



## **SoftSolutions 4.1: Product Details**

SoftSolutions® 4.1 is a sophisticated document management system (DMS) that enables you to track information throughout your enterprise. Regardless of where or how a document is created, SoftSolutions manages who creates the document, what information it contains, where it is located, and who views, retrieves, or modifies it.

The SoftSolutions open architecture operates transparently with a variety of network operating systems, workstation operating systems, and applications. SoftSolutions provides document management for a broad variety of document types, including word processing, spreadsheets, image files, E-mail, and more. You can organize and control key corporate data through powerful document management features, such as intelligent text search and retrieval, automatic document archiving and deletion, and strong security enforcement. Remote users can search and retrieve documents stored in their organization's network DMS with the SoftSolutions Remote Document Server (RDS). Any business that produces numerous documents can benefit from SoftSolutions.

### **Features**

- Supports a wide variety of applications, operating systems, and networks
- Offers a client-server architecture
- Extends searching services directly into many Windows 3.x and DOS applications
- Enables remote users to access SoftSolutions features
- Offers SpeedSearch for quick and efficient location of any document managed by SoftSolutions anywhere on your network
- Provides automated system management capabilities including document filing, retrieval, archiving, restoration, and deletion
- Provides features for creating custom document profiles and individual management solutions
- Includes advanced administrative features
- Enforces document security at profile, document, and network levels
- Includes an easy-to-use, graphical Document Desktop Interface

### **Operates in a Heterogeneous Environment**

SoftSolutions can track, index, store, and retrieve many document types, including word processing documents, spreadsheets, images, multimedia, faxes, and voice annotations. SoftSolutions has the power to cross multiple platforms, client-server models, network and workstation operating systems, and network protocols in a true heterogeneous environment. The result is enterprise-wide computing and transparent wide area network (WAN) searching.

### **Client-Server Architecture**

SoftSolutions can be implemented under a client-server architecture. The SoftSolutions client side is available in Windows 3.x or DOS and is fully interchangeable. The SoftSolutions server side is provided by the Server Enhancement Module (SEM), which is available as a NetWare Loadable Module™ (NLM).

The SoftSolutions SEM server makes all changes to the dataset files and handles all the search requests from client programs. The client, on the other hand, makes requests to the server; displays SoftSolutions menus, screens, and data; and handles user input.

SoftSolutions' client-server technology incorporates the three key components of document management: full-text searching, profile searching, and document access (security and document retrieval). SoftSolutions is the only DMS to implement a client-server architecture at all three levels.

### **Extends Services Directly Into Many Windows and DOS Applications**

Because SoftSolutions integrates tightly with many third-party Windows 3.x and DOS applications, you do not need to switch between an active application and SoftSolutions to find documents.

SoftSolutions 4.1 integrates with the following Windows applications:

- WordPerfect for Windows 5.2, 6.0, and 6.1
- GroupWise 4.1
- Microsoft Word for Windows 2.0 and 6.0
- Microsoft Excel for Windows 4.0 and 5.0
- Lotus Ami Pro for Windows 3.0
- Lotus 1-2-3 for Windows 1.1 and 4.0
- Lotus Notes 3.0
- cc:Mail 2.0
- Quattro Pro
- Reach WorkMAN 1.05 (Workflow)
- Watermark Discovery and Professional Editions
- InForms™ Multilingual Designer/Filler 4.1
- Microsoft Mail

### **Remote Document Server**

The SoftSolutions RDS enables mobile users, networked users (those without SoftSolutions client software), and telecommuters to search and retrieve documents in network document repositories through private and public E-mail systems. With the RDS, remote users can access many of SoftSolutions' document management features, including text and attribute searching, document uploading and downloading, and document forwarding and faxing capabilities.

To access SoftSolutions, a remote user sends a search request or other command to the RDS in the body of an E-mail message. The RDS receives and processes the request, then packages the requested information or document and sends it to the user.

For GroupWise™ users in the Windows environment, SoftSolutions includes a custom RDS interface. The interface buttons and dialogs, similar to the SoftSolutions client interface, make it easy for remote users to create and send requests to the RDS through GroupWise.

### **SpeedSearch**

Using its powerful search engine, SpeedSearch™, SoftSolutions can quickly and easily search for any document on a network. SpeedSearch is the best searching algorithm for document management available; it will locate documents in a matter of seconds regardless of the number of users, the number of documents, or the complexity of the search.

With SoftSolutions, searching across a WAN is easy, fast, and transparent. You will notice very little performance difference between searching a local server and searching several WAN servers. If a document resides on a server to which you are not currently attached, SoftSolutions will make an attachment and dynamically map to the document to provide access.

### **Automatic System Management Capabilities**

With SoftSolutions, a system manager simply establishes the rules under which the DMS should operate, and SoftSolutions then manages the daily operations. With SoftSolutions, you can automate the following management tasks:

- Creating directories and ensuring that documents are stored in appropriate subdirectories
- Moving a document from one directory to another automatically when the corresponding profile information is changed
- Intelligently purging selected documents from the system
- Generating custom reports that provide information about any document on the network, such as the author, status, or history of the document, and automatically running archive and deletion reports

### **Custom Document Profiles**

Document profiles contain information used for storing and retrieving documents. With SoftSolutions, you can build profiles from customizable fields that display information pertaining to a document such as document type, title, author, security, and creation date. You can arrange and label these fields to meet workgroup and individual needs.

Once you create a document and complete the corresponding profile, the document becomes searchable based on any combination of profile field information. The same profile information is used to file the document on the network according to a set of predefined directories and subdirectories.

### **Advanced Administrative Features**

SoftSolutions includes the following administrative features:

- Enables storage of as many as 999 versions of a document (99 of these can be active)
- Includes the SoftSolutions Enterprise Administrator or Global Replicator feature for maintaining and updating SoftSolutions' databases
- Includes transparent management of tasks such as indexing, global replication, utilities, E-mail importation, backups, and scheduling of queued requests

### **Comprehensive Security**

SoftSolutions' document security offers simple setup, speedy enforcement, and convenient maintenance. Network supervisors can assign security rights to individual users and defined groups, and each document can feature different security levels for different users and groups. The security architecture offers safeguards at the profile, file, and network levels.

SoftSolutions provides the best document security available in the document management market for two reasons. First, the security attributes for each document are built directly into the SoftSolutions searching index. This enables SoftSolutions to immediately exclude secured documents during the initial search rather than having to use a separate security index. Second, the SoftSolutions Document and Security Server minimizes the complexities of security enforcement, so workgroups can be productive in a protected environment at the network level.

### **Document Desktop Interface**

SoftSolutions has a customizable Document Desktop Interface that enables each Windows user to create an interface that suits his or her DMS needs. The Document Desktop Interface provides icon representations for documents and folders. In addition, SoftSolutions provides tools for desktop customization, shared icons, and drag-and-drop document handling. The Document Desktop graphically simulates how users naturally organize their desktop and documents, making the SoftSolutions interface intuitive and easy to learn.

### **Hardware Requirements**

#### **Server**

The SoftSolutions for DOS programs occupy approximately 18MB of free disk space on a server, and the SoftSolutions for Windows 3.x programs occupy approximately 23MB of free disk space on a server. In order to support full-text indexing, 3 percent to 5 percent disk overhead is also required in

relation to total document storage. Over time, the percentage of overhead required will decline. For client-server implementations, each SoftSolutions NLM™ loaded into memory on a NetWare® server requires approximately 400KB of RAM. Depending on the number of SoftSolutions data sets on a server, you may load one or more NLMs.

### **Workstation**

Workstations should have a minimum of 520KB of free conventional memory to use SoftSolutions for DOS. SoftSolutions for Windows 3.x requires a minimum of 4MB of RAM, with 6-8MB recommended if you are working with more than one major application (WordPerfect for Windows, MS Word, Excel, and so on) in addition to SoftSolutions for Windows. Windows workstations will need approximately 2MB of free disk space. A Portable Mode installation requires approximately 2MB of free disk space on the local workstation hard disk for SoftSolutions programs.

### **Dedicated Indexer**

Although not required, a dedicated full-text indexer is recommended for data sets with a large number of indexable documents. This machine should have a fast CPU, at least 4MB of RAM (configured as a RAM disk), a 16-bit network adapter, and a direct connection to the server for optimal performance.

### **Standalone Configuration**

SoftSolutions can operate on a standalone PC, with either the full licensed software loaded on the PC or with a subset of the software (using SoftSolutions' Portable Mode) loaded from the network.

### **Remote Document Server Configuration**

The Remote Document Server is part of the standard SoftSolutions package and is automatically installed with SoftSolutions. The RDS requires a 386-based PC. However, a 486-based PC or above is recommended for faster E-mail performance. The workstation requires 8MB of RAM, 500KB of free disk space, Windows 3.1 or above, and a Vendor Independent Messaging- or Messaging Application Programming Interface-compliant E-mail system.

### **Network Topology**

SoftSolutions supports all common networking topologies including Ethernet, ARCnet, StarLAN, and token-ring.

### **Software Requirements**

SoftSolutions has been designed to be network independent and application independent. All communications between SoftSolutions and the network servers are handled through the networking features built into DOS operating systems such as MS-DOS 3.1 and above. The only requirement is that the network must support DOS file sharing and locking. Such networks are often denoted DOS 3.1 compatible. Contact your networking vendor if you have questions.

### **Ordering Information**

You can order SoftSolutions 4.1 from any Novell Authorized, Gold, or Platinum Partner. For more information, contact your local Novell® office or call the Novell Customer Response Center at 1-801-228-4CRC (1-801-228-4272). Or, in the United States and Canada, call toll free 1-888-321-4CRC (1-888-321-4272). You may also visit Novell's World Wide Web site at <http://www.novell.com> or use Novell's Product Information FaxBack system at 1-801-861-3030. Or, in the United States and Canada, call 1-800-209-3500.