

PROJECTLINK SYSTEMS

Microsoft ECM

Microsoft Enterprise Content Manager (ECM) helps teams to stay connected and productive by providing easy access to the people to share documents, track tasks, use e-mail efficiently and effectively, and share ideas and information.

- Provide a single workspace for teams to coordinate schedules, organise documents, and participate in discussions—within the organisation and over the extranet.
- Easily author and manage documents, and help to ensure their integrity with enhanced features including the option to require document checkout before editing, the ability to view past revisions and restore to previous versions, and the ability to set document-specific security.
- Help people and teams stay on task with a variety of communication features that let users know when actions are required or important changes are made to existing information or documentation, including announcements, sophisticated alerts, surveys, and discussion boards.
- Provide creative forums for brainstorming ideas, building knowledge bases, or simply gathering information in an easy-to-edit format with new templates for implementing blogs (also known as weblogs) and wikis (Web sites that can be quickly edited by team members—no special technical knowledge required).
- Stay productive while mobile with enhanced support for offline synchronization through Microsoft Office Outlook 2007 that users can use to manage document libraries, lists, calendars, contacts, tasks, and discussion boards even offline, and to synchronize changes when reconnected to the network.

Please contact us for more information on these courses

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KEY FEATURES

Alignment To International Standards

Aligned with principles and standards as stipulated by the International Organization for Standardization (ISO).

Scalability

- ECM can be implemented in environments of any size in any industry
- ECM supports the organisation to increase the efficiency of business processes and improve team productivity across all levels

Hands On Collaboration

Empowers individuals to stay connected and productive by providing easy access to the people, documents, and information they need to make more informed decisions.