

In This Issue: Document Sharing  
Updates on ELNs and Archiving.

eOrganizedWorld  
the Online Information Management Newsletter  
for Information Professionals  
from Charlie Sodano

## **Document Sharing**

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How does information get shared in your company? There are a lot of vehicles to transport information between people and just like an automobile; some are faster, more efficient or reliable than others. Let's take a look at some common ways to share information.

**Email** – Since most people are into email and/or some derivative (IM, Blackberry, texting, Tweet, etc.) that allows them to quickly communicate information to each other. Great way of alerting people, but not really good for finding things in the future. Sure, you will be able to find the information that was in the email, but what has happened since and is there related information somewhere? Email is a push method of communicating.

**Posting** – Information that is posted on a web site (internet, intranet, blog etc.) or network server. No one knows it's there until someone tells them about it. People visit good sites often because there is very often something of interest to them. Email messages often alert potential visitors that something new has been posted. Posting is a pull method for acquiring information. You can often search websites or file shares for posted information.

What you really need is a repository (special library) that contains everything you need to know and organized so you easily find stuff today and years in the future. The repository must be managed by an unimpeachable source that vouches for the authenticity of everything in the collection. Information in a repository can be restricted to a select group of people. The vault guardian monitors access and assures that nothing is altered or changed.

Many years ago, I become enamored with a software application that mimicked a room full of filing cabinets. My avatar would walk into the room, select a filing cabinet, open a drawer, scan through the folders, open and read a specific document. The application didn't flourish for a lot of reasons, but the concept was excellent. People find things normally via this kind of mode. It's like finding a house in a neighborhood by looking for landmarks. Yes, I use my GPS like many of you, but visual scanning is often needed to find the exact house.

The repository should be visually organized in such a way that you can see the document you are looking for in its neighborhood. Close by friends and neighbors (documents) often can give you additional useful information. Each document should also be tagged with information that will make it easier to find, like title, date completed, author, key words, etc. This will give you an opportunity to search for what you are looking for if you are unfamiliar with the "neighborhood". There often is the capability to perform a full text search of all of the documents in the repository. This is a useful adjunct to searching the attribute tags.

Conceptually this is what a good document management system does. In addition it can give you version control and the capability to restrict access and modification rights.

A document management system has the capability to accept electronic documents from most any authoring system including email. Properly configured, it can also track paper and microfilmed documents.

There is a very broad range of document management vendors who specialize in business segments of various sizes.

Please pass on this EZine to those in your network.

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A link to the EZine is also found at [www-eorganizedworld.com](http://www-eorganizedworld.com)

Contact us ([consultants@eorganizedworld.com](mailto:consultants@eorganizedworld.com)) for additional information about getting your records management program started. We'll give you more free advice and explain how we can continue to work together.

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#### **What's new?**

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#### **Records Management**

Autonomy Corporation plc announced that a major global bank based out of the U.S. has placed a multi-million dollar order for Autonomy compliance solutions including automated legal hold. The agreement has an expected value in excess of \$15 million over the next few years. They also announced that its flagship document management solution, iManage WorkSite, is now integrated with Autonomy's workflow solution, enabling customers to leverage a single unified approach for document and process management.

Autonomy's document management solution, iManage WorkSite, now supports the Apple(R) iPhone(TM). With this announcement, Autonomy is bringing the legal industry's leading document management solution to users of the iPhone, which is increasing adoption within law firms.

SAPERION launched SAPERIONvelocity an easy-to-use, browser-based solution has an intuitive Web 2.0 front end for dynamic records management. It serves as a central starting point for recording, administering, and retrieving all types of information about a company's processes. As a result, time-intensive searching, duplicate filings, and legally imperfect archiving become a thing of the past.

iAdvantage Software, Inc. announced that Springborn a full-service Contract Research Organization, headquartered in Wareham, Massachusetts, is deploying the eStudy(TM) hosted solution to manage its global environmental testing.

#### **ELN / LIMS**

Agilent Technologies Inc. introduced a major upgrade to its electronic lab notebook (ELN). Kalabie

ELN version 4.0 contains new functions to expedite decision-making, manage analytical requests and increase collaboration between colleagues.

Swedish software firm Contur Software has released its web-based electronic laboratory system. The service, called iLabber, is built on the firm's server-based electronic laboratory notebook, ConturELN, but removes the need for hardware, since the service is online. The service is available free to individual researchers, but can be used by groups of up to 15 users for a fee of \$60 per user per month for at companies and \$30 per user per month at academic institutions.

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