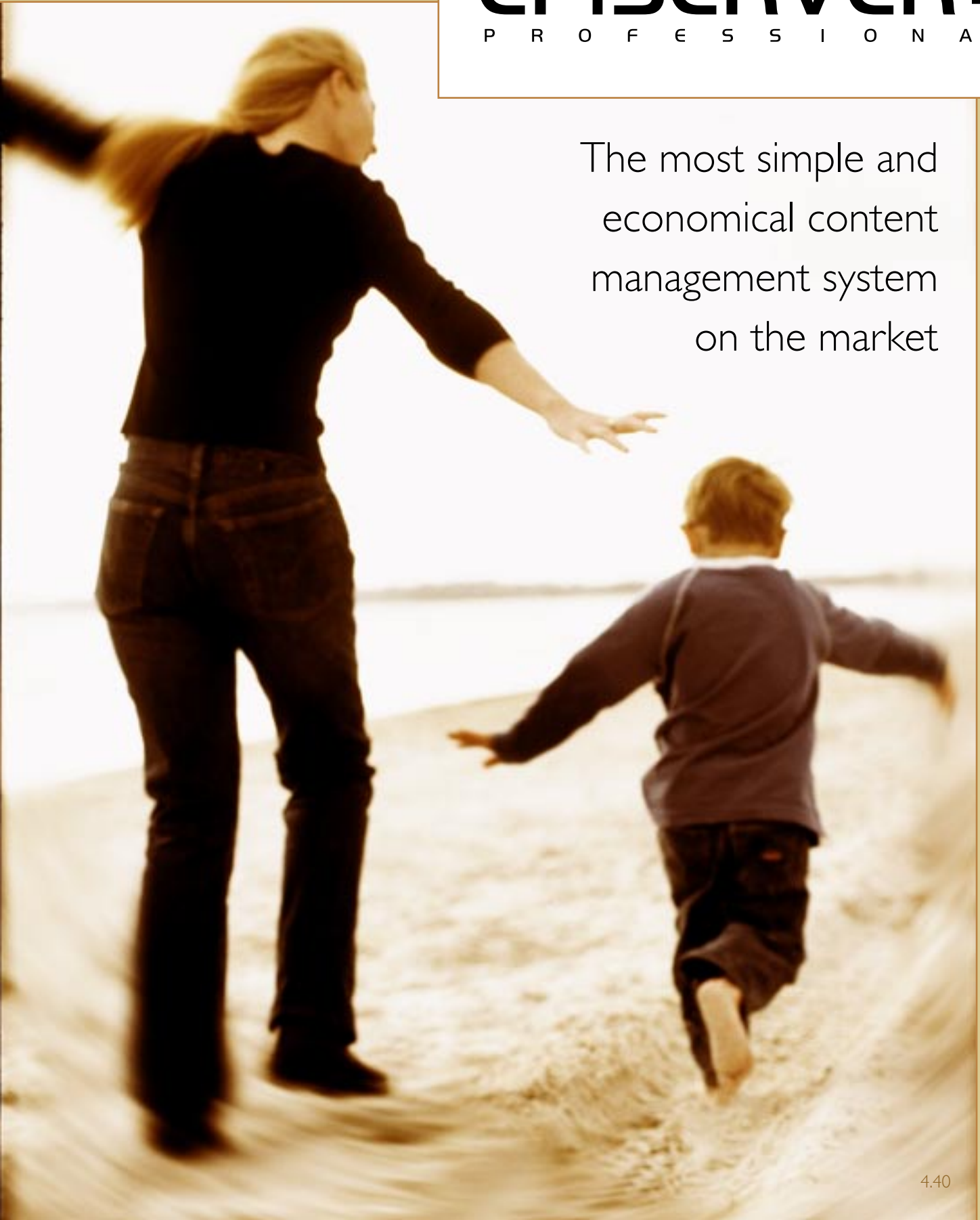


EPiSERVER 4

P R O F E S S I O N A L

The most simple and
economical content
management system
on the market



A product for everyone

EPI Server is a content management system for simple and swift handling of information on intranets, extranets or public websites. By using EPI Server, employees can easily create and update their organisation's websites from a web browser. All information on the website is stored in a database, so data and graphics are kept separate from each other. This means that the author does not need to think about the graphical appearance or technology and can, instead, be fully focused on creating good content.

FULLY CUSTOMISABLE PLATFORM

EPI Server is a database-driven platform comprising all the core functionality necessary for managing content and publishing websites. On this platform, you create page templates that contain the design and functionality of the website. It is in these templates that you insert your graphic profile, including logos, fonts, colours and functions. These are what will make your website unique, and distinguish it from those of your competitors. Behind the scenes, however, EPI Server's framework is fundamentally the same.

A TOOL FOR ALL WEBSITES

In EPI Server, all the websites for one company can be managed from the same tool. With EPI Server you can manage your organisation's public website, your intranet and any extranet sites your organisation has, all from the same environment.

ACCESSIBLE WEB SITES

An increasing number of organisations need to create web sites for everyone in our society. Regardless of whether the visitors have reduced eyesight, are disabled or have any other kind of physical disability, they should be able to take in information and execute services on the web site. The Web Accessibility Initiative (WAI) is an organisation which develops and sets standards for accessibility on the internet. EPI Server's templates support WAI standards and the product enables authors to easily create additional web pages that are WAI compliant. EPI Server assists in creating accessible web sites and to meet statutory regulations.

PORTAL TOOL COMBINING INTEGRATION WITH OTHER SYSTEMS

EPI Server is a platform for creating web-based integration portals. The area of application spans from internal portals, where employees have access to information from other systems via the intranet, to customer and supplier portals, where they can obtain specific information and services such as orders, stocks and invoices. A personal portal page can be created, from which each visitor can determine the parts that are to be visible in the portal.

USE MICROSOFT OFFICE AS YOUR EDITOR

In EPI Server, authors can create and modify content directly from MS Word, Excel or PowerPoint. Texts and pictures can be edited in Office and published on the web via EPI Server. The graphical profile of the web site can be obtained, because EPI Server takes away unnecessary formatting from the Office documents. The author can also choose to show the page as a document or with its original formatting. After publishing the information, the author can update and modify it from Office or in EPI Server.

INTEGRATION MODULE FOR MICROSOFT SHAREPOINT

In collaboration with Microsoft, ElektroPost has developed an integration module for SharePoint. This enables users to integrate functionality and information from SharePoint into EPI Server and vice versa.

EASY PERSONALISATION

In EPI Server, each visitor can have his/her own personal website. Using the built-in authorisation system, it is easy to create websites adapted to your visitors. The database-driven platform allows content to be displayed in different ways for different visitors, depending on user profiles. As information on the web site is categorised, searching and information presentation are flexible, providing each individual with a unique view of the web site. The right information always reaches the right individual.

Simple

Working in EPiServer can be compared to a simple form of word-processing. With knowledge of word-processing programs, all employees can create information in EPiServer.

FOCUS ON CONTENT AND STRUCTURE

With EPiServer, employees can focus on the content and structure of the website instead of the technology. The responsibility for publishing content can be delegated to those areas of an organisation with responsibility for the information. This facilitates and speeds up the process of updating content, improving the quality of the web site with regular updates direct from the information source. EPiServer is a timesaving tool that also affords great opportunities for cost savings due to the minimal level of maintenance required by the IT department.

EASY TO CREATE, MODIFY AND PUBLISH INFORMATION

All management and updating of the website is done via a web browser. EPiServer has a built-in editor that functions in the same way as a traditional word-processing program. Employees can easily format text, create links, work with tables, insert and upload images or files, etc. The editor is a "WYSIWYG" editor and need not be installed locally.

With EPiServer you can create, modify and publish information from Word, Excel and Powerpoint. Documents that have been created or modified in Office, can be published directly to your web site or as an Office document.

EASY TO HANDLE IMAGES AND NO BROKEN LINKS

Using EPiServer's image tool, the author can easily upload images onto the website. The images can be previewed using thumbnails and an author is able to specify alternative text for all images. Creating links is simple and bullet-proof with EPiServer's link tool and every link can have a title for better accessibility.

RETRIEVING INFORMATION FROM OTHER SOURCES USING EPIFIELDS

EPiFields is a plug-in function to the Editor in EPiServer which can be used to insert your own fields anywhere in the Editor. It is possible to retrieve predetermined fields resembling MS Word's *Insert Autotext* and *Insert Field*. Integration with the organisation's system is possible and information can be retrieved from various sources such as EPiServer's database, other databases, XML-data, WebServices, etc.

EASY TO REMEMBER ADDRESSES

In EPiServer, the author can assign a simple address for the page in order to facilitate communication with visitors and for marketing purposes.

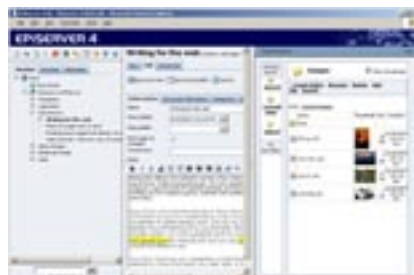
EASY ACCESS TO SUPPORT AND HELP

EPiServer provides clear and easy to understand user manuals for both authors and administrators in a number of languages. Online help is accessed through a single click and can be tailored for each site administered by EPiServer.



SIMPLE EDITING DIRECTLY ON THE PAGE

All operating and updating of the website is done via the web browser. Text can be edited directly on the website using a simple right-click menu.



SIMPLE FILE MANAGEMENT

Using the file manager in EPiServer, images can be previewed as thumbnails, users can upload their own files and metadata can be specified for each file. Using the file manager, users can also drag and drop files on the page.





Dependable

From inception, EPiServer functionality has been driven by the day-to-day needs of web publishers and authors. This remains the guiding principle for EPiServer, which has been continually developed since its release in 1997. Today, EPiServer is the most widely adopted web publishing tool in Scandinavia. The demand for new functions from existing customers ensures EPiServer development is focused on user needs. An assurance that will be of benefit to both existing and new users.

THE RIGHT INFORMATION AT THE RIGHT TIME

In order to ensure that the right information is issued at the right time, it is possible to control publishing in EPiServer according to time and date. Page visibility is controlled by both start and end publishing dates. This enables automatic publishing of page versions, the management of out-of-date content and ensures that set publishing dates are easily met.

It is important to know that the right information is being published on the website, so that there are no misunderstandings. In order to ensure that everything is presented as intended, all content can be previewed before publishing as it will appear on the web site.

SIMPLE STORAGE OF VERSIONS

Every time a page in EPiServer is edited, a new version is created. This means that the old information is not deleted but can easily be restored by republishing a previous version. All versions of a page are shown in a clear view which gives the user options for publishing, deleting and comparing versions. From this view, it is also possible to specify when a version of the page is to be published.

If two people change information on a page simultaneously, the built-in conflict manager will deal with the differences which arise in both versions. The person who publishes last decides what should be shown on the web site.

EPiServer can automatically archive pages from one site to another. A news item is not always a new item, and therefore ought to be stored in a news archive so that visitors can search through old news items. EPiServer takes care of the entire archiving process, so the right page is always in the right place.

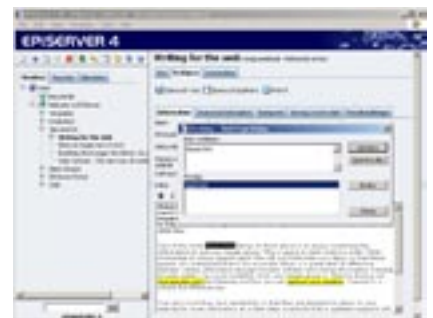
THE RIGHT TO EDIT IN THE RIGHT PLACE

EPiServer's authorisation system allows you to grant different access rights to different authors. Some authors can have full access rights for specific parts of the website, others may only have the rights to save information and others to publish it. EPiServer's tree structure clearly shows the pages each individual is allowed to change and those he/she does not.



VERSION MANAGEMENT OF ALL PAGES

When an author saves a page, a new version is created. All versions of a page are shown in a clear, comprehensible view. From there, users can easily republish an old page or compare versions. It is also possible to schedule the publishing of a version of the page.



CREATE CREDIBILITY WITH ACCURATE SPELLING

With a website, it is important to inspire confidence in visitors. One way of doing this is to write accurately and in particular, spell correctly. In EPiServer, you can check your spelling automatically with MS Office dictionaries before you publish information.

”Using EPiServer we can offer our authors a great deal of freedom and still be sure of maintaining our graphical profile.”

Josefine Ceder, Libero



Personal

Everyone is different and so is the basis for each individual's day-to-day work. EPIserver is designed to make life easier for everyone and to satisfy the needs of each individual. The most important factor is that each individual can decide for themselves to work in the way that suits them best.

DIFFERENT ROLES FOR DIFFERENT INDIVIDUALS

In EPIserver, there are different methods of working when editing pages. Via a unique quick menu you will get access to a menu that is available to authors wherever they are on the website. Using this menu each individual can select three different ways in which to edit the page. These depend entirely on how much experience the individual has and what he/she wants to do on that occasion.

QUICK ACCESS TO THE MOST COMMON PAGES

A website can contain thousands of pages and it is normal for an author to have the access rights to edit only a small proportion of these pages. By adding his/her own pages to a list of favourites, each author can quickly and easily find his/her most used pages. There is also a search function that makes it easier to find pages on the website.

DISTRIBUTING THE WORK

In EPIserver it is possible to create tasks and distribute them to other individuals, groups or even to yourself. A personal activity list appears showing all the types of tasks when the user logs on. EPIserver notifies users of new tasks via e-mail.

ONE TO CREATE, ANOTHER TO PUBLISH

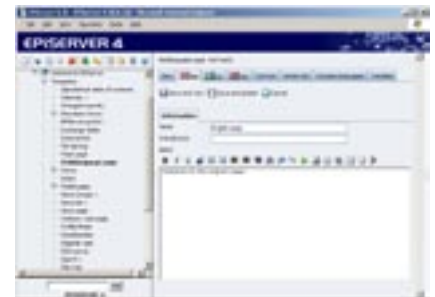
EPIserver can support Publisher functions. A number of authors will have the access rights to create information, but not to publish it. The system handles this by distributing tasks from an author to a publisher.

ONE TO CREATE, SEVERAL TO CHECK BEFORE PUBLISHING

EPIserver offers full support for different types of workflow. It is possible to distribute tasks between employees and make approvals in various stages before publishing. EPIserver keeps track of who is assigned to carry out a task and if it is done within the required time period. EPIserver also sends reminders via e-mail. It is also possible to create customer-specific workflows that can help to support existing processes in the respective organisation.

LANGUAGE ACCORDING TO NATIONALITY

EPIserver provides extensive language support. Users can select their own language and thereby, use EPIserver in their own language. EPIserver is available in five languages, English, Swedish, Norwegian, Danish and Finnish. It is easy to extend EPIserver to support additional languages, offering greater flexibility for multi-lingual countries, such as Wales and Belgium. It is also simple to add additional languages to web pages via multilingual templates.



WORKING WITH SEVERAL LANGUAGES ON THE SAME PAGE

EPIserver's multilingual template allows you to work with several languages. The structure is created in parallel in every language when the page is created. Each language has a separate tab for its own data. The fields can also be placed alongside each other in order to facilitate the translation.



YOUR PERSONAL PORTAL

EPIserver's personal portal page enables individual visitors to choose what content they want displayed on their personal portal.



LET EPISERVER TAKE CARE OF THE PROCESS

EPIserver's workflow enables the system to distribute tasks to different individuals. E-mail messages are used to warn about new tasks.

Secure

A website has different functions and meanings for different organisations. Some are used as the end information channel for employees. Others are used as an information channel for customers and/or partners. Whatever the website is used for, accessibility and reliability are important factors.

REGISTERING USERS DIRECTLY ON THE WEBSITE

EPiServer is supplied with a local user database, which means that users can register on the system directly via the website. In EPiServer's administrator mode, you can set requirements for users as regards passwords, access from specific IP addresses, etc. The administrator also decides whether self-registration should be possible, and if not, takes care of applications and approves those users that are to be added to the system.

USERS FROM OTHER SYSTEMS AND AUTHORISATION ON SEVERAL LEVELS.

EPiServer uses the same authorisation model as Windows. This means you can set access rights so that certain employees can edit information on specific pages of the website. Another area of application is a public website that can also function as the company's intranet and/or extranet. Different users see different menus, depending on the type of authorisation they have. There are six different levels of authorisation built into the system that can be linked to individual pages or whole sections of the website.

EPiServer is compatible with Windows and other systems (Active Directory and Novell eDirectory) via LDAP. This means that you do not need to upload new users into EPiServer, instead you can use the user account that is already in the company's network.

FILE AND DOCUMENT MANAGEMENT

In EPiServer's edit mode, users can now easily work with files and documents linked to EPiServer or other compatible data sources. There is simple file management for creating, deleting, renaming and moving files. Directly from the file tool, users can also determine who should have the right to do what in the relevant folder. The file tool contains support for saving metadata for all types of files, images and documents. The integrated search engine can search for files and content in the files. EPiServer supports SharePoint's WSS (Windows SharePoint Services).

LOAD BALANCING AND SYNCHRONISATION

For heavily-loaded or high-availability websites, load balancing may be necessary to achieve optimum performance and resilience. EPiServer fully supports load balancing, both for session handling, cache and common files.

SCALABLE AND RELIABLE

EPiServer is a scalable and reliable solution. The system is based on standard products from large well-known suppliers such as Microsoft and Oracle. The system is suitable for both simple and complex websites with several thousand simultaneous users.

SIMPLE TO INSTALL

EPiServer is installed using a simple installation program. Installation can be initiated using a sample website in English or Swedish, or an empty website.

SIMPLER STATISTICS WITH EPISERVER STATISTICS FILTER

With EPiServer's statistics filter, appropriate statistical tools can be used for analysing the visitors to the web site. EPiServer's statistics filter is an active ISAPI filter which converts all dynamic addresses to static addresses, readable from EPiServer. This means that most statistical tools on the market can be used to analyse the traffic to the web site.

Technology

EPiServer is 100% based on Microsoft .NET, a technology launched by Microsoft to meet future technology requirements. Since the first version, EPiServer has positioned itself at the cutting edge of technology and has used the latest developments to produce the most effective and smartest products possible.

IMPORTING AND EXPORTING INFORMATION

In EPiServer's administrator mode, it is easy to export page content and template information. Once exported, it is simple to import the information directly into another EPiServer web site.

ODA – OPENS THE DOORS TO MORE OPPORTUNITIES

ODA stands for Open Development Architecture and is designed to make EPiServer more customisable so that it can satisfy the needs of all customers. It is easy for an EPiServer supplier to develop solutions that can be integrated into EPiServer:

EPISERVER MODULES

Modules developed for EPiServer can be implemented to any EPiServer solution. This makes it easy to use the smart solutions that are already developed. In EPiServer you can implement modules for case reporting, e-business, resource allocation, image and file handling. Read more about the modules at www.episerver.com/plugin.

FAST WEBSITE WITH CACHE FUNCTION

EPiServer has a dynamic cache that improves the performance of the system 1 to 6 times more than a traditional dynamic web system. In addition .NET's "output-cache" is used automatically if possible. This often affords dramatically improved performance.

ROBOT SEARCHING ON THE WEBSITE

Search engines on the Internet, such as Google, index web pages using robot searches. EPiServer supports robot searching on the entire website, something that many dynamic websites have problems with. The author can specify his/her own keywords and descriptions for each individual page.

SYSTEM REQUIREMENTS

- Windows 2000 Server or Windows 2003 Server
- Microsoft .Net Framework 1.1
- Microsoft SQL 2000, SQL 7.0 or Oracle 9i release 2
- Microsoft IE 6.0 or later; for editors and administrators
- To be able to publish from Microsoft Office you need Office XP or Office 2003

EPiServer does not specify requirements on visitors' web browsers although limitation may occur depending on the content to be displayed.



ALL WEBSITE USERS

From the EPiServer administrator interface it is easy to browse the users of the website, irrespective of whether they are created in EPiServer or another system.



ACCESS RIGHTS TO INDIVIDUAL PAGES

Each page in EPiServer can have its own authorisation. Because of this, it is possible to easily control access to pages on the site.





The only limit is your imagination

EPiServer is a web content management platform that can be tailored to meet the specific requirements of customers during installation. Strictly speaking there are no limits to what you can do in the system, as regards design or functionality. When you install EPiServer, a number of templates are included, these templates can be used as they are, further developed or stored for future needs. Templates with new functionality can also be developed in order to meet the needs of visitors to the website.

NORMAL INFORMATION PAGE – a function for displaying information with the option of formatting text, images, links, etc.

MULTILANGUAGE PAGE – a function for working with several languages on the web site, where the information is stored in the same location, regardless of the language.

NEWS LISTINGS – a function for listing information from your own website or another website by transferring RSS data.

FORMS – a function in which you can easily create various types of forms using a form editor. Visitors fill in the form and information is sent by e-mail, stored in a database or exported to Excel.

VOTING – a function in which visitors can vote for the answer to a question on the site and then view a summary of how others have voted.

CALENDAR – a function that shows the events of one or more days in a calendar.

NEWSGROUPS – a function in which visitors can discuss different topics in various newsgroups.

FLASH VIEWER – a function that displays flash files.

LISTEN TO THE PAGE – a function which enables visitors to listen to the contents of the page. (Requires an agreement with Phoneticum.)

DISCUSSION FORUM – a function in which visitors can discuss topics via a threaded discussion.

SITMAP – a function that displays the content of a website in the form of a map with links to all pages.

ALPHABETICAL CONTENTS – a function that displays the content of a website in alphabetical order.

RECENTLY CHANGED – a function that displays all new and updated pages from a specified time point.

FILE LISTING – a function that displays the content (folders and files) of a specified folder.

DOCUMENT – a function that shows documents, that have been published via MS Office, in their original formatting.

DOCUMENT LIST – a function that lists all documents that have been published via MS Office.

SUBSCRIPTION – a function in which visitors can subscribe to pages that are new and updated on the website.

SEARCH FUNCTION – a function for visitors to search the content of the website. Searches can also be made in documents using advanced search options.

MOBILE HANDSETS – a function that supports the display of information in mobile handsets such as PDA, WAP, etc.

SLIDE SHOW – a function that displays pages in EPiServer at selected intervals as a presentation.

PROFILE SEARCH – a function in which it is possible to store information about individuals. Everyone can update their own information.

PORTAL FUNCTION – a framework, where each visitor can obtain a personal portal page. Each individual decides for themselves which parts are to be displayed in the portal.

EXCHANGE INTEGRATION – a function that displays the window from Exchange, inbox, calendar or contacts, etc.

RSS SOURCE – a function for handling EPiServer information in RSS format.

PDF FORM – a function for using PDF templates with form functionality. Can for example be used to create visitor badges, business cards or diplomas.

EPISERVER 4

P R O F E S S I O N A L

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