
GAIN 2000 Web Editions

Technical Overview



Impact of Intranet Technology

The popularity and significance of the Internet has exploded. Intranet technology is sweeping into corporations at a rapid pace. Business Research Group estimates that almost all corporations are evaluating intranets. They also state that nearly 80 percent of corporations have placed an intranet into operation.

Computer Sciences Corp's *Critical Issues of IS Management* survey queried executives about the most important technologies for adoption in the coming years. Over 79 percent indicated that Intranet and Web Technologies were the number one concern of their organization.

A large percentage of organizations introducing intranets will rely heavily on outside efforts to launch their systems. Intranets are the most exciting technology to come along in many, many years. Intranets can be a vast new opportunity to expand your own business and give your customers what they want.

An intranet offers the possibilities of increased productivity, lower costs, and faster delivery of products to the marketplace.

Responding to Technology

GAIN 2000 is a powerful system for managing and safeguarding records information in your enterprise. Once in place, GAIN 2000 acts as a global information resource for all information deemed as official records of your organization.

GAIN 2000 is a high-performance product that operates entirely on your Intranet. It allows users to catalog all information that is deemed "official records" of their organization. Users can describe the information they are managing using simple, common sense terms. GAIN 2000 provides integrated retention management that allows the user to apply retention policy to the records. Finally, GAIN 2000 provides access to these records to only those duly authorized to access them.

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System Flexibility & Customization

Each organization approaches records management differently. GAIN 2000 can adapt to how you do business.

System Flexibility & Customization

GAIN 2000 provides the tools you need to configure the system to adapt to your organization.

GAIN 2000 provides extensive menu, access, and screen customization capabilities. This will allow you to configure the look and feel of the GAIN 2000 system to your exact needs as well as to the needs of your clients.

Configuring for your Business

Configuring for 'ease of use' means an intuitive layout, easy movement from one function to another and having enough system definition that you can be operational immediately.

Menu Definition: You can define your own menu titles, field order, navigation and capabilities offered via buttons (icons). In addition you can eliminate options that you do not wish to use.

Pop Up Tables: You can define the values that appear in pop up tables that are used for data validation purposes.

Data Validation: Critical data such as department codes, user codes and company codes are validated during data entry. Fields can be set as mandatory or optional entry.

Mouse Functionality: GAIN 2000 is mouse enabled to allow you to point and click throughout the system.

Active Main Menu: The main menu of GAIN 2000 is always displayed and only a click away from the user. This feature saves you time in system navigation.

Clear/Existing: You can decide when to clear the screen or when to keep existing information displayed for the next record entry. This feature saves lots of data entry time.

Help: GAIN 2000 provides extensive help for all functions. The on-line system uses the standard Windows format in its help screens.

User-Defined Help: GAIN 2000 provides the ability for the system administrator to install user-defined help screens for every function of the system.

Look up and Search Results Display

Search results display to the screen in a browse or columnar format. Once the results are displayed to your screen in a

browser instance, you can click on any field column and sort the data by that column. You can choose the fields to display search results and define the order of appearance of those fields. Search results can also be printed out.

Browse Screen

GAIN 2000 provides the ability to display information in columns of information. You can define up to 10 columns of information, select which fields appear, and determine the order of appearance.

The setup screen allows you to pick the fields to appear in the browse display. In Addition, you can click on the column heading and sort the browse list in ascending order by that column.

Reporting Overview

The GAIN 2000 system comes bundled with over 100 reports covering all aspects of the system. All reports are delivered to the browser using Crystal Decisions Crystal Reports. A Developer Edition of Crystal Decisions Crystal Reports system will be shipped with your GAIN 2000 system.

Crystal Reports Developer's Edition: Crystal Decisions Crystal Reports may also be used to create new reports, which can be added to GAIN 2000's report menus and called directly from GAIN 2000 as if they had been an original part of the system.

Search Engines

All information contained in the system is available for searching systems. There are 6 types of searches available within the system. Most search engines can be integrated with the Thesaurus. The 3 most utilized are:

Query-By-Form Search: All major functional areas in GAIN 2000 utilize this approach. When called, the screen clears and the user can fill in the blanks with the words or phrases they wish to find.

English Query: The English query uses advanced searching techniques for more complex searching requirements. This system allows you to enter the search commands using common English statements to describe the fields to search on and Boolean operators that can be employed.

Text Search: GAIN 2000 takes advantage of the index-on-every-word capabilities of the SQL Server and Oracle database engines. This searching system provides an easy way to search on any word or group of words appearing anywhere in the database. The text search system also operates on notes fields.

Web Advantage

Doing the job right starts with using the right tool.

TRIADD is your best choice to take immediate advantage of the accelerating demand for a web-based solution. TRIADD has developed an integrated solution for records information management (RIM) that can handle both paper-based and electronic-based records.

GAIN 2000 provides a powerful environment that can support any number of users or locations. With just a web browser and a GAIN 2000 user account, individuals with access to your intranet (internet) can use the system. GAIN 2000 can be linked to your organization's web page or its URL can be called directly from your browser.

Widely Accepted Technology

Web-based technology has become a standard in the computing community. More and more corporations are expecting communication through web technology.

In addition, GAIN 2000 utilizes premier industry standard non-proprietary Microsoft or Oracle databases

Easier Maintenance

The system employs an HTML-based approach that requires no desktop software other than a standard IE web browser. That means that IT will never have to install any software on each individual PC. All activities are focused on the servers and this makes it easy to deploy to the end user.

Even management of the application and data base can be done from a web browser with the proper administrator rights and privileges.

Security

The system administrator manages the security and access of records contained in GAIN 2000. The access level, menu and screen access, functions, and capabilities are set in the GAIN 2000 user account.

GAIN 2000 is configured with security and access templates for ease of deployment and administration.

Extended Service Area & Easy Access

You are no longer confined geographically to the area you service. With GAIN 2000 operating on your intranet, you can provide safe and secure worldwide access.

Records can be accessed by your users from any type of computer and operation system that can access the Internet or your intranet. You don't have to worry about modems and data communications protocols.

More Efficient Operations

GAIN 2000 enables users to enter new information electronically, which eliminates or significantly reduces data entry activities. The on-line request system reduces the volume of verbal, email and fax orders and supporting staff required to manually manage such requests.

Cost of Ownership

The cost of deployment for a web-based system is significantly less than a traditional client-server application, or combination client server and web-enabled systems. This is one of the major reasons for the huge popularity of web-based systems. Simply stated, GAIN 2000 lives up to its name.

The end user access-licensing model is concurrent sessions *not per seat*. It is typical that fewer end user access licenses are required.

GAIN 2000 web editions allow you to do more with fewer resources. This translates to a lower cost of ownership and a positive return on your investment.

Improve Service Levels at Lower Cost

By providing on-line access for requesting records, entering data, running reports and searching records, your users will have all the tools they need for records accessibility. This centralized approach is far better than providing each entity with their own records management system.

End User Acceptance

Having a system that is accessed through your web browser offers many advantages to the end user.

- It makes it easy to navigate through the system.
- It offers a familiar platform for all users.
- It enhances user acceptance because they are starting from a point of familiarity.
- You never have to worry about system setup or driver conflict at the workstation

Many of the features are delivered through the capabilities of the browser. Examples are: Forward and Back Navigation Arrows, Forward List, History, Print, Mail, and Favorites.

Data Management and Product Design

A good design makes the product easier to learn and increases end-user acceptance.

The method of data storage and data management maximizes the performance and extensibility. The data is stored and managed utilizing a non-proprietary relational database management system, (RDBMS), of Oracle's RDBMS or Microsoft's SQL RDBMS product.

Non-Proprietary Database

The database is a collection of data tables of a particular format such as Microsoft's SQL Server or Oracle's RDBMS. GAIN 2000 stores its information in tables that are organized and stored as a database. Almost all information that relates to GAIN 2000 is stored in database tables.

When a SQL-Server database is accessed through GAIN 2000, data is stored in a SQL-Server format, and the SQL-Server performs the database functions. The data handling capabilities and database management features in Oracle are of equal performance.

ODBC Compliance

GAIN 2000 use OLEDB. OLEDB is ODBC compliant

Stored SQL Procedures

Access to the database utilizes stored SQL procedures and OLEDB access techniques. Information retrieved from the database is displayed utilizing HTML technology.

Protocol

The protocol used by GAIN 2000 is TCP/IP based.

HTML-Based

GAIN 2000 employs an HTML-based interface, or browser. In this approach, the user enters and requests information through the HTML interface, and the request is transported via the intranet server-using HTTP as the communication protocol. The intranet server passes the information to the document management server, which performs the processing. The document management server then passes the results or documents back to the intranet server, which delivers the data back to the browser via HTTP.

Web Software Language

GAIN-2000 is written in Microsoft ASP and utilizes Microsoft's ISAPI to pass parameters between the browser and the intranet server. This approach is much better than using CGI scripts..

Concurrent License Model

The end user access licensing is a concurrent session connection model. This means that you only purchase the license based on the number of user you expect to be utilizing the system at one time. There are no per set, or per workstation (desktop) licensing or registration requirements.

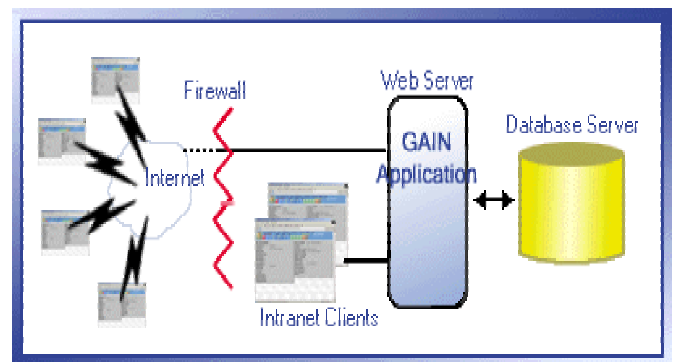
Bar Code Technology

Utilizing bar code technology can improve operational efficiency by 30 percent.

GAIN 2000 integrates bar code technology throughout the system for handling the movement of boxes, folders and documents to and from locations, locators, and users.

Bar Code Printing: GAIN 2000 comes bundled with a set of bar code fonts. These fonts can be utilized throughout the system to print a bar code at any time. GAIN 2000 is designed to print bar codes using the Code 39 bar code format. Code 39 is the industry standard for records management.

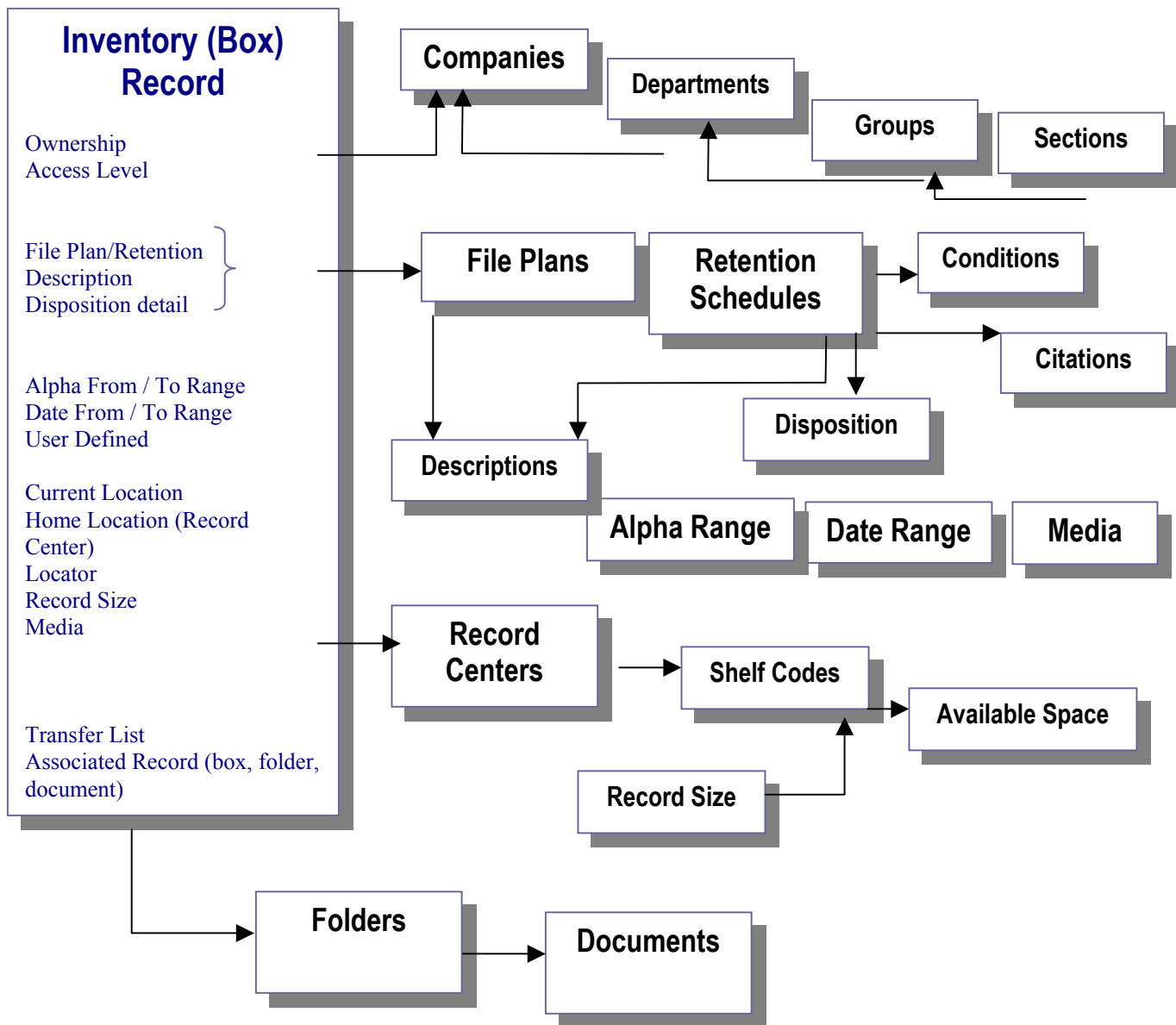
Bar Code Scanning: GAIN 2000 is fully integrated with bar code equipment that will allow you to scan the bar codes printed. GAIN 2000 supports two kinds of bar code scanning approaches: the portable laser and the keyboard wedge scanner.



Data Integrity

GAIN 2000 provides the ability to comprehensively describe records using relational tables and look up features to remove the guesswork of data entry.

An Illustration of the primary points of integration within the Inventory Application is shown below



System Security

A flexible security approach that prevents unauthorized access to records.

GAIN 2000's security offers a comprehensive protection system against unauthorized access to the program's functions and to the records managed by the system. There are many levels and types of security within the GAIN 2000 system.

Types of Security

There are two major types of security in GAIN 2000. The first group of security functions deals with users and defines what features they are allowed to access. The second group of security functions deals with the records inventory and determines when and to what extent that inventory is available to be viewed, reported, circulated, etc.

System Access: The first security classification is system access. This security manages system authorization, and the user's security profiles at the time of log on, inclusive of which modules of the GAIN system are available to a user. This is commonly referred to as user security and menu access.

Business Access: The second security classification is the business access. The business access security manages the interfaces of records security, the limitations of records management exposed to a user, with the system access. This is commonly referred to as a user's functional abilities, such as, add, edit, and delete. Additionally, this includes the commonly referred to Division/agency, Department, and lower levels of record access security.

User Security

The authorization to operate the GAIN 2000 system is provided for in the program. Each person authorized to log into GAIN 2000 must be established in advance before they are allowed to use the system. There are multiple levels of operators in the system and more is explained about them in the Users section.

The following types of security are driven by the User system:

- Logon Security
- Access Security
- Menu Security
- Organizational Security

Types of Users

There are three main groups of users, each of whom access the information in different ways.

System Administrators: A GAIN 2000 administrator is a person who has rights to configure the system, manage the web (application) and database servers, modify screens, and administrate system security.

Super Users and General Users: This is line of business, record center, and the records managers that make up the knowledge base of the records information practices and policies. The users account can be set up to extend additional privileges and access to areas of GAIN 2000, such as retention management or disposition management to key groups or individuals.

Request Only: Other users make up the remaining users of the system. They use GAIN 2000 typically to search for information. They may have the ability to request information. They are periodic users of the system.

Menu Security

You can configure GAIN 2000 to limit access to each menu option in the system. This feature allows you to determine on a menu-item basis what functionality each user is allowed to access. Menu items not available to a user, are not displayed.

Organizational Security

Organizational security determines the depth and breath of records a user (or group of users) can access.

GAIN 2000's organizational security can be set up as a one-to-one relationship or as a one-to-many relationship. For example, a one-to-one relationship exists when a user has access to only one department's records. A one-to-many relationship exists when a user has access to more than one department's records.

Field Security

GAIN 2000 provides the ability to determine which set of fields is available to a user when they examine inventory records. A "template" can be established that defines the exact set of fields are displayed whenever a user desires to see a record.

Records Ownership

The organization definition system in GAIN 2000 provides the ability to identify each group in your organization that owns or has created the records in the inventory. The role of the organization system in GAIN 2000 is as follows:

- Identify the entities that own the records
- Define how one group is related to another
- Establish security to control access to records
- Define management structure