

# Virtual Law Office Panel

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Секция Виртуальный офис  
юридической фирмы

CIS LOCAL COUNSEL FORUM

JUNE 23, 2010

MINSK, BELARUS



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Office life was stable before the 1970's

Офисная жизнь была неизменной до 1970-ых годов

	Before 1970's		До 1970-ых годов
Technology	Manual Typewriter	Технология	Ручная пишущая машинка
Human Experience	<b>Office Stability</b> <ul style="list-style-type: none"><li>•Status quo</li><li>•Managers were talkers and sometimes writers, others were typists</li><li>•"meetings" were very big</li></ul>	Человеческий опыт	<b>Офисная стабильность</b> <ul style="list-style-type: none"><li>•Статус-кво</li><li>•Руководители говорили и иногда писали, остальные печатали</li><li>•"собрания" были очень большими</li></ul>
Office Efficiency	<b>Physical Office</b> <ul style="list-style-type: none"><li>•Card file indexes</li><li>•Physical document storage</li><li>•Slow document production</li><li>•Poor research tools</li></ul>	Продуктивность работы офиса	<b>Физический офис</b> <ul style="list-style-type: none"><li>•Индексы каталогов</li><li>•Хранение документов в физической форме</li><li>•Медленное производство документов</li><li>•Слабые инструменты поиска</li></ul>
New Skills	<ul style="list-style-type: none"><li>• "Keyboarding"</li><li>• Change ribbon</li><li>• Insert carbon paper</li></ul>	Новые навыки	<ul style="list-style-type: none"><li>• Набор на клавиатуре</li><li>• Замена ленты</li><li>• Вставка копировальной бумаги</li></ul>

# Technology change during the 1970's enhanced the status quo

## Изменение технологий на протяжении 1970-ых годов закрепили существующее положение вещей

	1970's		1970-ые
<b>Technology</b>	<b>Electric Typewriter</b> <ul style="list-style-type: none"> <li>• Typing ball</li> <li>• Ribbon cartridge</li> <li>• Corrector tape</li> </ul>		<b>Электрическая пишущая машинка</b> <ul style="list-style-type: none"> <li>• Пишущий шар</li> <li>• Ленточный картридж</li> <li>• Корректирующая лента</li> </ul>
<b>Human Experience</b>	<b>Positive Change</b> <ul style="list-style-type: none"> <li>• Status quo reinforced</li> <li>• Typists feel more productive</li> <li>• No culture change: only the typists still type</li> </ul>		<b>Положительные изменения</b> <ul style="list-style-type: none"> <li>• Усиление статуса-кво</li> <li>• Машинистки чувствуют, что их работа более продуктивна</li> <li>• Отсутствие изменений в культуре труда: печатают все еще только машинистки</li> </ul>
<b>Office Efficiency</b>	<b>Physical Office</b> <ul style="list-style-type: none"> <li>• Card file indexes</li> <li>• Physical document storage</li> <li>• Faster document production</li> <li>• Poor research tools</li> </ul>		<b>Физический офис</b> <ul style="list-style-type: none"> <li>• Индексы каталогов</li> <li>• Хранение документов в физической форме</li> <li>• Более быстрое производство документов</li> <li>• Слабые инструменты поиска</li> </ul>
<b>New Skills</b>	<ul style="list-style-type: none"> <li>• Change cartridges</li> <li>• Change typing ball</li> </ul>		<ul style="list-style-type: none"> <li>• Замена картриджей</li> <li>• Замена пишущего шара</li> </ul>

# In the 1980's, executives were told to type their own documents

В 1980-ых руководителям было сказано самим печатать свои документы

	1980's (after Aug 1982)		1980-ые (после августа 1982 г.)
<b>Technology</b>	<p>Personal Computer era</p> <ul style="list-style-type: none"> <li>•word processors</li> <li>•spread sheets</li> <li>•databases</li> <li>•presentations</li> <li>•2D graphics apps</li> </ul>	<b>Технология</b>	<p>Эра персональных компьютеров</p> <ul style="list-style-type: none"> <li>•текстовые процессоры</li> <li>•расчетные документы-таблицы</li> <li>•базы данных</li> <li>•презентации</li> <li>• 2D графические приложения</li> </ul>
<b>Human Experience</b>	<p>The Office Revolution</p> <ul style="list-style-type: none"> <li>•Huge cultural shift</li> <li>•Technology is democratic</li> <li>•Younger staff seem unfairly advantaged</li> <li>•Even executives are now typists</li> <li>•Managers &amp; Execs feel stupid</li> </ul>	<b>Человеческий опыт</b>	<p>Офисная революция</p> <ul style="list-style-type: none"> <li>•Огромный культурный сдвиг</li> <li>•Демократичность технологии</li> <li>•Представляется, что младшие сотрудники несправедливо находятся в более выгодном положении</li> <li>•Даже руководители теперь печатают тексты</li> <li>•Менеджеры и руководители чувствуют себя глупыми</li> </ul>
<b>Office Efficiency</b>	<p>Physical/ Electronic Office</p> <ul style="list-style-type: none"> <li>•Explosion in productivity</li> <li>•Small firms can now compete with giants</li> <li>•Files start moving to electronic format</li> <li>•Everything is still primitive</li> <li>•A majority of firms try to resist change by allowing their executives to have assistants perform computer functions</li> </ul>	<b>Продуктивность работы офиса</b>	<p>Физический / Электронный офис</p> <ul style="list-style-type: none"> <li>•Взрывной рост продуктивности</li> <li>•Небольшие фирмы теперь могут конкурировать с гигантами</li> <li>•Начинается перевод файлов в электронную форму</li> <li>•Все еще остается примитивным</li> <li>•Большинство фирм пытаются противостоять изменениям, позволяя своим руководителям использовать помощников для выполнения компьютерных функций</li> </ul>
<b>New Skills</b>	<ul style="list-style-type: none"> <li>• new way of thinking</li> <li>• basic operating systems management</li> <li>• multiple software applications</li> <li>• Management of peripherals (printers, scanners, etc.)</li> <li>• extensive reliance on systems administrators for even small jobs like printer management</li> </ul>	<b>Новые навыки</b>	<ul style="list-style-type: none"> <li>• новый способ мышления</li> <li>• управление базовыми операционными системами</li> <li>• комплексные приложения</li> <li>• Управление внешними устройствами (принтерами, сканерами и т.п.)</li> <li>• широкое использование системных администраторов даже для такой незначительной работы, как управление принтером</li> </ul>

By the 1990's, executives accepted change. Offices blossomed.

До начала 1990-ых руководители смирились с изменениями.  
Офисы расцвели.

	1990's		1990-ые
<b>Technology</b>	Corporate Intranets Internet Email	<b>Технология</b>	Корпоративные Интрасети Интернет Электронная почта
<b>Human Experience</b>	The Internet's Popular •Most people have learned to live with technology •People start to email and find they like it	<b>Человеческий опыт</b>	Интернет популярен •Большинство людей научились жить с новой технологией •Люди начинают отправлять электронные сообщения и обнаруживают, что им это нравится
<b>Office Efficiency</b>	Physical/ Electronic Office •Communications Explosion •Information Access explosion •Senior executives must now use PCs or leave •Things start to get cluttered in the office: do we keep filing cabinets and floppy disks, too?	<b>Продуктивность работы офиса</b>	Физический / Электронный офис •Взрывное развитие коммуникаций •Взрывное расширение доступа к информации •Высшее руководство теперь должно использовать ПК или увольняться •В офисе возникает неразбериха: нужно ли нам также сохранять шкафы для документов и дискеты?
<b>New Skills</b>	<ul style="list-style-type: none"> <li>• Web browsers</li> <li>• Email clients (Outlook Express, etc.)</li> <li>• Office applications upgrades</li> </ul>	<b>Новые навыки</b>	<ul style="list-style-type: none"> <li>• Web-браузеры</li> <li>• Клиенты эл. почты (Outlook Express и т.п.)</li> <li>• Совершенствование офисных приложений</li> </ul>

After 2000, offices became “email noisy” and “document messy”

После 2000 г. офисы оказались “зашумленными электронными письмами” и “захламленными документами”

	2000		2000 г.
<b>Technology</b>	<ul style="list-style-type: none"> <li>Consumer Search engines</li> <li>Online consumer merchant transactions</li> <li>Web-Centred Office Apps</li> <li>Cloud Computing</li> <li>Web 2.0</li> <li>3G Mobile Phones</li> </ul>	<b>Технология</b>	<ul style="list-style-type: none"> <li>Поисковые системы пользователя</li> <li>Торговые сделки пользователей онлайн</li> <li>Офисные приложения с источником в Web</li> <li>Облачная обработка данных</li> <li>Web 2.0</li> <li>Мобильные телефоны 3 поколения</li> </ul>
<b>Human Experience</b>	<ul style="list-style-type: none"> <li>The Consumer Revolution</li> <li>•Google takes over</li> <li>•Social sites are the place to be</li> <li>•Online banking and buying take off</li> <li>•Consumer search engines become massively powerful</li> </ul>	<b>Человеческий опыт</b>	<ul style="list-style-type: none"> <li>Революция пользователя</li> <li>•Google захватывает власть</li> <li>•Активное посещение социальных сетей</li> <li>•Запуск банковских операций и покупок онлайн</li> <li>•Поисковые системы пользователя становятся чрезвычайно мощными</li> </ul>
<b>Office Efficiency</b>	<ul style="list-style-type: none"> <li>Electronic Office in Traditional Workplace</li> <li>•“ Fog” of information overload</li> <li>•Web retrieval now easier than office retrieval</li> <li>•Email management starts to become hard work</li> <li>•Clients demand lawyers have 3G mobile phone email access</li> </ul>	<b>Продуктивность работы офиса</b>	<ul style="list-style-type: none"> <li>Электронный офис в традиционной рабочей среде</li> <li>•“ Туман” от перегруженности информацией</li> <li>•Поиск информации в сети теперь более легок, чем поиск в офисе</li> <li>•Управление электронной почтой становится тяжелой работой</li> <li>•Клиенты требуют от юристов наличия доступа к электронной почте с мобильного телефона 3 поколения</li> </ul>
<b>New Skills</b>	<ul style="list-style-type: none"> <li>• Web 2.0 skills</li> <li>• Mobile phone skills</li> <li>• Office applications upgrades</li> </ul>	<b>Новые навыки</b>	<ul style="list-style-type: none"> <li>• Навыки работы с Web 2.0</li> <li>• Навыки использования мобильного телефона</li> <li>• Усовершенствование офисных приложений</li> </ul>

Consumers could find an online book to purchase in seconds, while lawyers could lose a document for days! Even worse, everything was now a “document”, whether paper, email, or other electronic file.

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Пользователи могли за секунды найти он-лайн книгу для покупки, тогда как юристы могли потерять документ на много дней! Что еще хуже, теперь каждый материал, электронное письмо или другой электронный файл стал «документом».

More like this ...

Did you mean ...?

People who ordered (downloaded) this also ordered (downloaded) ...

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Consumers were notified of things that interested them. Lawyers could not easily have legal research or legal business news “pushed” to them.

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Пользователям сообщали об интересующих их вещах. Юристам не «впихивали» так легко юридические исследования или деловые НОВОСТИ.


**Google Alert - foreign investors ukraine**

**Google News Alert for: foreign investors ukraine**

[Government reverses anti-crisis measures to kickstart foreign investment](#)  
International Law Office  
However, they have had a considerable negative effect on the already modest activity of **Ukraine's foreign investors**, which have found them to be an obstacle ...  
[See all stories on this topic](#)

[Tyhytko calls for 2010 budget cuts to boost investor confidence](#)  
Ukrainian Journal (subscription)  
KIEV, May 26 – **Ukraine** should cut its budget deficit this year in order to reduce external borrowing and to win confidence from **foreign investors**, ...  
[See all stories on this topic](#)

[Ukraine - President accepts letters of credence from newly appointed Ambassadors](#)  
ISRIA (registration)  
"From its part, **Ukraine** invites **foreign investors** to implementation of a number of projects in our state," said President Yanukovich, adding that first of ...  
[See all stories on this topic](#)

 [UEFA calls for Ukraine to step up preparations for Euro 2012](#)  
RIA Novosti  
He called for **foreign investors** to help **Ukraine** meet UEFA's demands, condemning the former government's plans to hold the tournament without attracting ...  
[See all stories on this topic](#)

[Ukraine repeals certain restrictions for cross-border lending and eases the ...](#)  
Lexology (registration)  
We note that even though the registration of **foreign** investments is now voluntary, **investors** who do not register their investment may face difficulties with ...  
[See all stories on this topic](#)



# The *new era* office will be in order after more executive training

Офис *новой эры* будет работать отлично после дополнительного обучения руководителей

	After 2010
<b>Technology</b>	<p>SharePoint era</p> <p>“Web portal” product evolves to :</p> <ul style="list-style-type: none"> <li>•Document Management System</li> <li>•(Approval) Workflow Authoring</li> <li>•Business Decision Spaces</li> <li>•Business Collaboration Spaces</li> <li>•Intranet/Extranet user control</li> </ul>
<b>Human Experience</b>	<p>The Office Responds</p> <ul style="list-style-type: none"> <li>•Large cultural shift</li> <li>•Everyone must now learn not only document development, but also Web Site Administration skills</li> </ul>
<b>Office Efficiency</b>	<p>Virtual Office</p> <ul style="list-style-type: none"> <li>•Office workflows: smooth and quiet , absence of “meetings”</li> <li>•Email: reduced burden</li> <li>•Document production: smart and fast</li> <li>•document retrieval: huge efficiency increase (return to “good old days” of library-like order)</li> <li>•Cheerful, “fresh workplace” feeling</li> <li>•A minority of firms resist change by allowing executives to have assistants perform site collection administrative and security functions</li> </ul>
<b>New Skills</b>	<ul style="list-style-type: none"> <li>•New way of thinking</li> <li>•Site collection administration and security</li> <li>•Office applications upgrades</li> </ul>

	После 2010 г.
<b>Технология</b>	<p>Эра SharePoint</p> <p>Продукт “Web-портал” эволюционирует в:</p> <ul style="list-style-type: none"> <li>•Систему управления документами</li> <li>•Разработку автоматизированного документооборота (разрешений)</li> <li>•Пространство принятия деловых решений</li> <li>•Пространство делового сотрудничества</li> <li>•Контроль пользователей Интрасети/Экстрасети</li> </ul>
<b>Человеческий опыт</b>	<p>Реакция офиса</p> <ul style="list-style-type: none"> <li>•Большой культурный сдвиг</li> <li>•Теперь все должны не только обучаться разработке документов, но и приобретать навыки администрирования веб-сайтов</li> </ul>
<b>Продуктивность работы офиса</b>	<p>Виртуальный офис</p> <ul style="list-style-type: none"> <li>•Документооборот в офисе: спокойный и тихий , отсутствие “собраний”</li> <li>•Эл. почта: ослабление бремени</li> <li>•Производство документов: разумное и быстрое</li> <li>•поиск документов: огромное повышение эффективности (возврат к “старым добрым временам” использования порядка по типу библиотеки)</li> <li>•Ощущение энергичной, “свежей рабочей среды”</li> <li>•Меньшая часть фирм сопротивляется изменениям, позволяя руководителям использовать помощников для выполнения функций администрирования и обеспечения безопасности семейства узлов</li> </ul>
<b>Новые навыки</b>	<ul style="list-style-type: none"> <li>•Новый способ мышления</li> <li>•Администрирование и обеспечение безопасности семейства узлов</li> <li>•Усовершенствование офисных приложений</li> </ul>

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# Our IT Situation

## Наша ситуация с ИТ

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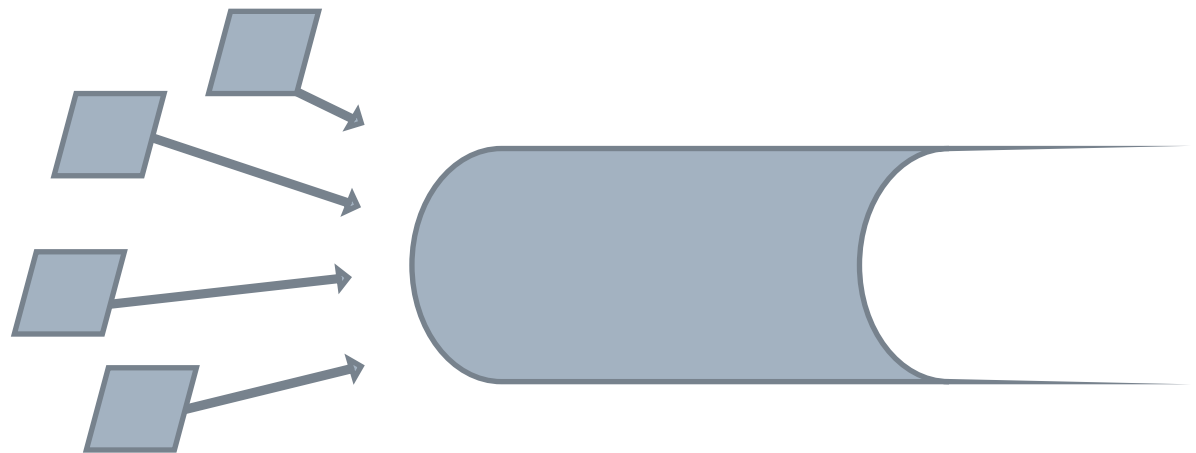
## Document Repository

We need a centralized data repository for everything, with meta-tagged documents for fast retrieval

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### Хранилище документов

Нам необходимо централизованное хранилище данных для всех материалов, где документы будут маркированы мета-определителями для быстрого поиска



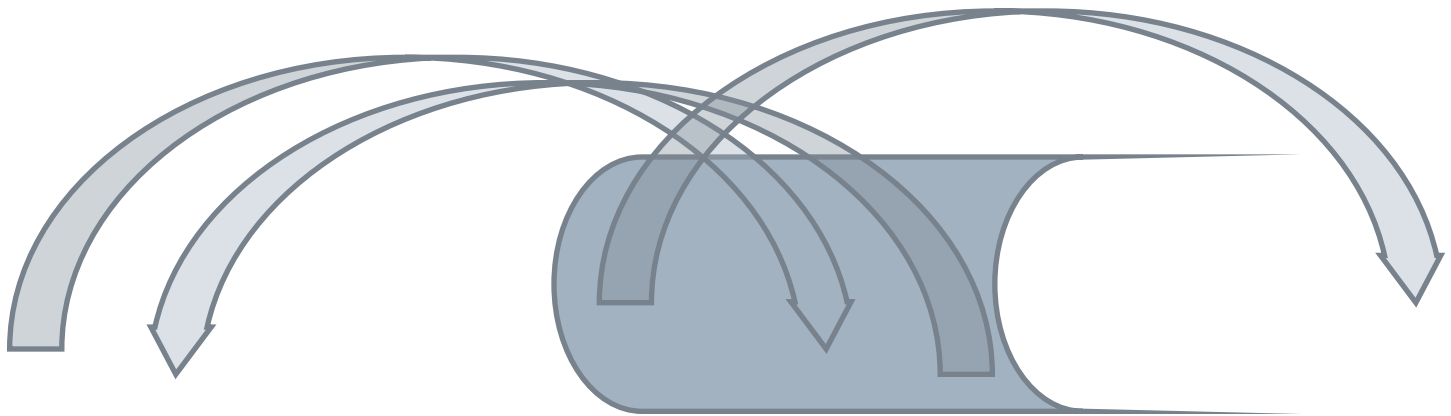
## Remote Access

We need to be able to remotely access these files from anywhere

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## Удаленный доступ

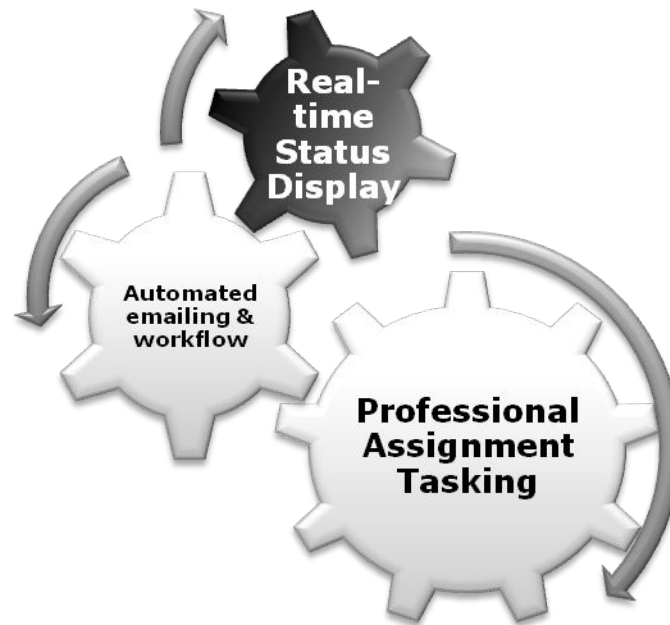
Нам нужно иметь возможность удаленного доступа к этим файлам с любого места



We need **fewer ad hoc emails**, and more structured work flow.  
We need to see the real-time status of everything

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Нам необходимо иметь **меньше ситуативных электронных сообщений** и более структурированный документооборот. Нам нужно видеть статус каждого документа в реальном времени



We need a **new taxonomy** to harness the power of modern search engines and the meta-tagging capacities of e-documents

Нам нужна **новая таксономия** для полного использования мощности современных инструментов поиска и возможностей маркирования электронных документов мета-определителями

Annex No. 3  
to Firm Code

**UNIFORM RULES FOR FILE NAMES  
AT ATTORNEY ASSOCIATION**

The information that each document name should include, in order, is as follows:

1. Type of document: Generally, use an abbreviation if more than six letters, e.g., Memo (for memorandum), Contr (for contract), Agrt (for agreement), Report, Form, Eng Letter (for engagement), Inv (for invoice), Letter, Law, Conv (for convention), etc. The exception is Legal Opinion, which is an inseparable name, so just use Legal Opinion.
2. Status of document: Template, Draft, etc. There is no need to indicate that a document is final; please indicate only non-final status. Place the status after the name of the document.
3. Name of document: Use your judgment, but keep it short and only use the key words necessary to describe the document. Do not include in, for, on in the file names. So a memorandum regarding "Establishing an LLC in Ukraine" would be named: "Memo Establish LLC Ukraine".
4. Date: Abbreviated month (e.g. "Aug"), day (e.g. "19"), last two digits of year (e.g. "08"). For example: "Memo Establish LLC Ukraine Aug 19 08"
5. Redline: If the document is a redline, write "RL", indicate who redlined it (client name, ULG or RULG, or initials of the lawyer who prepared the redline: RS, IP, TL, etc.) and indicate the date of the redlining (as in 4, above); if the document is clean, write nothing. For a redlined document there is no need to insert the status (like "draft"). For example: "Memo Establish LLC Ukraine RL ULG Aug 19 08"
6. Language: If the document is in Russian, write "Rus"; if Ukrainian, write "Ukr", if the original document is in English, write nothing (for example, when it is a memo going to the client in English, or a letter addressed to an English-speaking client). However, when an "official" document, such as an agreement, contract, etc., has different language versions, always indicate the language. For example: "Memo Establish LLC Ukraine Aug 19 08 Ukr"

We're developing a **Project Charter** to certify and validate the formal decision to proceed

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Мы разрабатываем **Устав проекта** для засвидетельствования и утверждения официального решения о продолжении работы



## Ukrainian Legal Group Project Charter Document

### Project Information

Name of Project:	
Project Sponsor:	
Project Manager:	
Requested Start Date:	
Requested End Date:	
Document Version:	

### Project Scope

#### High-Level Project Requirements

Business Drivers (Justification)	Business Requirement (Interpretation)	Test Requirement (Validation)	Technical Interpretation (Specification)
1.	1.1	1.1.1	1.1.1.1.

### Project Constraints

Regulatory Constraints:	
Industry Constraints:	
Organizational Constraints:	
Architectural Constraints:	

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We think getting staff cheerfully involved is 75% of the job,  
and that top-down management won't work

Мы считаем, что привлечение персонала, охотно  
выполняющего поручения, - это 75% успеха и что  
управление «сверху-вниз» не работает

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We'll warm up our office with seminars designed to make them feel that "change is in the air"

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Мы начнем подготовку нашего офиса семинарами, разработанными для того, чтобы сотрудники почувствовали, что "изменения витают в воздухе"



# The project is managed by an IT Committee, whose work we support with Guides to keep them directed

Проектом руководит ИТ-Комитет, работу которого мы поддерживаем с помощью Руководства, созданного для направления членов Комитета

**ULG**  
ukrainian legal group

Ukrainian Legal Group – IT Committee Guide No. 1

## Information Architecture

### Managing our High-Level Information Taxonomy

... and getting acquainted with lots of new words ©

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#### INTRODUCTION<sup>1</sup>

As one of the leaders of technology change at ULG, you will be encountering a lot of new ideas and new words. Our purpose is not to learn what they all mean right now, but just to look at them and start on our own personal journey of familiarisation. These are like new friends that soon we'll be well acquainted with, but for now they are strangers to us. Sometimes we start using a new term we haven't even defined; this is deliberate. From the beginning, try to remember one thing – there is a limit to all this newness, and once we've reached it, we're through the forest for good. Understand that you have no responsibility to learn anything today at all, but rather just to see the shape of new words and ideas, and start to recognize them when you see them again. This particular Guide is the toughest document you'll encounter, so it all gets easier after this. Since there are no tests and no exams, just enjoy the trip!

Let's begin with words and concepts we already know. Let's start with libraries. All libraries have file card systems. Before we can have file cards, we need a system of classification. "Taxonomy" (classification scheme) has become a "good word" in discussions of information management systems. With help from a technology governance team, MS SharePoint Server 2007 is able to automatically categorize and manage information as it is created in a collaboration setting. To do this, it needs a basic set of definitions it can use to place the information into broad and meaningful categories.

#### AN EXAMPLE

Let's take a look at one of the most successful taxonomies in history, the Dewey Decimal System. It is over 100 years old, was created by one person, and is simple enough that a young child can learn to apply it. It has only ten top-level categories. It is extensible enough that it can handle topics that did not even exist when it was created. It is not dependent on physical location, and works in libraries that span multiple buildings or operate from single rooms. It works in all languages. It has a governance model that enables it to expand to new ideas and content without disrupting the legacy information in the library. Wow. What an example for us!

#### QUICK-START OVERVIEW – "SIMPLE IS BEAUTIFUL"

We need to build big, broad categories bolstered by a simple method of extension. This process should be truly democratic, because everyone's contribution will enrich the final result. Lawyers may feel that this is "their" taxonomy, but it really belongs to the words, and certainly to everyone in the office affected by it. Some tips:

- **Keep the top-level categories of the taxonomy as simple as possible.** Hold to no more than ten topics.
- **Use broad, horizontal categories that are nested to the organizational chart.** Good examples are Documents, People, Projects (client matters), Knowledge Areas, Marketing, Reports, and Finance.
- **Consider the organization's "noise words".** Law firms automatically tend to ignore really good candidates for the "top ten", such as Lawyers, Litigation and Clients. At the very least, they are certainly candidates for seeding search engines outside the company.

<sup>1</sup>This document is for internal use only. Some information contained herein was extracted from texts or from internet sources, without attribution. It cannot be cited as ULG original research, although I have organized the materials myself and have inserted sentences, drawings or paragraphs to tie things together.

We'll take advantage of **online resources** that can be downloaded to laptops or network servers for "Power Users" to get an early start

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Чтобы «Продвинутые пользователи» могли начать работу сразу же, мы будем использовать **онлайн-ресурсы**, которые можно загрузить на ноутбуки или сетевые серверы

The screenshot shows a web browser window with the title "Microsoft Office SharePoint Server 2007 Training Site - Mozilla Firefox". The address bar shows the file path: "file:///C:/Program Files/Microsoft Office SharePoint Server 2007 Training (Standalone Edition)/Standalone/TrainingContent.htm". The page content includes the Microsoft Office SharePoint Server 2007 logo and a navigation menu with categories like Collaboration(21), Enterprise Content Management(14), Business Process and Forms(6), Search(1), Portals and Personalization(5), and Business Intelligence(8). A table lists training topics with their content types and start actions.

Content	Topic	Action
Article	Introduction to business process integration with SharePoint Server 2007	Start
Video	Streamline business processes by using forms and workflow	Start
Article	Gather information using browser-compatible forms	Start
Interactive	Automate business process with workflows	Start
Article	Design custom workflows by using SharePoint Designer	Start
Interactive	Use workflows and document management features in familiar Office desktop programs	Start

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**Dealing with IT Developers**

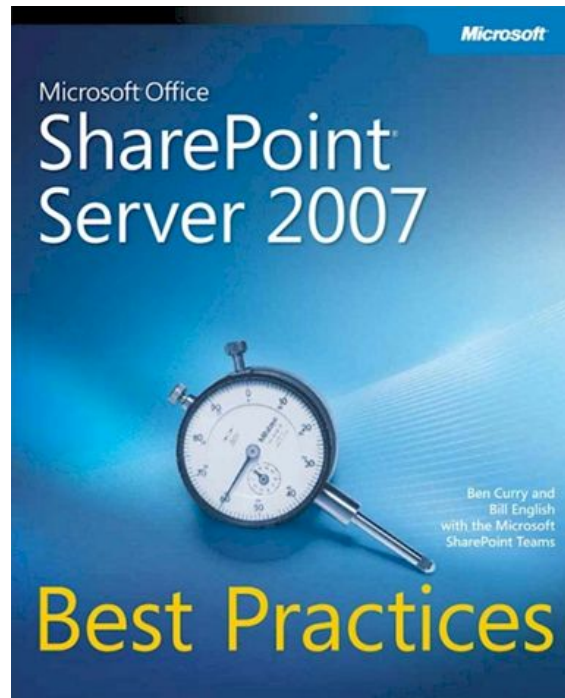
**Работа с ИТ-разработчиками**

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We're learning the high level basics of Information Technology **before** contracting with developers.

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Мы изучаем основы Информационных технологий на высоком уровне **до** заключения договора с разработчиками.



We built our own mock-up of an application to “meta-tag” documents before they enter SharePoint, so developers know exactly what we want

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Мы построили свою собственную модель приложения к документам, маркированным мета-определителями, до перенесения их в SharePoint, чтобы разработчики точно знали, чего мы хотим

The screenshot displays the 'ULG Pre-SharePoint Document Processing Tool' interface. It is divided into several sections:

- Step One - Inspect MS WORD file below**: Includes a 'Client Matter' dropdown menu and a large empty white box for file inspection.
- Step Two - If you want to keep it**: Features a 'Select Document Type' dropdown menu with a list of options: Memorandum, Contract, Agreement, Report, Form, Engagement Letter, Invoice, Letter, Law, Convention, and Legal Opinion. It also has a text input field for 'Enter comments or search to' and a dropdown for 'If you are not author, select author here'. A button labeled 'here to Tag as "TEMPLATE"' is positioned below the dropdown.
- Step Three - to archive**: Contains a button labeled 'Send Document to Archive'.
- Last Step - next record**: Contains a button labeled 'Go to NEXT RECORD'.
- Navigation**: A set of four icons for navigating between records (back, forward, search, and refresh).
- Setup**: A button labeled 'Setup' with the subtext 'For Tech Support Use Only'.

# We're wary of advertising!

# Мы осторожны с рекламой!

The screenshot shows the DocsVision website. At the top, there is a navigation bar with links like 'Главная', 'О компании', 'История', 'Аналитика', 'Партнер', 'Как купить', 'Ваши ссылки', 'Загрузки', 'Контакты'. Below this is a secondary navigation bar with 'наши партнеры', 'техническая поддержка', 'предложения по развитию', 'обучение', 'статьи', and 'поиск по сайту'. The main content area features a banner for 'ПАРТНЕРСКИЙ ФОРУМ DocsVision 2010'. Below the banner, there is a section titled 'Лето - время масштабировать DocsVision!' with promotional text about special prices and discounts. A central section is titled 'Автоматизация делопроизводства и документооборота - порядок и оперативность одновременно' and includes a grid of icons for 'Руководство', 'Управление качеством', 'Канцелярия', 'Секретариат', 'Департаменты', 'Финансы', and 'Др. подразделение'. At the bottom, there are buttons for 'Сервер DocsVision', 'Модуль интеграции', and 'Другие системы предприятия', along with logos for Microsoft SQL Server, Microsoft Exchange Server, and Фискальный сервис.

The screenshot displays a SharePoint 2010 interface. The main heading is 'Step 1: Up Front Preparation' with the subtitle 'Simple and intuitive tagging, standardized metadata'. A blue callout box points to a 'Properties' dialog box with the text 'Easily tag content'. Another blue callout box points to a 'Managed Metadata Service' sidebar with the text 'Manage centralized taxonomies'. The interface shows a document list with columns for Name, Title, and Content Type. The 'Managed Metadata Service' sidebar is expanded, showing a tree structure with categories like 'Mediabase', 'Languages', 'Products', 'Sales', and 'Camp Time'. The bottom of the page includes the copyright notice '© 2010 Microsoft Corporation. All rights reserved. RTM Content - Published May 2010' and the 'SharePoint 2010' logo.

. . . and check the facts for ourselves

. . . и сами проверяем факты

Table 1. Interoperability

Name	Integration		DBMS			OS type		
	API	XML	Oracle	MS SQL	MySQL	Windows	*NIX	MacOS
Microsoft: OfficeSharePointServer	+	+	-	+	-	+	-	-
DocsVision	+	-	-	+	-	+	-	-

Table 2. Usability

Name	Interface		Work mode	
	Usability	Web	Offline	With Folders
Microsoft: OfficeSharePointServer	+	+	-	+
DocsVision	-	+	-	+

Table 3. Agreement process

Name	Notification		Agreement		Graphic editing of business process	Digital signing
	By mail	Instant messaging	By mail	Visualization (process and result of work)		
Microsoft: OfficeSharePointServer	+	-	+	+	+	+
DocsVision	+	-	+	-	-	-

Table 4. Document verification & validation

Name	Search	Saving		Scan		Synchronize	
		DB	File server	Usual	Immediately	Replication	Distribution Work
Microsoft: OfficeSharePointServer	+	+	+	-	-	+	+
DocsVision	+	+	-	-	-	+	+

Table 5. Multitasking

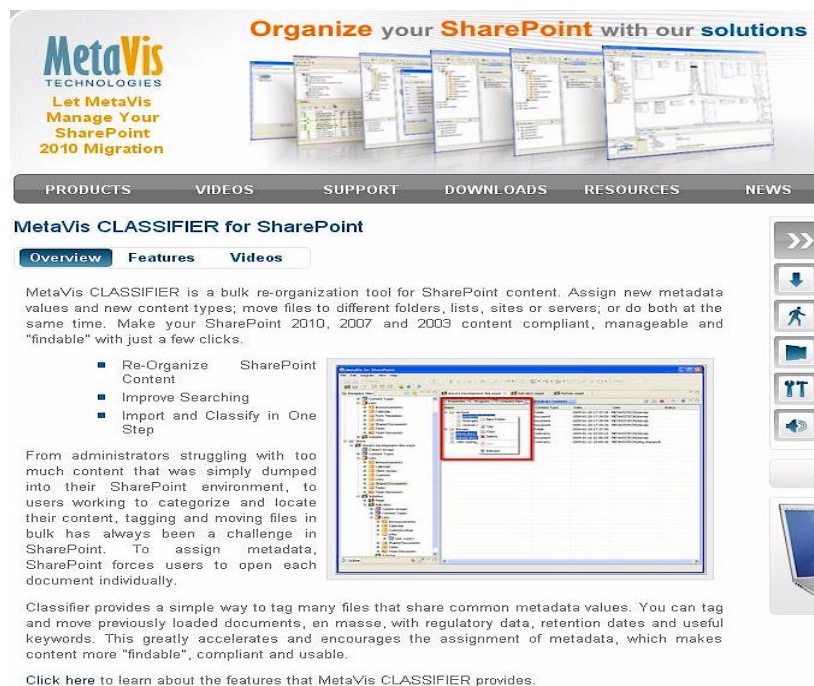
Name	Tasks and reports	Generate by example	Batch generation	History of version changes	Version compare
Microsoft: OfficeSharePointServer	+	+	+	+	+
DocsVision	-	+	-	+	-



We're taking the time to do a proper assessment of 3rd party tools we and our developers should know about . . .

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Мы не торопимся и надлежаще оцениваем инструменты 3-их лиц, о которых нам и нашим разработчикам следует знать . . .



The screenshot shows the MetaVis Technologies website. At the top, it says "Organize your SharePoint with our solutions". Below this is a navigation menu with links for PRODUCTS, VIDEOS, SUPPORT, DOWNLOADS, RESOURCES, and NEWS. The main content area is titled "MetaVis CLASSIFIER for SharePoint" and has tabs for Overview, Features, and Videos. The "Features" tab is selected, showing a list of features: Re-Organize SharePoint Content, Improve Searching, and Import and Classify in One Step. Below the list is a paragraph describing the tool's purpose and a screenshot of the software interface. The interface shows a SharePoint site structure with a red box highlighting a specific area. To the right of the text is a vertical sidebar with navigation icons: a double right arrow, a download arrow, a person icon, a folder icon, a list icon, a refresh icon, and a laptop icon.

**MetaVis CLASSIFIER for SharePoint**

Overview Features Videos

MetaVis CLASSIFIER is a bulk re-organization tool for SharePoint content. Assign new metadata values and new content types, move files to different folders, lists, sites or servers, or do both at the same time. Make your SharePoint 2010, 2007 and 2003 content compliant, manageable and "findable" with just a few clicks.

- Re-Organize SharePoint Content
- Improve Searching
- Import and Classify in One Step

From administrators struggling with too much content that was simply dumped into their SharePoint environment, to users working to categorize and locate their content, tagging and moving files in bulk has always been a challenge in SharePoint. To assign metadata, SharePoint forces users to open each document individually.

Classifier provides a simple way to tag many files that share common metadata values. You can tag and move previously loaded documents, en masse, with regulatory data, retention dates and useful keywords. This greatly accelerates and encourages the assignment of metadata, which makes content more "findable", compliant and usable.

Click [here](#) to learn about the features that MetaVis CLASSIFIER provides.

...which also helps identify issues we may have overlooked

...что также помогает выявить моменты, которые мы, возможно, упустили

The screenshot shows the Titus Labs website for 'Document Marking for SharePoint'. The header includes the Titus Labs logo and navigation links: Products, Solutions, Industries, Resources, Partners, Support, and About Us. The main heading is 'Document Marking for SharePoint' with a background image of a 'TOP SECRET' stamp. Below the heading, there is a section titled 'Add Watermarks and Labels to Office and PDF Documents' with a detailed description of the product's purpose and benefits. To the right of this section are several call-to-action buttons: 'Book Live Demo', 'Watch Video', 'Free Trial', and 'Learn More'. The 'Learn More' button is expanded to show links to a Datasheet, White Paper, and Webinars. Below these buttons is a 'SharePoint Blog' button. At the bottom right, there is a quote from Barr Moxher, CMS Wire, praising the product. At the bottom left, there is a table with the following structure:

Feature	MOSS 2007	Titus Labs Document

## And we're also examining our user application capacities before asking for functionality we may not need

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И мы также проверяем возможности наших пользовательских приложений, перед тем как просить о предоставлении функциональных средств, которые нам, возможно, не нужны

03/31/2010

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### **Using Microsoft Word Quick Parts to Add Metadata to SharePoint**

I recently came upon a new way to add metadata to SharePoint. Using Quick Parts in Word documents allow users to quickly add metadata without them even knowing about it!

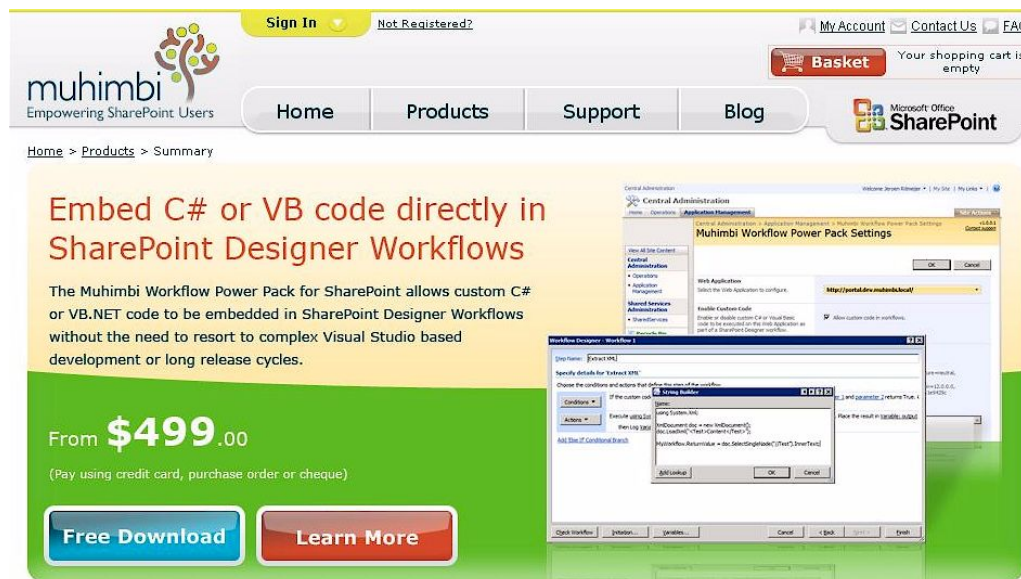
Typically Quick Parts would be used in templates or forms where you want users to fill in standard fields. This can also be done using Microsoft InfoPath, but that would require a more sophisticated user or administrator to set it up.

The steps to set this up using Quick Parts are as follows:

1. Create the custom columns in SharePoint that will be used to store the metadata.
2. Add the Quick Parts to a Microsoft Word document that is created in SharePoint. These Quick Parts will point to the metadata columns just created in SharePoint.
3. Save this Word document as a template in the SharePoint library
4. Users can then open the template when they click "New" in the SharePoint Document Library
5. Users populate the Quick Part with the metadata, either by typing it in, or by selecting from a dropdown.
6. When the document is saved into SharePoint, the metadata is saved into the SharePoint columns.

# We're asking developers if they really need to code in MS Visual Studio

## Мы спрашиваем разработчиков, действительно ли им нужно осуществлять кодировку в MS Visual Studio



The screenshot shows the Muhimbi website interface. At the top, there is a navigation bar with links for "Home", "Products", "Support", and "Blog". The main content area features a promotional banner for "Embed C# or VB code directly in SharePoint Designer Workflows". The banner text reads: "The Muhimbi Workflow Power Pack for SharePoint allows custom C# or VB.NET code to be embedded in SharePoint Designer Workflows without the need to resort to complex Visual Studio based development or long release cycles." Below the text, the price is listed as "From \$499.00" with a note "(Pay using credit card, purchase order or cheque)". Two buttons are present: "Free Download" and "Learn More". To the right of the text, there are three overlapping screenshots: the top one shows the "Muhimbi Workflow Power Pack Settings" dialog in the SharePoint Central Administration console; the middle one shows the "Workflow Designer" interface with a custom action being configured; and the bottom one shows a "Custom Code" dialog box with fields for "Code" and "Name".



**Thank You**  
**Спасибо**

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