



GCI Power Tools for the OpenText Content Server

Global Cents provides premium value-added Enterprise Content Management (ECM) products and professional services. We have the most per capita experience providing OpenText Content Server extensions, custom modules, and consulting for OScript, WebLingo, Content Server database, LAPI, DAPI, WAPI, and UAPI. Our extensions to Content Server modules are used by Fortune 1000 companies to reduce cost, expand user adoption and meet regulatory requirements in areas that include Content Server workflow, document management, and collaboration.

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» GCI Power Tools for Deployments

IT departments face challenges when rolling out new applications, or troubleshooting and integrating new modules and functionality into OpenText Content Server (OTCS) instances that are already in production. This process usually involves moving the application from a development environment to the testing environment and then to the production environment, or merging disparate instances into one. GCI Power Tools for Deployments solves this problem by enabling the export of an entire product object structure (or selected components) into a set of XML files and then supports moving them into the new environment together with recreating the entire structure, in the new OTCS instance. The references between all the imported objects, and the references to the system users, are all maintained.

» GCI Power Tools for OpenText Workflow

GCI Power Tools for OpenText Workflow is a collection of advanced tools for extending the functionality of the OpenText workflow feature of OTCS. These tools take basic OpenText Workflow capabilities up to the next level, making it possible to enhance the user experience, extend controls over content, support auto-completion and escalation, send sophisticated email communications and also utilize a powerful event subsystem for automating responses to additions and changes to objects in an OTCS instance.

» GCI Power Tools for OpenText Electronic Signatures™

The OpenText Electronic Signatures module has become the OpenText Workflow standard for regulated industries requiring electronic signatures that meet compliance standards such as 21 FDA CFR Part 11. GCI Power Tools for OpenText Electronic Signatures enhances the capabilities of this module, adding much-needed functionality and providing a much more seamless integration with the natural business processes for companies in these highly regulated industries.

» GCI Power Tools for Archiving

Archiving and records management for ECM systems are an integral part of best practices and compliance for regulated industries. Archiving data from the OTCS is possible with many existing solutions. However, archiving workflows and taking snapshots of OTCS items such as Projects and Workflows is not available in any existing solution -- until now. GCI Power Tools for Archiving addresses these needs and much more.

» GCI Power Tools for Reports & Views

GCI Power Tools for Reports & Views (PTRV) adds the ability to create custom displays to the OTCS. PTRV also provides the capability to run and display multiple content streams on a single end user report. PTRV uses industry standards such as HTML, XML, XSL, and JavaScript, so it doesn't require learning arcane tag and programming languages to create sophisticated reports.

» GCI Power Tools Migration Manager

The GCI Migration Manager is a desktop application that allows a user to select file/folder structures to import into OTCS from a file share volume. Choose the files/folders to add to the OTCS instance, specify where to add them, select & apply group permissions to the items, define attributes and much more, all with a few mouse clicks via the intuitive user interface -- making this otherwise arduous time consuming task pain & error free. The resulting files, with their included properties, can then be imported into the OTCS instance via GCI Power Tools for Deployments or OpenText's Object Importer.

» GCI Power Tools for Content Export

GCI Power Tools for Content Export (PTCE) facilitates the extraction of documents and metadata from OTCS in a format that can be provided to clients or other stakeholders. For example, a Contract Research Organization (CRO) or a Pharmaceutical Services Company could easily aggregate their scientific findings and results and prepare them for delivery, further extending the value they provide to their clients. Downloading the collection and its metadata in an intact XML can facilitate the delivery of such a collection. PTCE is specifically designed to meet requirements like these.



GCI Power Tools for Deployments

Paving the Way to Safe, Effective OpenText Content Server Migration & Deployment

IT departments are currently faced with the daunting task of integrating and troubleshooting new modules and functionality in OpenText Content Server (OTCS) deployments that are fully operational. This process usually includes moving the application from a development environment to the testing environment and then to the production environment. The current method for accommodating this migration usually entails countless hours recreating taxonomies and reconfiguring categories, forms, web reports, and workflow maps. The margin for error is considerable in this labor-intensive procedure.

GCI Power Tools for Deployments (PTD) solves this problem by exporting the entire product object structure into a set of XML files, and then supports moving them into the new environment together with recreating the entire structure in the new OTCS deployment. The references between all the imported objects, and the references to the system users, are all maintained after the import.

Circular category dependencies are also maintained in PTD. If the category has not been created at the time an object that uses that category is created, the information is cached until the category is imported and re-linked. Forms and Form Templates can be exported and imported maintaining not only the template links, but also the view links. Form data and form data stored in tables can be exported across systems as well.

PTD also solves the problem of moving workflow maps from one system to another: workflow maps are updated to re-link all forms, categories, objects, and attachments. PTD also supports exporting user and group items created during development and recreates them on the new system, as well as remapping the user IDs (provided the names and domains are the same).

In addition to platform lifecycle management, PTD also facilitates testing and troubleshooting objects in the OTCS repository that were heretofore unable to be separated for external analysis. Problem objects can now be exported by PTD and sent to specialized technical support where these object structures can be easily recreated and tested.

PTD also facilitates the importing of content into OTCS repositories from file servers when used in conjunction with the GCI Migration Manager.

PTD is also ideal for merging and dividing OTCS repositories. And because it supports audit and creation information, PTD is strategically aligned with Global Cents' content validation partner Valiance TRUCompare™ to provide complete, end to end migration & validation solutions for even the most demanding of regulatory environments.

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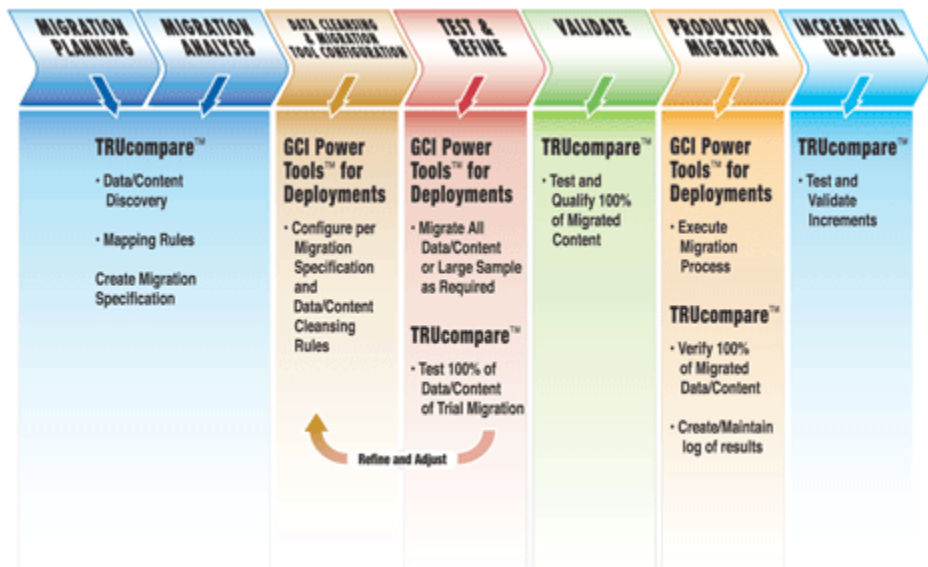
GCI Power Tools for Deployments Version 2.0 Also Supports...

- Update existing objects – in addition to adding new objects v2 supports updating existing objects. v2 also adds new versions to workflow maps and form templates. A must-have feature when updating an already installed vertical application
- Create multiple exports – v2 supports the creation of multiple export files. This allows different versions of exports to be created and saved without overriding previous exports. This feature is also very useful when doing migrations that are very large by allowing the data to be migrated in chunks
- Imports Selection List – in conjunction with the ability to export multiple files, v2 supports the ability to select an import file from a list of available imports. This is very useful when doing large migrations
- *Plus* – select where to export to and import from • export only the last N versions of the exported items • allow an SQL statement to be used to select the items for export • enable exporting of Signing Users and Groups • and much more

Best of Breed Migration and Testing for a Complete OTCS Solution

GCI Power Tools for Deployments can be combined with the GCI Migration Manager and TRUcompare™ to deliver a complete solution for the design, implementation, testing, and validation of mission critical content and data migrations into the OTCS repository.

TRUcompare, by Valiance Partners, is an automated migration-testing tool that empowers OTCS users to quickly and efficiently qualify and validate all the content and data migrated from one or more sources into a target OTCS repository.



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These proven and complementary products assure the most accurate and cost-effective migration results, where quality, validation, and compliance are fundamental success factors.



GCI Power Tools for OpenText Workflow

New for Version 2:

- Start step

The "On Initiate" tab is added to allow specification of what's to happen right after initiation, what the next URL will be, and whether you want the workflow initiation message shown or immediately open the next task

- User/Initiation step

More notification options are now available, including: invoking standard notifications based on additional events, the ability to create an email message based on an event, and additional options for when to send the notifications or emails such as when it's late by a certain date or when a block of time has passed, or if it will be late after a period of time has passed. You can also escalate a step to another user based on the same criteria

- Power Tools Step:

- Email

The ability to send multiple attachments to an email with more ways to configure the To, CC, and From addresses.

There are also more replacement tags available including <Server>, <Today >, <StepURL>, <TaskTitle> and <TaskDueDate>. There is also an action tab that can clear or set a nickname for an OTCS item

- Action Tab

Clear or set the nickname for an OTCS item. Delete N versions for an item, more options for the Reserve by Target option, and store a target No-delID in an item reference attribute

- Workflow Properties Tab

Support changes on workflow, subworkflow or workflow step:

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Extending the Power & Usability of OpenText Workflow

Global Cents Power Tools for OpenText Workflow (PTW) is a collection of advanced tools that extend the power and usability of the OpenText Workflow feature of OTCS and greatly increase the return on the OpenText Content Server (OTCS) investment, especially for organizations that rely heavily on business process automation.

Included in the PTW toolkit are: custom view displays on a per step basis, initiating a workflow from an item in the OTCS repository, additional Item Handler functionality, Auto Completion functionality, a PTW Task Type for the Workflow Painter, PTW Action, Data Report and Shortcut Tabs, and Event Trigger Auto-Initiation. PTW is internationalized and fully upgradeable.

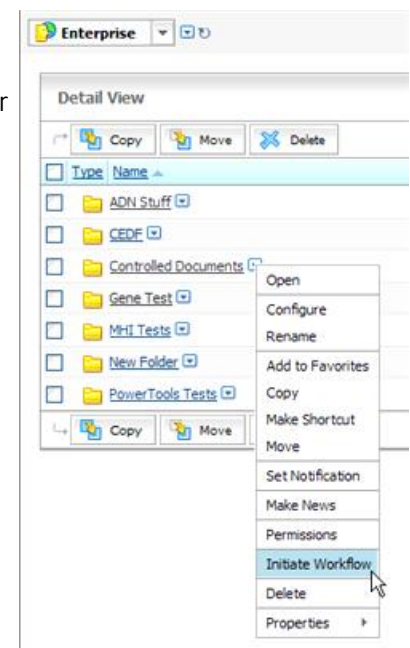
GCI Power Tools for Workflow Key Features and Functionality

PTW has features that reduce the cost of maintenance, extend the usability, and increase the functionality of the OpenText Workflow module. The following are descriptions of some of the key features of PTW:

» Initiate a Workflow from an Item in the OTCS Repository

PTW adds the ability to initiate a workflow from any item (not limited to the document type only) via the Functions menu. Categories and category attribute values on items can determine which workflow maps can be initiated from which items. The map designer can specify how the item should be added to the workflow as well as defining what data should be retrieved from the item to default values of workflow data.

PTW functionality allows OpenText Workflow to become more document-centric and offers more control over access to OTCS items. In a heavily regulated industry where companies use OTCS, PTW can be used to allow workflow processes to handle standard item functions like Rename, Copy, Delete, all within an audited review process.





1. Set new title, due date, start date, completion action
2. Use date attributes (workflow or forms) to specify date criteria — and add or subtract days
3. Use replacement tags and/or constant values for new titles

Plus...

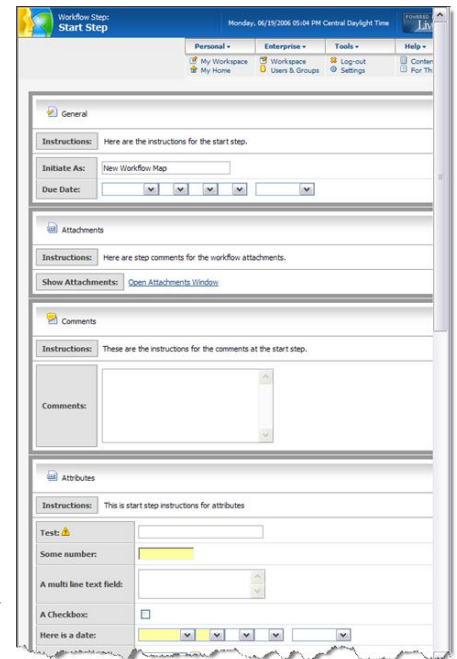
- Make more workflow data available for use in custom views (task and subworkflow information is now available on customviews). This applies to steps other than the start step
- Use the same workflow package with the main workflow and its subworkflows. This addresses a known OpenText Workflow issue regarding the display of information in the initiated subworkflow. It also allows the map designer to specify that a sub-workflow, created by a sub-map step, should use the same data package as the parent workflow. This means that the sub-workflow can use the exact same attachments folder as the parent, or the exact same attributes or forms data (in the case of Attributes and Forms, the option is only available if the Attributes in both main map and sub-map are exactly the same)
- Item Reference attributes no longer lose their references when an in-process workflow is modified

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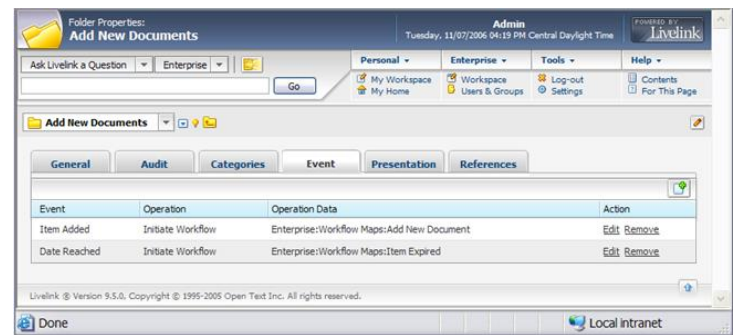
» Create Custom Views on a Per Workflow Step Basis

PTW's Custom View functionality gives workflow map designers the ability to have complete control over the display of workflow data to a step performer. Unlike Form views, PTW Custom Views can display not only form data, but also workflow attributes, comments, attachments, and general workflow information, all on the same page. This feature uses standard XML/XSL technology, so that anyone who can create an XSL file can create a custom view. This also allows OpenText Workflow designers to construct the Form Templates with more of an eye toward standard database storage schemas instead of preoccupations about the display of the data. Also, the data from multiple forms attached to a workflow can all be displayed together and interspersed with other workflow data. Because this feature is built upon standard XSL technology, reusable templates can be created to facilitate the easy modification of multiple views at the same time.



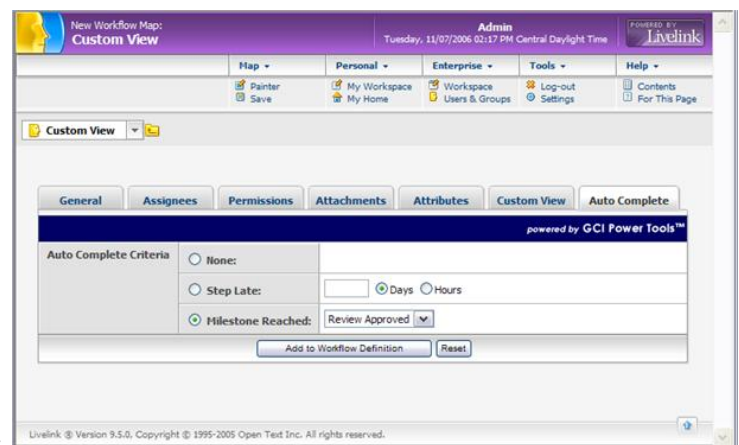
» Event Trigger Auto-Initiation

This feature supports the definition of actions to be performed when specific events occur, including: when an item is added to a container, when a new version is added, or when a specified date is reached. This facilitates using workflow to add documents to a closed system as well as automatically sending documents for review when they expire.



» Auto Completion

PTW adds the ability to have performer steps automatically complete themselves. The workflow map designer may specify that if a step, assigned to a user, is late for a specified period of time, or if a specified Milestone step has been reached, the step will automatically complete itself. If the performer of the step was supposed to choose a disposition, the default disposition value will be set for the step.





GCI Power Tools for OpenText Electronic Signatures

The OpenText Electronic Signatures™ module has become the OpenText workflow standard for regulated industries requiring electronic signatures that meet compliance standards such as 21 FDA CFR Part 11. GCI Power Tools for OpenText Electronic Signatures™ (PTES) enhances the capabilities of this module, adding much-needed functionality and providing a much more seamless integration with the natural business processes for companies in these highly regulated industries. PTES extends the usability and scope of what can be done with the standard OpenText Electronic Signatures module. PTES takes the strong foundation of electronic signature & 21 FDA CFR 11 support found in OpenText Electronic Signatures and enhances it to provide:

- Signing multiple documents
- Assembling multiple documents into one that can then be signed
- Flexible & complete control over:
 - Which document(s) are converted
 - Which document(s) are watermarked
 - Which document(s) are signed
 - Appearance of signature pages
- Improved Robot agent processes with enhanced error reporting and recoverability
- When used in conjunction with GCI Power Tools for OpenText Workflow (PTW), PTES also:
 - Supports signing using mobile devices (e.g. BlackBerry®)
 - Provides the ability to customize the UI for Approvers on signing steps

GCI Power Tools for OpenText Electronic Signatures Features & Benefits include:

- Electronic Signatures assumes a one-document per one-workflow relationship. PTES allows multiple documents to be supported in a single workflow. This enables a customer's business process to be automated without having to be redesigned to meet the restrictions of the standard module
- Electronic Signatures does not support dynamic identification of what document to convert/watermark/ sign. PTES allows dynamic identification of what document(s) to convert, watermark and/or sign. Item references, item copy references, and other information in the workflow about a document can be used to determine the current target of the OT Electronic Signatures operations. This can also be controlled on a per-step basis and support more than one specified document as well
- Electronic Signatures puts required information (for compliance) onto a signing page, but many times customers want additional metadata to appear on the page. With PTES, a CustomView can be defined for a signing page and a stylesheet can be used to enhance the content on the page
- PTES is designed to have robust error handling and recoverability
- Approvers (Signing Users) are frequently executives who do not want to be bothered with learning a new, infrequently-used technology. With PTES and PTW, signing steps can be customized to be more usable and attractive. Add to that the option to sign via a mobile device and user adoption is greatly improved

PTES will support the OpenText Content Server 9.5-9.7.1 with release-appropriate versions of Electronic Signatures (e.g., Electronic Signatures 2.7.1 for OTCS 9.7.1).

If your organization relies on the Electronic Signatures module for your regulatory electronic signing requirements then PTES is a must.

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GCI Power Tools for Archiving

Archiving and records management for ECM systems are an integral part of best practices and compliance for regulated industries. Archiving data from the OpenText Content Server (OTCS) is possible with many existing solutions. However, archiving items such as Projects and Workflows and removing them from the database (for significant performance improvements) is not available in any existing solution -- until now. GCI Power Tools for Archiving (PTXA) addresses these needs and more.

Efficiently Archive OpenText Content Server Data *And* Improve Performance

With PTXA you can archive OTCS data (such as completed or stopped Workflows, Projects, Discussions, Task lists, Documents, etc.) as XML files that are then added back into the OTCS repository. PTXA then removes the original data from the database tables, which can result in significantly improved performance of active workflows and the OTCS system in general. For example, if you have a completed Project containing 100 items in the database, that equates to approximately 2,500 database rows for documents with 5 versions. Archiving that project will reduce the number of database rows to fewer than 10 (depending upon permissions).

Industry-standard Portable Format

A complete record of the item is stored within the XML document, including all attachments, attributes, forms, comments, audit trails and user information, or items stored in that container. These XML documents are then associated with our supplied XSLT files (or you can create your own custom XSLTs) for displaying the data in a web friendly format.

Archive Right Back into the OpenText Content Server and Apply Its Powerful ECM Functionality

Once your critical items are stored as XML documents in the OTCS repository you have the complete set of document management functionality available to apply to them. These 'documents' can be organized in a folder hierarchy with your desired permission sets. Also, PTXA supports the ability to create multiple archive volumes to store different node types and index that data for searching, which is an enormous benefit to any large OTCS installation.

Cost-Effective Solution Requiring No Additional Hardware or Software

GCI Power Tools for Archiving is a cost-effective solution for all OTCS customers who need a complete archival system with no additional server to maintain.

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GCI Power Tools for Reports & Views

OpenText LiveReports, a feature of the OpenText Content Server (OTCS), enables users to create and work with items called Live Reports. Live Reports are powerful tools that allow direct access to the RDBMS underlying the OTCS via Structured Query Language (SQL) statements. You can set up Live Reports to return lists of items that meet certain criteria, to report statistical information about the database contents (such as a pie chart showing the proportion of items owned by each user), or to change information in the database (for example, re-assign all tasks of a user who left the organization). For example, you can run a Live Report that lists all items that you have reserved. This report shows you what proportion of space each user takes up, and enables transferring item ownership from a user who left your organization to their successor.

Expanding the Breadth & Depth of Live Reports

GCI Power Tools for Reports & Views (PTRV) allows you to create multiple simple SQL select statements to gather data from multiple tables in the OTCS database and display all that data together for the end user to see, taking advantage of the Live Reports module's built-in features such as filtering permissions. Being able to show all the data in a single report allows the end user to see the relationships between the different data elements far more easily.

New for GCI Power Tools for Reports & Views Version 2

In addition to the standard enhancements of PTRV, Version 2 also includes the ability to:

- Create custom views for OTCS Search templates & results
- Create custom reports for OpenText Transmittals
- Intermix SQL searches with content searches
- Push and pull content through different databases with the OpenText Workflow
- Have a workflow step execute a Live Report automatically and save the results
- Schedule a Live Report to be executed and have the results saved

Easy to Use – No Special Proprietary Skills Required

PTRV also uses XML and XSL to create the final display of the data to the end user. Because these are programming standards, there is no need to take a proprietary training class to learn how to create the custom display of the data. XSL contains programming capabilities which allow for complete manipulation of the data returned from the SQL statements. This makes it easy to do mathematical computations on the data as well as date and text manipulation.

Increase the effectiveness and flexibility of Reports and Views for your users with this cost-effective and easy-to-tailor solution.

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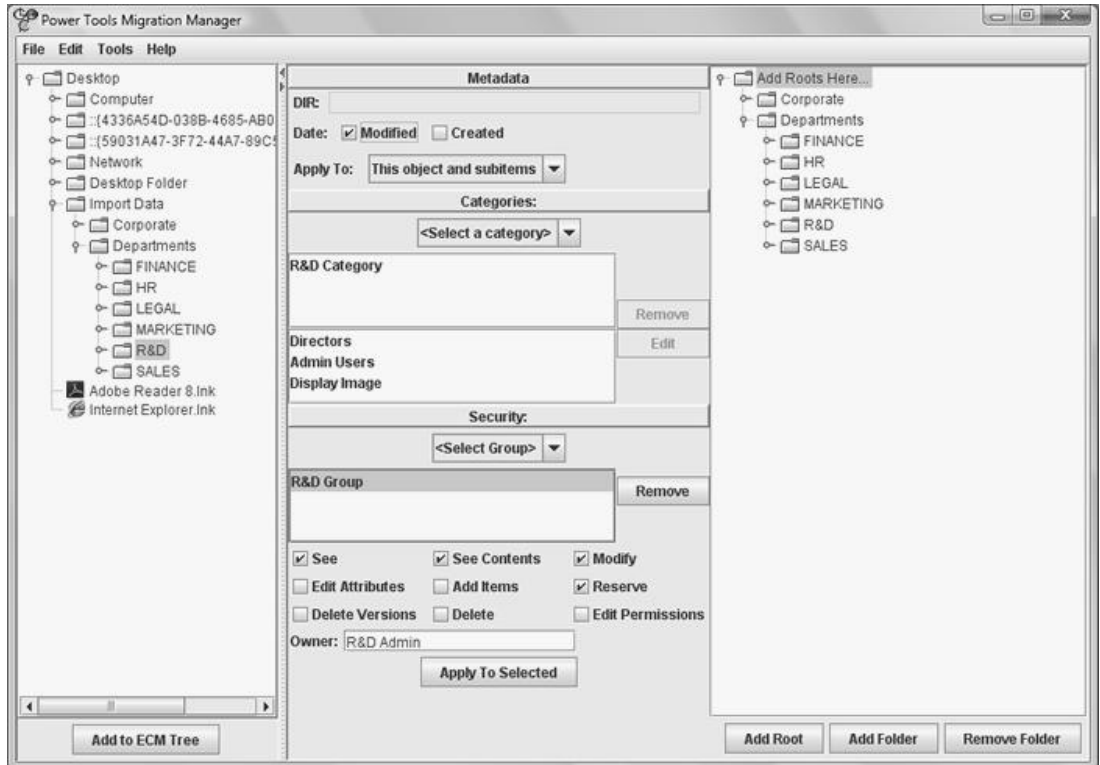
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GCI Power Tools Migration Manager



One of the biggest obstacles to realizing the full power of the OpenText Content Server (OTCS) is the difficulty encountered when populating the OTCS repository with document content from existing file servers. OpenText offers a module for this (the Object Importer) – however, a control file must still be developed in order for any document to be migrated. A one-for-one mapping must be explicitly defined in an XML file for the Object Importer to: a) know where to get the file; and b) know where to put it inside of the OTCS repository. Most organizations possess large amounts of data and it is nearly impossible to dynamically traverse a fileserver, create the node mappings and folder structures, *and* add the associated metadata that your business has defined.

The GCI Migration Manager is a desktop application that allows a user to select file/folder structures to import into the OTCS repository from a file share volume. Choose the files/folders to add to the OTCS repository, specify where to add them, select and apply group permissions to the items, define attributes and much more, all with a few mouse clicks via the intuitive user interface – making this otherwise arduous time consuming task pain and error free. The resulting files, with their included properties, can then be imported into the OTCS via GCI Power Tools for Deployments or the OpenText Object Importer.

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GCI Power Tools for Content Export

The real leverage and value of ECM systems are driven by the way the contents of the system are used. Faster business processes, better business decisions, more effective collaboration are all dependent on ECM system outputs. Those data deliveries come by way of user interfaces in business applications and other means such as printed reports. Sometimes, the value of those system outputs is found in the ability to extract data (documents, files, images, etc.) for use in a system managed by an entirely different organization. The keys to success in such a setting are found in the ease with which the data objects can be selected and the level of control over how the final data set is formed. GCI Power Tools for Content Export (PTCE) is designed to exactly meet these requirements.

PTCE facilitates the extraction of documents and metadata from the OpenText Content Server (OTCS) in a format that can be provided to clients or other stakeholders. For example, a Contract Research Organization (CRO) or a Pharmaceutical Services Company could easily aggregate their scientific findings and results and prepare them for delivery, further extending the value they provide to their clients. Another example is when companies need to submit a collection of documents to a governmental body for compliance to a regulation. Downloading the collection and its metadata in an intact XML can facilitate the delivery of such a collection.

PTCE's user interface is similar to that of GCI Power Tools for Deployments and is designed for end user use. PTCE allows end users to mark files for export, define data transformation parameters in a style sheet, and then export the data and move them to a location chosen by the end user. Also available is an Agent Scheduler Extension that supports the advanced scheduling of exports (monthly, for example).

PTCE supports:

- A user-friendly interface for ease of export configuration
- Complete control for the end user to define the OTCS documents or containers to be exported
- Optional end-user specification of an XSL style sheet to transform the metadata format
- The ability for the end user to initiate the export after defining requisite parameters
- Error corrections of characters that could cause naming conflicts by being replaced with underscores during the export
- Placing the individually selected documents at the root directory containing the export after completion of the export. The selected containers will maintain their taxonomy structure and consist of all documents and containers from the selected container on down
- The production of an XML file of metadata. If an optional XSL style sheet was specified, another document will be produced by applying the XSL file to the XML file
- The ability to designate a location to which the exported content may be moved in preparation for delivery of the data to their intended recipient after the export is done

System Requirements

- OpenText Content Server 9.7.0 or later
- Database: Oracle Database or Microsoft SQL Server in versions supported with OTCS 9.7.0 or later
- GCI Performance Agent 1.1 or later

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