



## Hummingbird Enterprise™ DM JumpStart

In most organizations, textual information and other unstructured data comprise as much as 80% of critical information and knowledge. Hummingbird's document management technology, Hummingbird Enterprise DM, enables people and organizations to obtain the most leverage and the greatest strategic advantage from these assets. Hummingbird Enterprise DM provides an unrivaled capability to control, organize, access and share vital corporate information quickly, easily and accurately.

### Hummingbird Enterprise DM™ JumpStart Objectives

- > Enhance your organization's experience and relationship with Hummingbird
- > Accelerate full-scale deployment of the Hummingbird Enterprise DM solution
- > Explore the Hummingbird Enterprise DM capability in your own business environment

Using Hummingbird Enterprise DM, you can profile, save, search and manage files of almost any type including text, spreadsheets, multimedia, presentations, forms, images, records and e-mail messages. The open architecture of Hummingbird Enterprise DM works in virtually any computing environment to manage and control network-based information across a variety of applications, platforms, databases, networks and geographic locations. It features an extended enterprise architecture that is complemented by a spectrum of add-on products that meet specific needs.

Hummingbird Enterprise DM can also be deployed seamlessly as a component within the larger family of Hummingbird products anchored by the Hummingbird Enterprise™ Webtop.

### Hummingbird Enterprise DM JumpStart

Until you see the Hummingbird Enterprise DM solution in your own organization with your own data, it may be difficult to recognize just how valuable it will be in capitalizing on your enterprise's knowledge and providing a competitive business edge.

To help your organization move forward, Hummingbird Professional Services will install the Hummingbird Enterprise DM server and web-based components in an appropriate computing environment at your site. Hummingbird will provide some training on the system, perform some custom configuration to meet selected special requirements, import sample documents into the repository, and demonstrate the capabilities of Hummingbird Enterprise DM in your own environment. In addition, we will get started on transferring knowledge to administrators and business users and gather requirements for the next logical step in a full deployment.

### Phases and Deliverables

1. Off-site preparation for the JumpStart™ engagement.
2. On-site quick review of your organization's document management objectives.
3. On-site installation and configuration of Hummingbird Enterprise DM in a suitable test or small production system environment.
4. On-site orientation to Hummingbird Enterprise DM for your project team.
5. Analysis and suggestions regarding any additional work required to tailor or deploy Hummingbird Enterprise DM to achieve the best results for your organization.

### Consultants

Every Hummingbird Enterprise DM JumpStart engagement will have a Project Manager assigned for purposes of client communication, quality assurance and escalation. Every project will also include an Application Expert to assist you during the technical phases of the JumpStart.

### Focus

1. Install and configure Hummingbird Enterprise DM server and client components in a test or small production system environment:
  - > Install DM Administration Tools
  - > Generate a single default library and configure library database parameters
  - > Add up to two custom profile fields to the library
  - > Define and configure a document server
  - > Set up application integration for a standard application (i.e., Microsoft Office)
  - > Install DM server and client DM API files
  - > Set up a Hummingbird Enterprise DM Indexer for full-text search
  - > Install and configure Hummingbird Enterprise DM for up to five users
  - > Install and configure Hummingbird Enterprise DM on the server
  - > Load Hummingbird-supplied standard document types
  - > Import a limited subset of client documents
2. Gather and document preliminary information for customization of the document profile screen.

3. Prepare written suggestions or proposal regarding additional work required to tailor or deploy Hummingbird Enterprise DM to achieve the best results for the organization.
4. Conduct orientation and informal knowledge transfer for the project team.

At Hummingbird, we believe our customers require exceptional solutions comprised of technology, training and consulting skills — all directed and organized to help our customers succeed. Hummingbird offers a broad range of solutions to help you satisfy your complex technical and business requirements. An outstanding customer experience is our top priority, and satisfied customers are our goal.

### About Hummingbird

Hummingbird Ltd. (NASDAQ: HUMC, TSX: HUM) is a global company that designs, manufactures and markets enterprise content management (ECM) solutions. Our flagship offering, Hummingbird Enterprise™, is an integrated platform of modular and interoperable technologies comprised of document, knowledge and records management, collaboration, search, retrieval, business intelligence, data integration, portal, and connectivity.

Founded in 1984, Hummingbird employs 1470 people and serves more than 33,000 customers, including 90% of the Fortune 500. Hummingbird solutions are sold directly from 40 offices worldwide and through our Alliance Network of partners and resellers.

### For More Information

Please contact your nearest Hummingbird office in North America and ask to speak with a representative of Hummingbird Professional Services.



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