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PARC/ISTL

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- > What is document management
- Assumptions about the net
- Document management on the net
  Four kinds of applications

### What is Document Management

### Many components:

- > Authoring & acquisition
- > Information access, text retrieval
- Library services
- > Workflow

Growing market for products and services for workgroups and enterprises



- One network
- Global authentication
- > Secure communication
- Copyright management
- Reliable payment



- Document as Memory
- Document as Process
- Document for Product
- > Document as Product

# Document as Memory: <a href="Memory: 1.5">Knowledge workers</a>

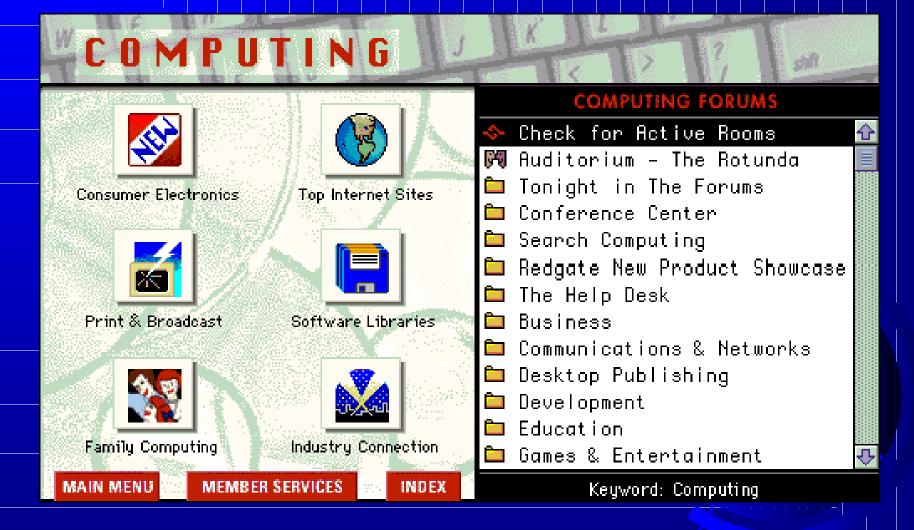
- > Law office:
  - track correspondence, previous work
- Product organization:
  - manage database of customer complaints
- > Marketing department:
  - competitive profiles

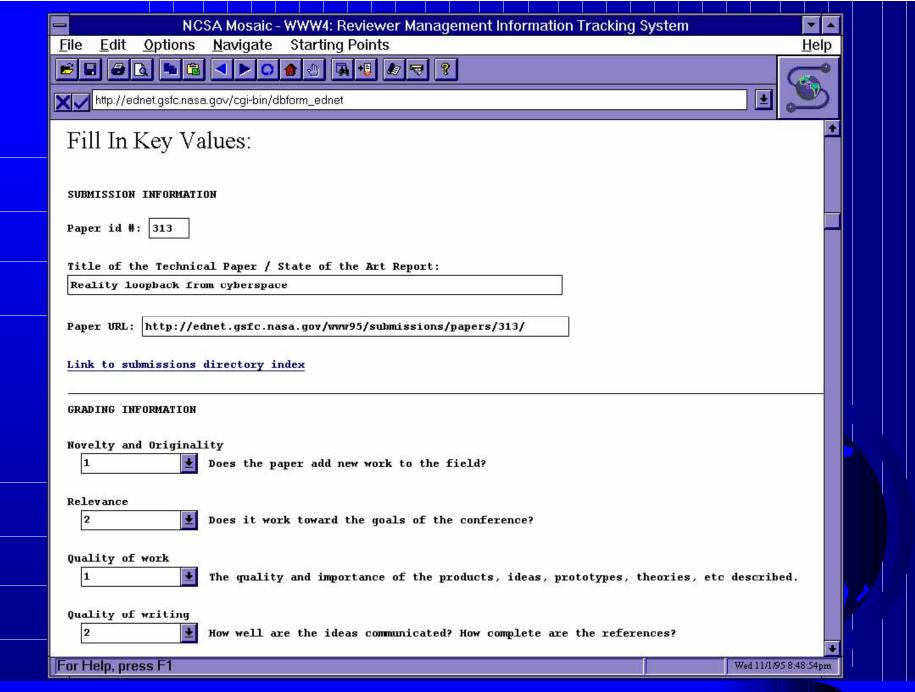
## Document as Memory: Opportunities

- > Customer feedback, discussion
  - support forums allow customers to post questions and have answers appear publicly.
- Distributed workgroups
  - virtual corporations
  - trade associations
- Telecommuting

Organizational boundaries blur... Distributed workgroups

### Online Service Support Forum





### Distributed review committee



Distributed Notes system let judges collaborate on reviews.

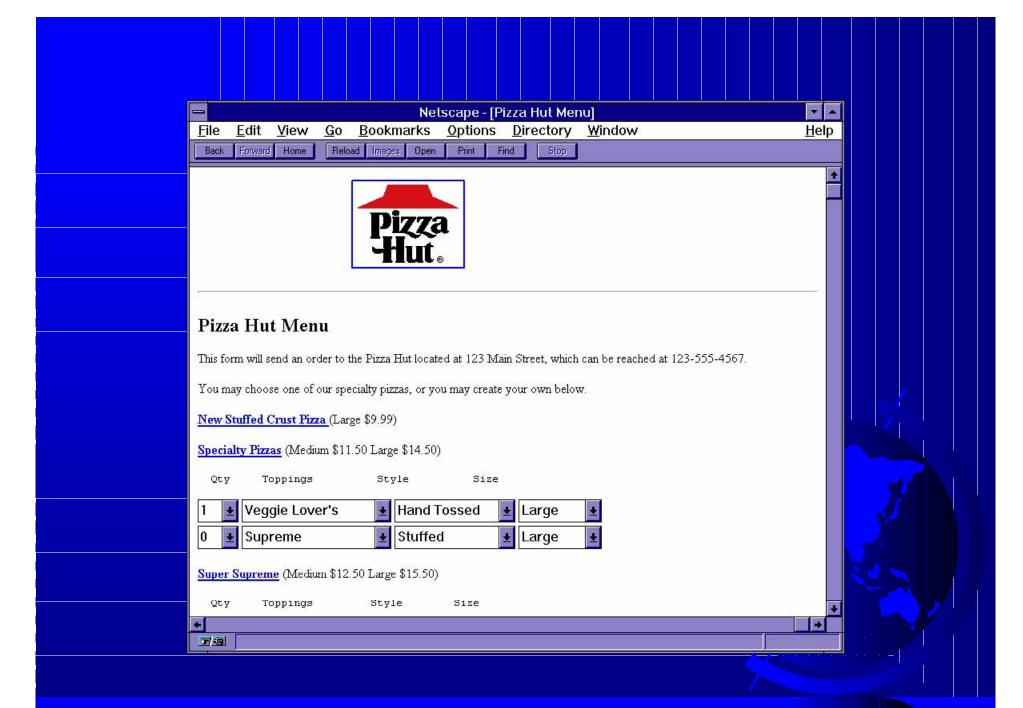


- Insurance company
  - claims processing
- > Financial services
  - loan approvals
- > Government offices
  - permits, claims, approvals
- Commercial organizations
  - order entry, delivery, and collection.

## Opportunities: Move process outside organization

- > Order entry: Buying a pizza.
- Order entry: Reserve a hotel room
- Order tracking: FedEx

In general, this works when the company can merge the Internet interface with the company's own processes.





## Document for Product: Manufacturing and Service

- Aerospace
  - Every plane is different: repair, specifications
- > Pharmaceuticals
  - New Drug Applications
- > Financial services firm
  - fact sheets about investments
- > Software
  - documentation

# Documents for Product: Opportunities

- > Product data sheets
  - semiconductors, plastics or clothing.
- Product manuals
  - Novell
- > Construction
  - VRML rendering

Direct access by customers,
communication with suppliers

#### Description

The Plug-N-Play Real Time Clocks (PnP RTC) are designed as successors to the industry standard DS1285/ DS1287 and DS12885/ DS12887 real time clocks. These devices provide the industry standard DS1285 clock function with either +3.0 or +5.0 volt operation. The PnP RTC incorporates a number of enhanced features including a silicon serial number, power on/off control circuitry, 114 bytes of user NVRAM plus additional NVRAM, and a 32.768 KHz output for sustaining power management activities.

The power control circuitry allows the system to be powered on via an external stimulus, such as a keyboard or by a time and date (wake up) alarm. The PWR\ output pin can be triggered by one or either of these events, and can be used to turn on an external power supply. The PWR\ pin is under software control, so that when a task is complete, the system power can then be shut down.

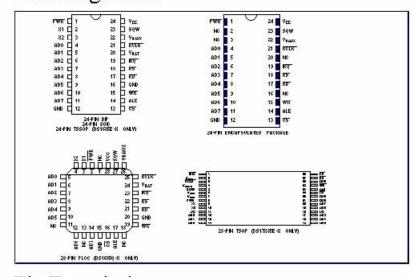
An external crystal and battery are the only components required to maintain time-of-day and memory status in the absence of power. The 24-pin encapsulated module incorporates a 24-pin DIP chip, a 32.768 KHz crystal, and a lithium battery in a complete, self-contained timekeeping module. The entire unit is fully tested at Dallas Semiconductor such that a minimum of 10 years of timekeeping and data retention in the absence of VCC is guaranteed.

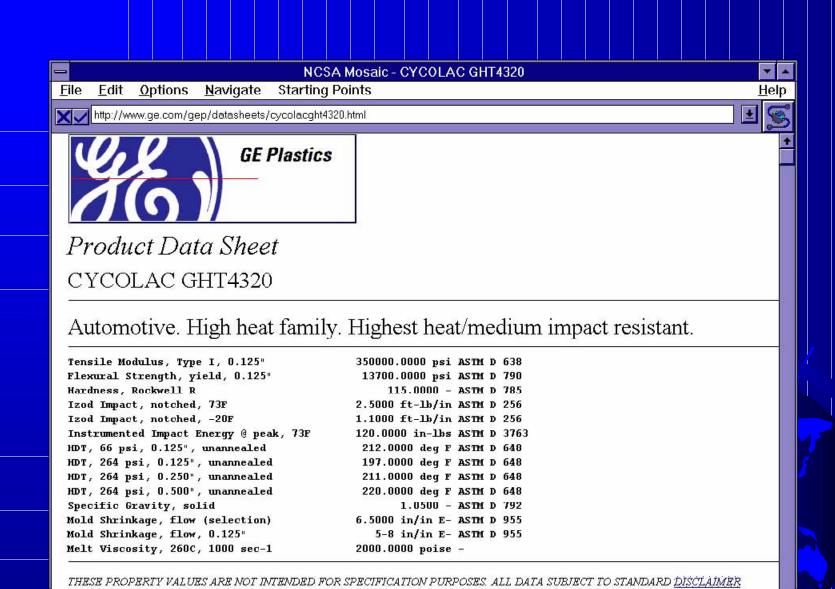
For a complete description of operating conditions, electrical and mechanical characteristics, and bus timing please refer to the individual data sheets.

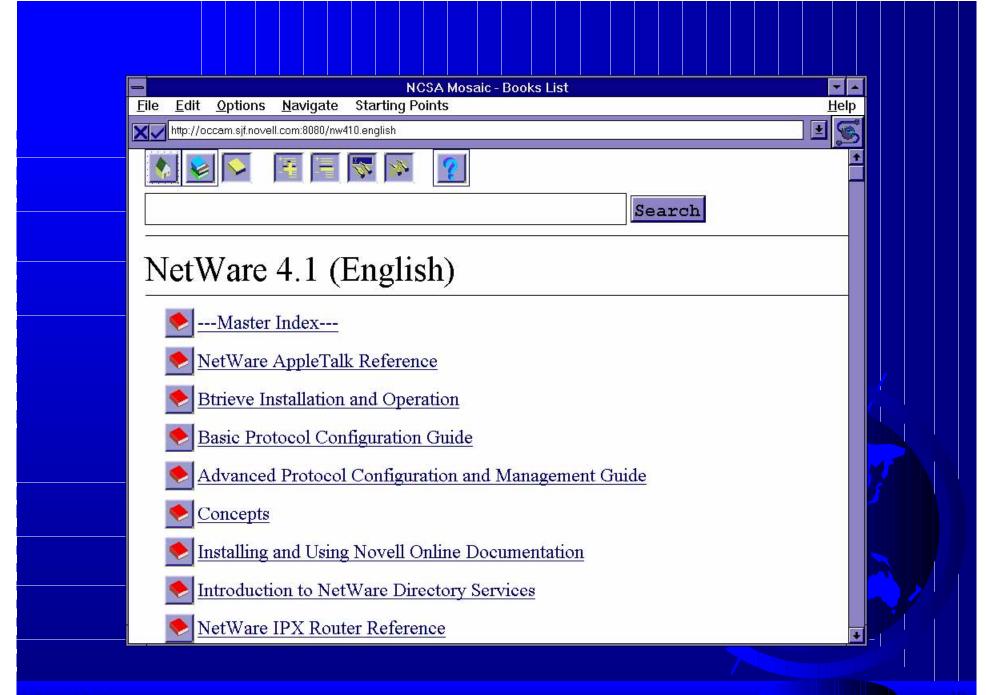
#### Operation

The block diagram in Figure 1 shows the pin connections with the major internal functions. The following paragraphs describe the function of each pin.

#### Pin Assignment







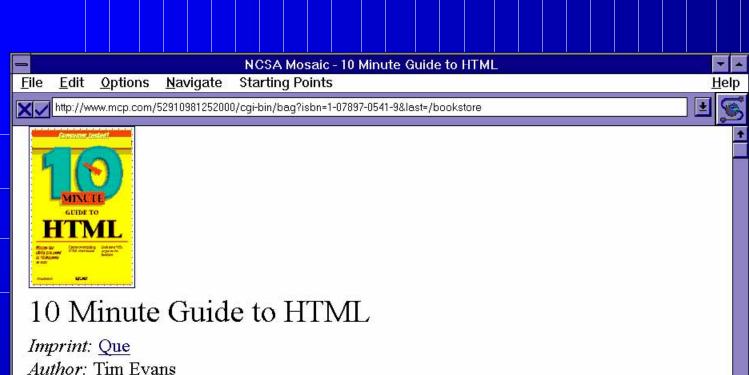
## Document as Product: Publishers and Education

- > Entertainment
- > Textbooks
- Document assembly
- Just-in-time production
- Course packs

Publishers have a special priv<mark>ilege</mark>
in electronic commerce

### Opportunities

- > Promotion
  - information about movies, sample chapters
- Order entry
  - bookstore on the net
- > Distribution
  - document over the net to point of need
- Delivery
  - Consumer purchase and take delivery online

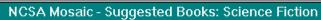


Publication Date: Jul-95

ISBN: 1-07897-0541-9 Retail Price: \$14.99 US

Each day, 50 to 100 new servers are added to the World Wide Web. New servers means new users -- and a great demand for a simple tutorial to get them up and running quickly. Que answers that demand with this quick guide covering all the essentials, from how to get started to adding sound and video to your documents.

- Readers learn how to create their own Web pages
- Provides real HTML examples
- Readers learn from mini-tutorials that can be completed in 10 minutes or less



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#### Operation Elbow Room

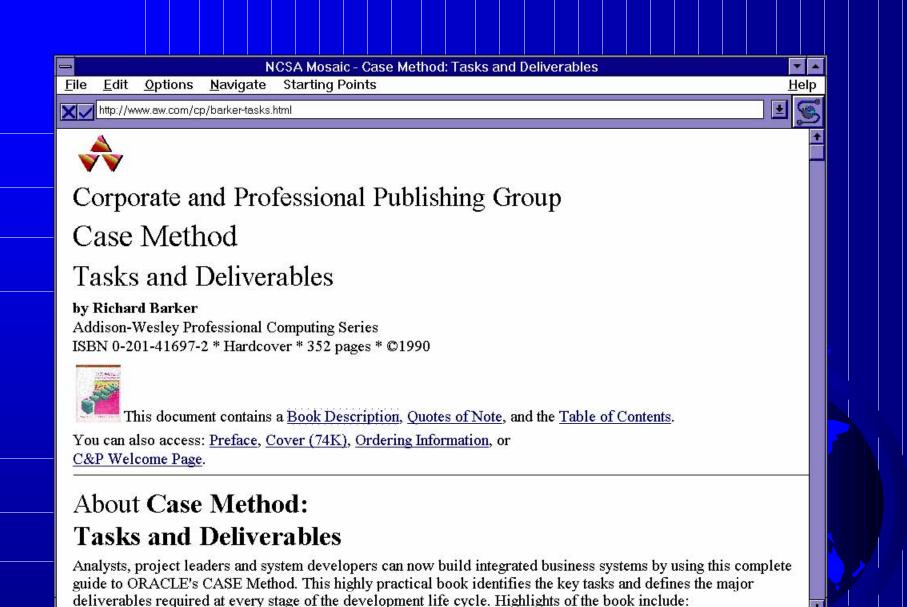
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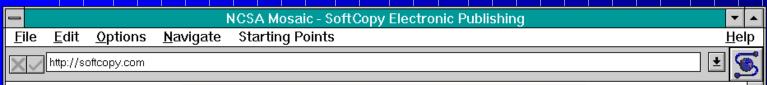
Click the TV Screen to go directly to the TV show, click the Gate for Studio News, or click a Movie Poster to go directly to the movie.

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With an eighty-three year legacy of Hollywood success, Paramount Pictures continues to be one of the most active motion picture and television studios in the world. Legendary directors from Alfred Hitchcock to Francis Ford Coppola, famed actors from Gary Cooper to Harrison Ford, and renowned beauties from Grace Kelly to Alicia Silverstone have walked through Paramount's famous Bronson Gate to create some of the most popular films of all time.

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All of the manuscripts are aimed at a beginning (stage 1 University) audience. Each manuscript provides:

- Step-by-step instructions
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- Full glossary
- End of lesson projects.

### Conclusions

- Taking "Document Management" beyond the enterprise
- Some opportunities need not wait for technical advances
- Net is changing every kind of 'document' business.

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