



team-control

team-control is a computer document management tool used via an Internet browser (client/server system).

team-control integrates functionalities that provide a business, or one of its workgroups, with collaborative management of computer data throughout its entire life cycle.

The purpose of **team-control** is to help businesses concentrate on their "Core Business" by enabling them and their various workgroups to manage all their information methodically and in real time through a simple and intuitive interface.

team-control is quick and very cheap to integrate.

The solution is upgradeable and includes separate modules that respond to the objectives and needs of the business and/or its different workgroups.

The primary aim of Team-Control is to manage the entire computer data of a business in a methodical and relevant manner, irrespective of its format, origin or type of use.

The "On-line" version of Team-Control enables collaborative methodology between businesses or entities located in different places.

Data integrity

Traditional document management systems are based on the total or partial integration of files into a normally centralized database. This integration approach prevents any spontaneous changes to documents.

This is because the files are stored in a database and their links to other documents are lost or damaged. Any references between the files, a system characteristic of present-day computer documents (via hyperlinks or any other referencing system), are unusable when stored in this type of document management application. This results in a significant reduction in the productivity of commonly used software packages. Team-Control does not move the

computer files, but rather manages them via a database that makes no modification whatsoever to the links and references between files. With its user-friendly interface, including a powerful search engine and directory search facility, Team-Control enables fast access to updated data without preventing access via current applications.

Unambiguous data

Data stored in a document management system (or indeed without any management system) does not necessarily have a meaningful and unambiguous name. Document management systems automatically allocate an identifier (ID) to the file, which can be used only via the document management system interface.

In a traditional data management system (e.g. folders in Windows), there is no technical obligation imposed upon the user to name a document correctly. This makes it difficult to ensure correct management of the stored data, and runs the constant risk of seeing many files with the same names.

Team-Control is based on the analysis of a naming system and its prior implementation. This analysis makes it possible to identify files and folders using an understandable and unambiguous coding system, thus ensuring the permanence of the data.

The naming system is defined globally or variably depending on the organizational context and specific needs of the business or workgroup concerned.

The naming system is implemented on the basis of strict compliance with the hierarchy and unambiguous naming of the data. To this end, Team-Control integrates a structured file naming system where the file names remain intelligible and cannot be duplicated.

Using the same approach, Team-Control integrates the management of e-mails and attachments, thereby enabling e-mails and any attached documents to be put in the corresponding folders.

Security

The management of access and privileges for the files handled by a workgroup is a recurring problem. There is a need to be able to manage privileges according to parameters specific to the users within the business or the workgroup.

Team-Control incorporates a system for managing privileges and access for files attached to the operating system of the business or workgroup's computer environment.

This management takes place at three operational levels: Administrator, Manager and User (a given person may have more than one status).

Global or individual attributes can be set for each user profile (e.g. deletions, modifications, access to folders, control of editing, etc.). Such management makes it possible to allocate specific roles to users.

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Validation of data

The monitoring, validation and updating of files demand rigorous management. Users must be able to quickly identify the status of a document (legal or contractual aspects or other validations) validated by an authorized internal or external third party.

Team-Control integrates verification of the status of a file within the context of a predefined validation schedule, and also provides compatibility with electronic signature systems available on the market.

Monitoring the progress of dossiers

The ability to quickly view the data handled and the progress of dossiers is a tool that offers managers improved monitoring of a live project's development.

Team-Control incorporates a simple, user-friendly interface that makes it possible to check the state of progress of current projects and dossiers, all in real time.

Life cycle of data

The life cycle of computer data demands a specific approach according to the work context of the users. A series of additional pieces of information, from the date of creation through to the time of archiving, is often necessary for properly ensuring the successful completion of a project, irrespective of the field.

Team-Control manages multiple versions (alternatives) of a given document as well as the indices (history) of the different versions. Each version or history also incorporates an explanatory comment provided by the user. Team-Control allows users to add a series of pieces of information associated with the file, thus providing more thorough documentation of the file. Team-Control also provides a history of the changes to files, indicating the different operations carried out on them.

Backup of data

Data safety demands a rigorous approach on the part of the business or workgroup. Computer data handled by Team-Control remains in its original environment (e.g. Windows, Linux). The backup system of the business or workgroup can continue being used effectively.

Data archiving

When a project or dossier is closed and validated as such, it must be possible to remove it from the day-

to-day workflow for archiving purposes. It must also be possible to reintegrate it on demand if necessary.

Team-Control integrates the references of all data for all projects into its database. This information facilitates data archiving by incorporating a logical reference for the archives handled. Team-Control also allows a project or dossier to be reintegrated easily and whenever necessary.



MODULES

Internet access (WAN access)

This module allows access by external collaborators to the data managed by Team-Control, all the while offering the security as stipulated by the business.

Managing projects and monitoring services provided (Time & Project Management)

This module manages the time that people spend working on the project(s), so as to be able to monitor fixed and variable costs (employees, subcontractors, etc.) in each of the dossiers or projects of the business.

It is based on: monitoring the time spent using each file, and thus the time spent on each project; encoding any services provided that are not linked to computer documents (e.g. meetings, etc.), encoding expense forms, travel, etc.

Managing contacts (Project Relationship Management)

The purpose of this module is to manage the contact details and other information connected with all the internal and/or external collaborators of a business by linking them with all the dossiers and

documents that concern them. It includes: an information sheet for each contact/business, a sheet showing the links between contacts, a sheet showing the links between the contacts and the documents linked to them, a sheet describing the level of financial credibility and level of reliability with respect to the business.

The module also provides client monitoring, operational monitoring and monitoring of products and services.

Collaborative management

This module manages the diary of the business and, individually, of all its contributors. The module also manages the availability of meeting rooms, etc.

Managing the corporate identity

This module manages the predefined elements of the brand image of the business. It enables the management of catalogs, the content of a workgroup's Intranet, headed notepaper, document templates, etc.



SPECIFICATIONS

Technical specifications of Team-Control

Team-Control integrates with an existing Microsoft Windows workgroup or domain without interfering with its functioning.

Team-Control allows for the handling of any file handled in a Windows or Linux environment.

Team-Control is developed in J# and XML.

Team-Control accesses its internal database through SQL requests.

Prerequisites

Prior to integrating Team-Control in a workgroup or business, TEKNO advises that a review be carried out on how the computer system is used.

The review makes it possible to fine-tune the organization and the naming system of data to be subsequently handled by Team-Control.

The data organization and the naming system stemming from it, will mean that Team-Control can be adapted to existing organizational structures within the business so that all collaborators can better manage the computer data.

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