

the pain

Where is that document?
Which disk is it on?

I wonder if there is a document out there about this topic?

Which one is the current version?

How do I get to an earlier version?

Who created this document?

Who updated this document?

How can I tell if someone changed this document?
When did it get updated?

I am on the road a lot, how do I get to the latest versions of documents remotely?

What about security?
Can I give access to my documents without letting other people see the entire folder?

Who else knows about this document?
Who has seen it?

I have changed a document, how can I let other people know about these changes?

Everybody has a file on every server and every disk including their desktop. How can we get organized?

We work closely with clients and vendors, how can we give them access to some of our documents?

Sharing is good but there are some files and folders we need to hide from plain view. How is this possible?

I am a control freak. When things change, I want to know right then and there.

Everybody puts documents all over the place, I want my images, documents and spreadsheets where they belong. Not just saved in any folder. We need "Configuration Management".

Okay, I found the document but is this the latest version?

There has to be someone in this organization who knows this, but who?

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- ❖ I want all these documents to be online but it will take years to convert them to HTML. Can we just publish them as is and still make them searchable?
- ❖ We have an intranet but security has been a nightmare. How can we give people access but still be able to secure documents and folders?
- ❖ Intranets are fine to share information but how do I give the users the ability to add and edit content.
They have to know HTML?
The only webmaster we have is already very busy.
- ❖ That customer's information was on John's laptop. Does John still work for us?
- ❖ I spent hours updating an outdated version, only to find out that a newer version existed.
- ❖ I spent hours putting together this document, only to find out it was already available in our company.
- ❖ Can't we just publish our critical business information on the web instead of e-mailing everything out?
- ❖ We have hundreds of invoices coming in each day. Can we not store them online somewhere?
- ❖ We're in trouble! They are asking us to produce detailed audit logs for every document we have. They call it e-discovery. Who has seen it, who has access to it, who changed it. We don't have that information!
- ❖ Workflow would help resolve that issue. How can we efficiently route tasks around so we know things are getting done. Right now, I have no idea!
- ❖ We need to store store e-mails in a central area for access and archival. Can we do that?

How many of these apply to you? Searching for a cure?

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