



EE Office Manager benefits

- Reduces the potential risks associated with creating and using business critical documents.
- Accelerates project execution through increased efficiency.
- Provides the control needed to manage the creation, review, approval, and use of documents.
- Includes metadata synchronization to avoid the necessity for repetitive text entry.
- Supports and simplifies the overall correspondence management process by allowing you to easily create and save e-mail correspondence to the repository directly from your e-mail system using pre-defined business rules and processes.
- Manages the full lifecycle of incoming and outgoing e-mail correspondence and their attachments.
- Reduces risk of non-compliance by ensuring controlled, auditable e-mail correspondence.

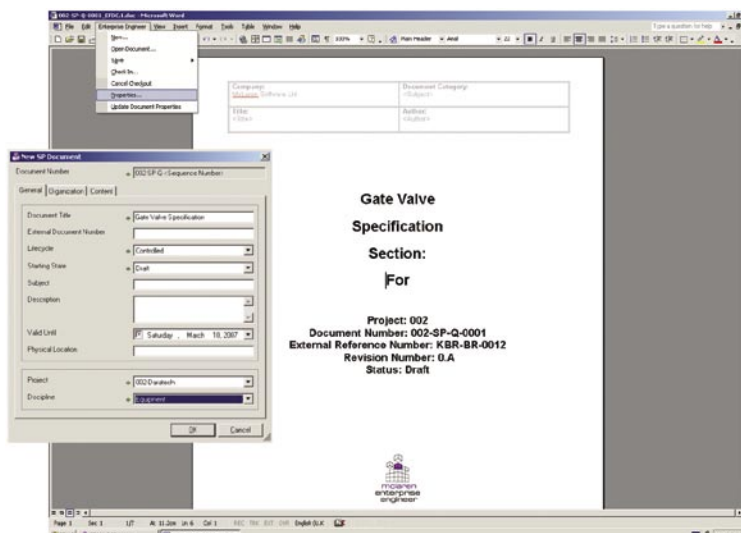
Enterprise Engineer (EE) Office Manager puts business rules and process automation at the finger tips of your intellectual workers.

Content Management at the Point of Creation

In industries such as life sciences, process manufacturing, oil and gas, utilities, and engineering and construction, a sizeable percentage of the employees are what we refer to as “intellectual workers.” A significant challenge for these organizations is controlling the creation and use of intellectual documents produced by these workers. This content needs to be captured, controlled and made easily accessible so that the organization can realize the full value of these assets.

By incorporating business rules and process automation into the tools used by the intellectual worker, you can ensure that content will be consistently organized and managed. By providing these capabilities at the point of document creation, you can increase end user acceptance and reduce errors. As a result, you can begin to drive business benefit from your enterprise content management (ECM) investment. For many organizations, these tools are comprised of the Microsoft® Office suite.

McLaren Software's EE Office Manager is a Microsoft .Net Smart Client that integrates with the Microsoft Office suite to provide pre-configured functionality supporting the controlled creation of content across Outlook, Word, PowerPoint and Excel.

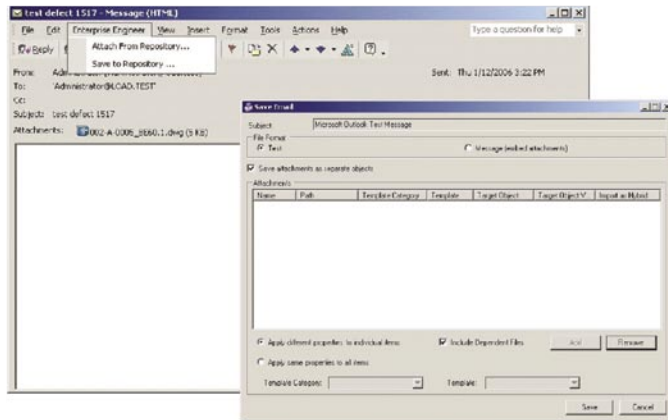


Proactive E-mail Management

Companies have two fundamental yet critical requirements for improving how they manage e-mail: Corporate governance (for example, Sarbanes-Oxley in the USA) and ongoing business communications.

The corporate governance requirement ensures that all business communications have well-defined retention and disposition policies. If a company requires, perhaps via an external regulatory authority, that all e-mails are kept for five years before being deleted, they need a system in place to carry out this responsibility. We call this type of functionality "file-and-forget" e-mail management.

Organizations also need to track an e-mail and its attachments as part of a project's correspondence. This is necessary as certain e-mail content is required as part of a project's audit trail, and in many cases forms part of the project's deliverables. Traditional e-mail archiving solutions do not meet this requirement. They focus on retention and disposition; however, they fail to address the ongoing business use of the information. For many organizations, a proactive e-mail management capability is needed to address the need of ongoing business communications.

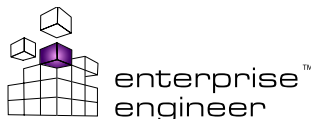


EE Office Manager features

EE Office Manager allows content to be created in a controlled manner by providing the following features:

- Provides standard templates for creating new content across the various tools within the Microsoft Office suite.
- Automatically names a new document based on a standard and configurable naming scheme.
- Automatically files a new document into the correct folder within the ECM platform.
- Provides automated work management based on the type of document.
- Manages user access privileges based on document state and lifecycle stage.
- Supports the filing of e-mail and e-mail attachments in the same or different locations automatically according to business rules.
- Provides bi-directional synchronization of document properties with the Microsoft Office document.
- Automatically notifies a user via email that they have incoming correspondence awaiting action.

EE Office Manager addresses the ongoing business needs of managing correspondence within a project context by managing the full lifecycle of incoming and outgoing e-mail documents. It ensures that the e-mail correspondence is filed and categorized correctly, the appropriate worker is assigned and notified of the action, and the action is managed to completion. EE Office Manager simplifies the overall e-mail correspondence management process by integrating with Microsoft Outlook, allowing you to easily create and save e-mail correspondence to the repository using the Enterprise Engineer's business rules and processes.



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Enterprise Engineer is available directly from McLaren Software and through a global network of accredited partners. For more information email sales@mclarensoftware.com, visit our website at www.mclarensoftware.com or contact one of our offices:

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