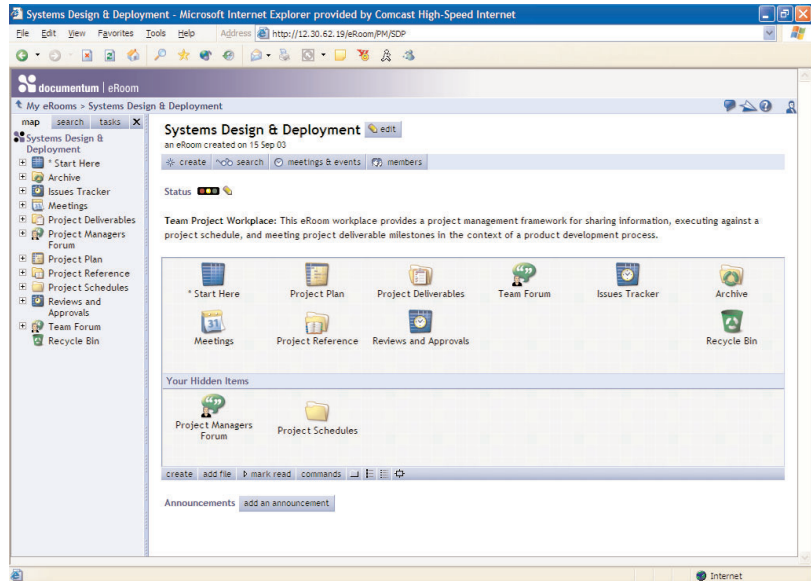
More than 1,000 enterprise organizations currently use eRoom to power mission-critical applications, including:

- New product development and delivery
- Drug discovery and development
- Client engagement, proposal development, and program management
- Supplier and channel management
- Global sales and marketing campaigns
- Merger and acquisition and deal management

EMC Documentum eRoom enables cross-functional and inter-enterprise collaboration so workgroups can manage and execute large-scale projects, programs, and processes faster and more effectively. With eRoom you can:

- **Mobilize the team and get people going right away:** Kick off a project by selecting people from the directory and inviting them into the eRoom workspace. eRoom then sends an e-mail invitation and hyperlink. Because eRoom integrates natively with Microsoft Office, Outlook, and other desktop applications, users can immediately begin leveraging eRoom, saving their business files directly in the workspace for others to view.

Through flexible, user-friendly Web-based collaborative workspaces, Documentum eRoom enables companies to accelerate and enhance the development and delivery of products and services, and improve knowledge sharing, decision making, and problem solving.



- **Create a project plan:** Create tasks and milestones; assign owners, deadlines, and other details; and begin executing right away. View task relationships and interdependencies with Gantt chart views, enable team members to update their own progress, and report on the status of task groupings or the entire project.
- **Discuss issues and make decisions faster:** Hold real-time, on-the-fly meetings, great for dealing with issues, planning, and group editing of files and documents. Create a threaded discussion to deal with complex issues. Use dynamic polling to drive consensus on open issues.
- **Keep everyone in sync—no matter how large the team or how complex the project:** Use instant or daily notifications and alerts to keep everyone updated. Enable team members to remotely access key project information online and work on it offline.
- **Share and finalize important documents safely and efficiently:** Use full-text search to locate and reuse documents or data, then employ version tracking to maintain a history of changes for each document, without losing iterative versions. Quickly configure a multi-step approval process to get sign-off on important documents and deliverables.
- **Roll up key project information:** Use an enterprise overview to provide top-down visibility into a portfolio of connected projects, or develop a custom program-level or executive-level dashboard that provides a single, comprehensive view.
- **Complete projects faster and improve work processes:** Use standard eRoom templates as the starting point for new workplaces. Or use your own eRoom workplaces as templates for future projects, leveraging a saved repository of plans, procedures, discussions, and proven solutions. In either case, projects move to completion quickly and users improve their own processes with each new project.



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Produced in the USA. 01/05

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23150105V4

Expanding the eRoom workplace

eRoom is a full-feature collaboration solution that can be used right out of the box or as a powerful application platform for optimizing business processes. The user interface can be customized and modified, and eRoom can be tightly integrated with other tools and applications or customized to automate your most critical business processes. eRoom is also the foundation of eRoom Enterprise, a companion product seamlessly integrated with the EMC Documentum content management platform.