

Elastic Content Guru- *Connecting the Enterprise*



White Paper *Replacing Your File Structure*



Elastic Workspace Software, Inc.

Elastic Content Guru organizes unstructured data within a 24/7 collaboration framework.



Elastic Content Manager Overview

The biggest problems facing organizations today relate to finding, sharing and reusing information. As personnel, change and projects move through their life cycle, files and data become increasingly distributed across multiple file structures and storage devices in the network. **Currently, there is no convenient method to associate files stored in many places with an individual project, process or workflow.** This makes finding files and managing programs, processes and tasks a very difficult and time-consuming task for all.

Elastic Content Guru (EC) is a software product that creates a flexible and simple to use organizational structure for automatically sharing, updating and finding files. EC combines related files, web sites, web services, content, programs, portals and data (*Files*) into a new integrated file structure. With EC, Files can be easily associated with one or more projects, programs and workflows regardless where they are stored in the current folder structure. This results in a streamlining of all business, task and work processes since files have multiple associations based on their use.

EC also provides 24/7 Enterprise Content Management to allow everyone in the organization to receive, find and share the latest *Files* on an ongoing basis throughout their workday. By automatically delivering files to users as they need them, searching for files and filing email attachments from workgroup members is almost eliminated. Storage requirements and network traffic are also reduced, bringing large additional cost and manpower benefits to the organization.

For management, EC instantly gets status on all aspects of any project without having to search for any files or results. EC simultaneously opens pre-selected files from multiple network storage devices, the Internet and personal computer files. This allows managers to get a complete view of any process, sub-project or even an entire project with the click of a single button.

Elastic Content Guru:

- Creates a complete view of your business.
- Puts relevant information at your fingertips.
- Shares knowledge across your organization.
- Automates and Streamlines business processes, projects and Workflow.
- Recovers and organizes siloed and unstructured information.
- Associates a wide range of resources with one or more projects.
- Puts the right information in the hands of the right people at the right time to make correct decisions.



EC Builds a New Framework that Replaces the Current File Structure.

In Figure 1, a hierarchical file structure is depicted with multiple root folders and sub-folders containing functional partitions of a project. Similar file structures are repeated in multiple network storage devices throughout the network. Finding data within these distributed mountains of data is a large task and consumes much project time.

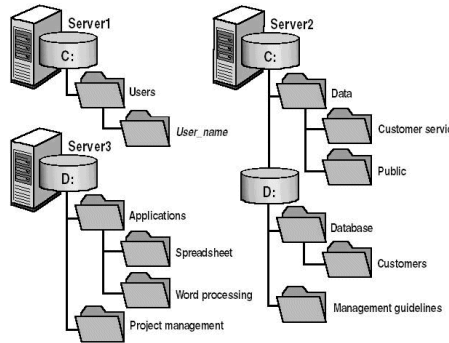


Figure 1 A Hierarchical File Structure

As Projects move through their life cycle, additional files need to be associated with the project and changes to existing files often occur. Emails need to be sent to the entire group, department or organization to inform every one of file or folder locations or to deliver the new information. Every email sent to an entire Workgroup (broadcast email^{*1}) are expensive in time. A Broadcast email sent to twenty members of an organization can easily cost an hour of group time^{*2}. With just forty broadcast emails a day within a small group, the cost can exceeds ten man-days per week of effort or ten percent (10%) of the group's entire personnel budget!

Elastic Content Guru solves these problems by creating a virtual framework tying together different sections and levels of the hierarchy across multiple storage devices. EC uses a simple mechanism called an “ec-button” (Figure 2), to collect resources from multiple places in the existing file structure. A single ec-button can deliver many resources to every member of a group without email.

EC-buttons combine web sites, programs, files, data and web-services with individual or networked files. All the related data for a project can be included. EC-buttons can contain a wide range of resources not normally found within folders. EC-buttons can combine drawings, data and specifications created by multiple people within any organization. They can also organize complete hierarchical folder structures on multiple storage devices that relate to different sections of a processes, project or program.

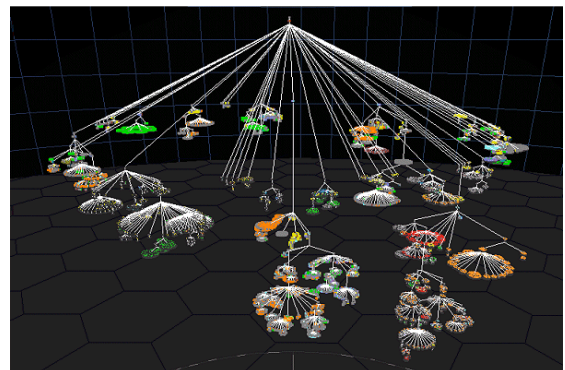


Figure 2 An ec-button Combining Many Different Resources

Besides combing files and data, EC-buttons can automatically join folder structures by using multiple Windows Explorers at different sections of the hierarchy on multiple storage devices. EC-buttons effectively create a framework of combined resources that overlay the existing folder structure allowing quick and easy access to all the related resources of any Process.

An ec-button can be passed, stored and automatically updated for every member of a workgroup. If a collection is changed by the “owner” of the ec-button, anyone who consequently opens the ec-button will instantly get all the changes. ***A user of an ec-button does not have to know where files are stored; who built the ec-button or even the names of the files that he has needs.*** The user simply presses the ec-button (now resident on his desktop within an ec-toolbar) and he gets the benefit of other team members’ work. Managers can instantly get a live status of any individual or team project allowing for a new level of project management.

Each ec-button can contain up to forty (40) elements (Version 2). An ec-button can be built by anyone with a licensed version of Elastic Content Guru. Enterprise wide policies can be used to determine which ec-buttons should be shared with different users in the organization.

EC-buttons can be created by individuals for their individual use. They can also be created by team members, departments or by knowledge experts. In every case, an ec-button represents active work being done on a project or task. Managers can use the ec-buttons to get a quick snap shot and status of any element of their projects. Ec-buttons can be complete summations of an individual’s work, project functional status or project milestones. Management now has a simple tool that allows them deep access to their project status at the same time as the individual has a tool to quickly and effectively assist in them in performing their work.

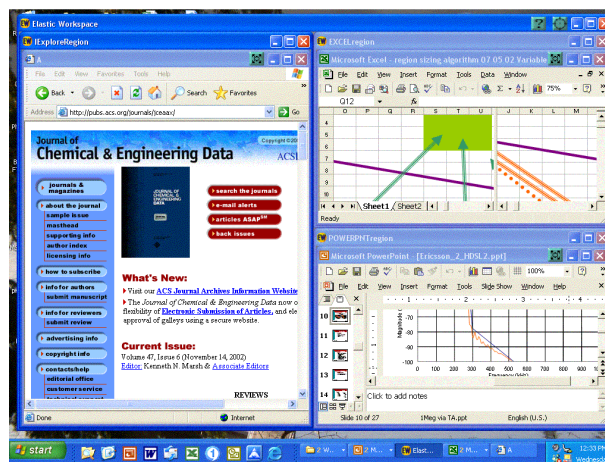


Figure 4 Typical ec-button Opened on Desktop

An ec-button can be emailed, published or kept separate for an individual. EC-buttons become complete file structures in themselves that extend and join a wide array of resources for easy access and sharing. Multiple ec-buttons can be stored together allowing instant access too many separate structures that represent sub-projects, functional areas or tasks. Every ec-button represents a new complete hierarchy of resources that is now available as an independent entity.

EC provides a mechanism to combine multiple ec-buttons into a single container for easy access and sharing of multiple ec-buttons at a time. This collection of ec-buttons is called an “ec-toolbar”. EC-toolbars may be uniquely named and used for intra or inter-



Figure 5 An ec-toolbar

department work. An ec-toolbar is shown in Figure 5. It contains four ec-buttons: Careers, Education, Life and Basic Training.

An ec-button, stored in an ec-toolbar, is shown with all its elements displayed in a numbered list in Figure 6.

An ec-tool bar can represent an entire project, sub-project or functional area within a project. By combining many related ec-buttons into one ec-toolbar, EC effectively joins structured and unstructured data with information silos.

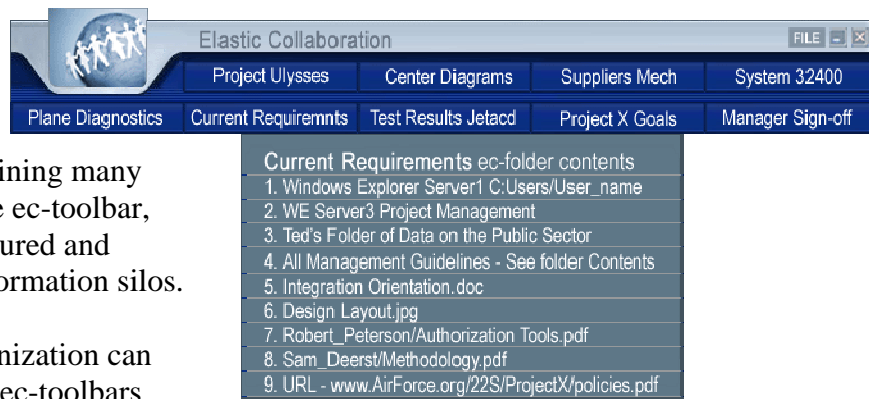


Figure 6 ec-button opened showing its contents.

New members of the organization can be given the workgroups’ ec-toolbars allowing them to be instantly productive members of their team.

As personnel leaves, knowledge is automatically retained in an easy to access and achievable form. EC-toolbars can be shared with other departments to instantly communicate a wide range of information.

Imagine how:

- 1) Human Resources can pass an entire set of web sites, instructions, forms and data for insurance enrolment to an entire organization,
- 2) An organization responsible for a building project can provide a complete view of all the suppliers, materials and architectural drawings geared to every step of the building plans to everyone on the project,
- 3) A service department can easily communicate the latest customer status, new product updates, special instructions and departmental functions per account or product,
- 4) A University can provide a complete curriculum with student and professor comments on every available course,
- 5) A military base can provide information on all deployments, vehicle and munitions status and upcoming maneuvers all associated with a calendar of events or personnel movement,
- 6) An agency can consolidate all contingency planning with documents, plans, maps, procedures and personnel lists at available manpower levels or at different levels of response,

by providing access to a single ec-toolbar. And best of all, as anything changes in any element of any file or collection, the changes are communicated instantly to everyone who has access to the shared ec-toolbar.

With EC, Every Group within an Organization Becomes More Productive.

Finding older information to incorporate into a design or process long after it has been created is a Herculean task. When the documents and design elements were created, they related to a specific part of a task, process or project (Process). The naming of files that made sense for the original section of a Process may be very difficult to understand out of context. This makes searching for these files extremely difficult. Often multiple people are involved in the search, so the time wasted can become very expensive.

With EC, every member of the workgroup can simultaneously work in their own domain and have access to existing files spread across the network. Everything behaves like a single file structure. Security is respected and access is denied to nonmembers of the group. At any time, complete sections of the Process can be passed to new members of an organization, allowing them to be instantly functional and prepared.

Knowledge is retained within both ec-buttons and ec-toolbars when members of the organization leave or go to other projects. Naming conventions that were barriers to finding correct information are nullified. Reuse of documents and drawings is now a simple matter and the entire productivity of your organization goes up.

The available ec-toolbars within an organization provide numerous benefits to the entire project team, organization and management. Every department or business unit can build ec-toolbars that relate to all the Processes they are working on (Figure 7). By passing these ec-toolbars to other groups, inter-departmental communications becomes simple and does not waste time. Auditing is simplified and keeping accurate records of all work is automatic.

Collections for every department or project.



*Every ec-button can contain up to 40 files.
Every ec-toolbar can hold up to 140 ec-buttons.
Therefore, every ec-toolbar creates a file structure of 5,000
structured files.*

Figure 7 ec-toolbars for every project, department or organization



24/7 Content Management within the Enterprise Streamlines projects, process and workflow.

Most personnel keep files in a different area than where they need to place the file for sharing. Group members make local copies of files that they need to access often. This creates the problem of having multiple copies of the same file in different locations. It is unclear to the team where the latest file version is kept and everyone searches for the most recent version of a file or document.

By instantly transmitting changes to ec-buttons, Elastic Content Guru creates a new type of continuous Enterprise Content Management within the Enterprise; “24/7 content management”. Now everyone works with the most recent version of every program without searching, emailing or phoning. No one has to search for the file they need since files become project or functional based. **The name and location of a file become irrelevant once it is part of a collection organized at a higher level.** Searching tools and methodology become much less important and everyone can now focus on their jobs, not finding and opening the things they need to do their jobs.

Elastic Content Guru makes every member of your organization more effective and productive. Finding, using and sharing resources across the Enterprise are now accomplished at a new level of flexibility and efficiency. Data silos are broken. An organization can have any type of file or data stored in multiple places across the network, yet these resources are always joined by project, process or workflow and are easy to find. The time spent searching for files is now greatly reduced or eliminated and emails are cut down sharply. The entire campus is empowered as relevant knowledge is automatically put at everyone’s fingertips in everyday workflow.

Empower your organization with Elastic Content Guru:

- **Create a complete view of your business.**
- **Put relevant information at your fingertips.**
- **Share knowledge across your organization.**
- **Automate and Streamline business processes, projects and Workflow.**
- **Recover and organize siloed and unstructured information.**
- **Associate a wide range of resources with one or more projects.**

- **Put the right information in the hands of the right people at the right time to make correct decisions.**

Replace your file structure by associating project, task and business resources in a 24/7 Content Manager Environment.

Notes:

- 1) Email sent to multiple members of a group containing an attachment.
- 2) An email must be viewed and read at least once by each group member. They must decide where to file the attachment. Saving the file into a deep hierarchical file structure and then having to access the file later typically costs about 3-5 minutes of time for each team member.



Elastic Workspace Software, Inc.
www.elasticworkspace.com



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