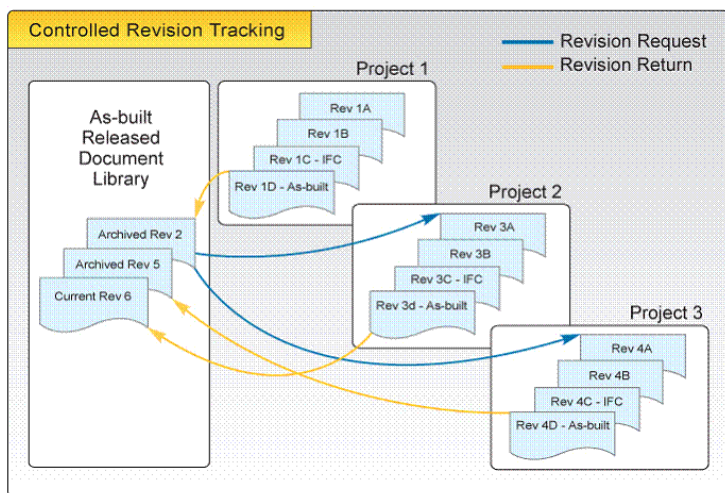


■ Product Overview

Open Text Controlled Revision Tracking

Document lifecycle management for controlled records

Accurate controlled engineering records are fundamental to Asset Management for Plant and Facility owner/operators. Without adequate rigor and business process discipline, these records become out of date, updates and changes are lost, confidence in the accuracy of controlled records weakens and questions about the quality of all controlled records is questioned.



Open Text Controlled Revision Tracking manages your controlled records lifecycle from creation to retirement. Using a combination of a controlled vault concept and workflow controlled processes, users of drawing, SOP's, manuals, and other content are ensured not only that the content they are using is the latest revision available, but they are also provided with the transparency to see who might currently be working on this content and the status of these changes. This provides complete visibility for users to make the right decisions.

Using structured processes, users can request new controlled documents as well as multiple, concurrent revisions of the same document. When revisions are requested, Controlled Revision Tracking uses Open Text Content Server workflows to update critical information about individual revisions such as who requested the revision, which project the revision is associated with, as well as the status of the individual revision.

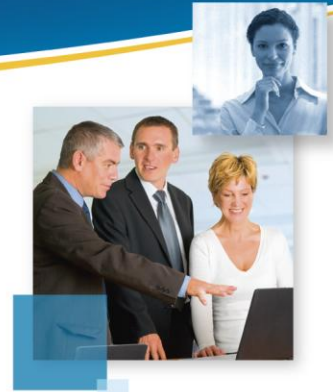
Concurrent revisioning diagram illustrates management of multiple revisions.

Returning completed documents to the controlled document area is also controlled by workflow and automatically updates the status of all affected revisions. All active stakeholders of revisions and documents can be notified immediately when a new revision is requested or returned to the released document library.

Controlled Revision Tracking provides a consolidated view of the status of all revisions from an information tab on any one of the revisions. This information view is easily configurable and can show the important information for specific document types, departments, or facilities as well as provide quick access to the associated revisions. Major and minor revisioning can also be managed as well as cross references to equipment tags.

Controlled Revision Tracking in conjunction with Open Text Automatic Document Numbering provides a consolidated, geographically independent, numbering, document and revision request system for the entire enterprise.

Manages naming conventions	Utilizing Automatic Document Numbering, naming conventions can be managed for varying content types as well as different departments, facilities or plants.
Controlled content creation	Content creation is managed through pre-defined workflow processes ensuring document controllers are aware of any content being added to the controlled records area.
Seed file creation	Template files are created automatically based on document type. Files are created simultaneously in the controlled records area as well as the project collaboration area. Template files can vary based on content type and are automatically classified with the appropriate metadata.
Controlled revision requests	Revision requests are also managed through processes whereby users may request revisions of documents from the controlled records vault. Controlled Revision Tracking manages the creation, and movement of a revision to the project collaboration workspace for users to revise.
Multiple revision types	Revision types are configurable and can include New Revisions, As-Built Revisions, Superseded Revisions, Obsolete Revisions and others.
Status tracking	The status of master documents and revisions are tracked as Initial, New, As-built, Current, Active and Archived depending on what actions are being performed.
Concurrent revisioning	Multiple revisions can be requested concurrently for any document, provided business rules and configuration allow for this.
Stakeholder tracking and notification	Stakeholders are defined as document owners as well as anyone who has an active revision of the document. When new revision requests are made or new as-builts returned, all active stakeholders are notified to ensure their processes take this into account.
Revision history	All controlled records have a revision history viewable from the document properties. This provides a real-time summary of all revisions (past and present) and the state of those documents currently checked out for revisioning. Users can also see other users that are revising documents.
Multi-site, multi-facility support	The system can be used to manage multiple facilities and sites within a single consolidated Content Server repository.
Cross referencing to assets	Controlled records can also be cross referenced to assets or tagged, providing an easy review of all documents pertaining to specific assets.
Reporting	Reporting is provided for consolidated views of controlled records.



Benefits:

- Simplifies the revisioning process
- Provides control over critical documentation
- Ensures accurate and current information is available to entire enterprise
- Allows single document to be revised by multiple parties concurrently
- Reduces delays caused by documents being checked out to other parties
- Facilitates coordination between projects by providing transparency of document revisioning
- Scalable to support projects and facilities across the enterprise

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