

# Knowledge sharing is made easy with DocuShare

## DocuShare simplifies document management at the Com Tech Forum

**W**hen the organisers of the Com Tech Forum, one of Australia's premier IT conferences wanted an effective way of storing information, yet keeping it readily accessible to participants and delegates, they realised sponsor, Fuji Xerox Australia, had the right tools for the job.

Martin Aungle, Online Marketing Manager at Dimension Data in Sydney, knew what he was looking for: "We wanted a system that offered quick search capabilities and allowed the press attending the Forum to access notes and images within a short timeframe, as the journalists would be on a short deadline. We also needed platform independence to avoid limiting the types of digital files that could be stored and accessed."

**"We found DocuShare's flexibility really useful, especially in an environment with ever-changing, immediate needs such as the Com Tech Forum."**

He added: "The Com Tech Forum attracts an international audience. We had speakers coming from overseas with an array of file note formats, including Microsoft Office, IBM Freelance and Lotus Smartsuite. We needed to find a way of accommodating the diverse document management needs of an international attendance."



### Knowledge-sharing made simple

Fuji Xerox DocuShare offered the perfect solution providing a user-friendly way to store, share and access data. As a web-based document management system, DocuShare is inherently OE open and can be installed

on Windows NT or UNIX Web servers, with user access from any desktop that has a Web Browser and Intranet or Extranet access.

According to Ian Morpeth, Software Marketing Manager, Fuji Xerox Australia, DocuShare was used to efficiently share and distribute all session papers and presentations.

"This allowed the presenters to publish their documents on the Com Tech Forum web-site, assign access permission, check-in and update new versions as last minute changes were made, and submit the documents for printing and distribution. We customised the DocuShare site to make the retrieval of information even easier – users were able to search by session time or location, by presenter name or company, or through any of the other on-line search tools available."

### Meeting the Challenge

DocuShare can add and recover Office documents, calendars, bulletin boards, scanned images, video clips, sound files and more without the intervention of a webmaster or site administrator.

"We found its flexibility really useful, especially in an environment with ever-changing, immediate needs such as the Com Tech Forum," said Aungle.

"We were able to load last minute documents into the system and have them available to the presentation rooms within minutes."

A delayed flight nearly rearranged one of the days. Aungle explained: "One of the guys flew in to present first that day. He arrived at the event just before he was due on stage. He handed in his floppy disc and was ready and able to start his presentation five minutes later. Without DocuShare we would have had a tough time getting him ready to present."

DocuShare accommodates the diverse document management needs of an international conference

Com Tech Forum

CASE STUDY





# Com Tech Forum

CASE STUDY

**“Despite the volume of information processed and the huge attendance, the DocuShare software was more than able to cope.”**

Thanks to DocuShare's platform independence, mixes of digital files were easily stored. For example, photographers used the system to scan in images of presentations and interviews. “The press were able to quickly access these pictures for inclusion in publications,” said Aungle.

**High quality production at their fingertips**

Fuji Xerox Australia also provided all print production facilities, including equipment, supplies and personnel to the Com Tech Forum.

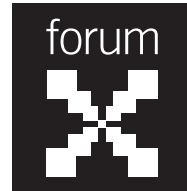
The documents delivered typically had a very small production window, necessary to accommodate last minute changes by the presenters. Before each session up to 750 sets of the session notes and handouts were produced for delegates on high-speed, digital multi-function devices. The digital files were stored on DocuShare for easy access, and, if only supplied in hard copy, the Xerox Document Centre 340 multi-function device was used to scan the documents back into digital data.

“We were able to demonstrate how Fuji Xerox technology deals with the document in all its forms, allowing users to switch between the hard copy and digital worlds with ease,” explained Morpeth. “We were able to offer attendees high quality colour and black and white production on-site in minutes without them having to spend long periods of time away from the presentations. By next year, we plan to be down-loading and offering the information on CD-ROM.”

**At the end of the Forum**

Despite the volume of information processed and the huge attendance, the DocuShare software was more than able to cope.

Overall, Aungle was extremely impressed by DocuShare and its role in the smooth-running of the Com Tech Forum. “We found DocuShare to be of real value, particularly as a document management tool. We certainly plan to use it again next year.”



**Further Information**

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