

A Central Repository for your Important Files, With Access

Overview

Zephyr AnyFile is an intuitive file management system that allows you to securely share documents, files and other content within your company, and with remote colleagues and business partners. Authorized users have secured access to important files instantly at any time, from anywhere, using a simple web browser.

Remote sales teams can share price sheets, sales presentations, proposals and marketing brochures. Project teams can collaborate and have access to the latest documents, programs and tools while onsite at customers' premises. Human Resources can store request forms and employee handbook for easy access. Whether in the office, on the road, or working from home, individuals and teams will always have access to the most up-to-date information available.

Built on a robust and scalable open standards J2EE technology, Zephyr AnyFile addresses your business needs for a simple and easy way to share information in a most effective manner:

Organize Your Files by Department, Project, or Category

Create folders and sub-folders to better organize documents, for communities, companies, departments, projects or remote workgroups for logical, easy access by any authorized user.

Publish Company-wide Documents

Publish corporate policy manuals, quarterly forecasts, annual reports, sales presentations, branding materials, logos and templates so that all employees can access and stay well informed.

Access for Remote Employees or partners

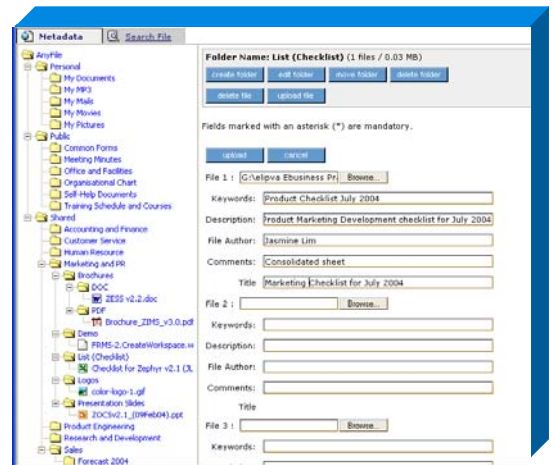
Remote workers, traveling employees or collaborating partners will always have access to the right files and timely information.

Centralize Departmental Documents

Create a Sales Team folder containing the latest price sheets, electronic marketing and sales brochures, sales presentations, contracts and order forms. Share files with your project team quickly and easily, and always stay on track and on schedule.

Personal Folder for Individual Employee

Allocate personal and private folders for every employee or individual to store and access personal files.



Quick and Easy Way of Accessing and Sharing Documents

Key Features

Effective File Management

- Web-based interface access from standard web browser
- Display of folders in a familiar hierarchical tree structure
- Create/Rename/Delete/Move folders
- Download and Upload one or more files simultaneously
- Preview files directly from your browser
- Moves files within folders
- Compress files and add to zip file
- Lock files for check-out while editing, and unlock them as they're checked back in
- Set notifications to inform other users on file changes: Downloaded/Uploaded, Modified, Locked/Unlock, Deleted/Moved, Renamed, etc

<p>Metadata</p>	<ul style="list-style-type: none"> • Create and store metadata to facilitate searching and indexing, metadata can be string-based, date-based, number-based and word-based. Examples of metadata includes but not limited to: File name, File description, File Owner, File author, Date uploaded, No. of times downloaded, File type, Keywords, Comments, Date Deleted
<p>Support for various file types</p>	<ul style="list-style-type: none"> • Microsoft Word documents, Microsoft Excel documents, Adobe Acrobat documents, GIF images, JPG images, TXT, HTML, MPG movies, RealVideo movies, QuickTime movies <i>*Assuming that a suitable plug-in is installed</i>
<p>Security Permission</p>	<ul style="list-style-type: none"> • Determine individuals or groups have rights to access or edit a documents, sub folders or folders • 3 levels of access control: Public – Files accessible to all users Personal – Files accessible to individual user only Shared Folder – Files accessible to specific group of users depending on users’ access rights • Permission actions available for roles based on access control: Read, Upload, Download, Create folder, Rename folder, Move folder, Delete folder, Lock/Unlock, Rename, Modify file, Move file, Version control, Rollback version, Delete version, Delete file, Set Access Control • Roles available: Administrator – All actions available Author – All actions allowed except set access control Editor – Read, Modify, Lock/Unlock, Rollback version, Upload, Download Downloader – Read, Download only Uploader – Read, Upload only Reader – Read only • Specify your disk quota and set maximum file size upload
<p>Searching and Indexing Capabilities</p>	<ul style="list-style-type: none"> • Perform searches based on keywords or by wildcard, fields specific search through metadata and more advance search options • Allow searches within selected sub-folder • Allows dynamic display of other metadata attributes in your search results
<p>Flexible Storage</p>	<ul style="list-style-type: none"> • Specify location to store files in server by maintaining a list of your server paths • Define default and specific server paths to specify location to store files in your servers
<p>Version Control Facility</p>	<ul style="list-style-type: none"> • Version files with same names by allocating version no. • Rollback files to specific version • Display a list of all existing versions for any files
<p>Audit Log</p>	<ul style="list-style-type: none"> • Maintain an audit log to track date, time and your user activities
<p>Reporting</p>	<ul style="list-style-type: none"> • Churn out standard administrator reports
<p>Complete Integration Part of Zephyr Complete Application Suites, and available anytime, anywhere via web browser</p>	

Business Benefits

- Enhance user productivity and business process efficiency through streamlining the entire process of organizing, publishing and accessing information
- Reduce lead time through instant remote access to critical files at anytime from anywhere
- Save significant man-hours spent on collating and organizing different versions of documents and files
- Efficient user experience and minimum training required through an easy-to-use interface and access from familiar standard web browser
- Increase speed of information retrieval and accessibility through advance search capabilities

Zephyr Complete Application Suites

- **Zephyr Employee Self-Service**
 - Zephyr E-Leave • Zephyr E-Claims • Zephyr E-Travel Request • Zephyr E-Purchase Order
- **Zephyr Intranet Suite**
 - Zephyr Content Publishing • Zephyr AnyFile • Zephyr Discussion Forum • *Zephyr Event Management
 - *Zephyr Suggestion Box • *Zephyr Survey/Poll • *Zephyr Help Desk • *Zephyr Phone Directory
 - (* To be available soon)
- **Zephyr Portal and Platform**
 - Zephyr Portal • Zephyr Platform

System Requirements**Hardware Requirements**

Minimum Configuration for Application Server and ZESS

- Pentium III 500 Mhz, 1 CPU, 512 MB RAM, 100 MB HDD

Recommended Configuration for Application Server and ZESS

- Pentium III 1 Ghz, 1 CPU, 1GB RAM, 200 MB HDD

Software Requirements

- Microsoft Windows Platform
- Windows NT 4.0 sp6/Windows 2000 /XP
- Linux
- Solaris 8 and above
- Other Unix system (check with vendor)
- Internet Explorer 5.5 and above

Tested Environments

Application Servers/Servlet Containers

- Apache Tomcat 4.1/Windows 2000/XP
- Apache Tomcat 4.1/Solaris 8
- Apache Tomcat 4.1/Red Hat Linux 7.3
- Resin 2.1.6/Windows 2000/XP
- SunONE Application Server 7.0/Windows 2000/XP
- BEA Application Server 7.0/Windows 2000/XP

Databases

- MySQL 3.23.56, 4.0/Windows 2000/XP
- MySQL 3.23.56, 4.0/Solaris 8
- MySQL 3.23.56, 4.0/Red Hat Linux 7.3
- Microsoft SQL Server 2000/Windows 2000/XP
- Oracle 8.1.6/Solaris 8

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About elipva

elipva Ltd is a leading **enterprise solutions specialist** incorporated since 1999. We are a member of M Dream Inworld Ltd, a Hong Kong publicly-listed company, with other major shareholders including Singapore Technologies Telemedia and Allwin Inc, a Lippo Group Company.

With the philosophy 'To Simplify' business goals and processes, elipva delivers the benefit of cost effective **e-business solutions, enterprise application solutions and interactive multimedia and creative services** to our clients through a combination of best-of-breed IT solutions, technology expertise and industry best practices.

We are able to customize solutions based on a customer centric service model and we strongly believe that an **innovative and collaborative approach** is our best commitment to help achieve your business goals.