



Build your **BCS** with the **Best Classification Software** **One-2-One**

Develop a BCS and RDS, in standalone mode, while awaiting implementation of your EDRMS system, then use the optional direct connect feature for future maintenance of these important system elements.

Designed in consultation with some of Australia's leading record management professionals One-2-One is a powerful yet easy to use classification management tool.

One-2-One has been developed with an optional feature to permit direct connection with several records management products via their SDK/API facilities. This provides the ability to do on-line updating of permitted elements of the target classification structure, consistent with applicable business rules, even after records have been attached or profiled. No more need for export/import transfer files.

Some standard features include:

- ✓ Term sets always in context (for hierarchical model) or easily marked for thesaurus model
- ✓ Multiple term linking from displayed lists to minimise typing
- ✓ Deletion of all or part of an hierarchy. For direct connect mode the deletion mode prevents removal of terms where profiled records are attached
- ✓ Easy to use tree structured graphical interface with all relationships on one page
- ✓ Expandable Windows Explorer interface to quickly display all terms in hierarchical form
- ✓ In-line editing to allow terms to be renamed as for file renaming in Windows Explorer. For direct connect mode renaming of terms is consistent with vendor business rules
- ✓ Windows Explorer folder export to allow creation of the classification structure on local desktop. Includes a deployment feature to prepare an executable file to run on any windows workstation to reproduce the same structure.
- ✓ Imports from existing Term Tree classifications and other classification products... with more to come
- ✓ RM System ASCII transfer file exports for Opentext eDocs, Trim (Context and Captura), Objective ... with more to come (ask if your product not in this list)
- ✓ BCS Hierarchy report, Keyword AAA report, Inverted reference report... plus more reports to come.

Advanced optional features include:

- ✓ Retention and Disposal *linked directly to specific instances of a term* with capability to store Stakeholder, Legislation, Standards and Outsourcing information – even when directly connected with the Opentext eDocs or Trim Context Classification direct connection options
- ✓ Direct connection to file plan of Opentext eDocs (DM5 or DM6) using host vendor business rules – controlled delete, edit, etc for terms with attached records
- ✓ Direct connection to Trim Context Thesaurus or Classification using host vendor business rules – controlled delete, edit, etc for terms with attached records.
- ✓ Direct connection to Objective 7 currently in development – call for details.

Multi user and direct connection configurations available.
Call or email for a quote to suit your specific requirement.



web: www.termtree.com.au

This to That Pty Ltd ACN 002 164 472
T/as A.C.S. Active Classification Solutions
Ph: (02) 9869 1792 Fax: (02) 9868 5900
email: clients@termtree.com.au

Why does the market need this product?

Principally to overcome the following two issues but also to introduce new features to fulfill requests received from many leading Australian record management consultants and record managers.

The “Context” problem:

Developers of Alphabetical based thesauri and classifications have long recognised the “context” problem. This exists because the many to many alphabetical structure is unable to prevent the linking of Function/Activity/Subject sets that are not contextually correct.

Within Term Tree we resolved the “context” issue by providing the user with a screen to allow full triplet out of context sets, such as COPYRIGHT/POLICY/Fire drill, to be marked so they will be excluded from reports, exports, etc. While this “flagging” method works it does require effort and management and may be prone to human error.

One-2-One overcomes this by implementing a thesaurus mode with out of context term marks or a file plan/record plan, resulting in a classification that is always in context.

Updating record management thesaurus/classification using vendor ASCII transfer files:

- ✓ Interchange of thesaurus/classification information with RM systems has traditionally been achieved using the ASCII transfer file formats defined by the individual vendors
- ✓ A major perceived limitation of the transfer file approach is the lack of capability to manage deletion and renaming of terms
- ✓ As many have now discovered this method is, in many cases, only an appropriate process to initially populate the file plan, record plan or thesaurus of the selected RM system. To ensure the integrity of the stored classification structure and links are preserved, most RM vendors will not permit the classification to be updated from another import file where that file defines an existing term or term set. *This is not a limitation of record management programs, it is an important responsible feature.* It is also not possible to define renamed or deleted terms using a transfer file process.

One-2-One solution:

- ✓ One-2-One resolves the above with direct connection options whereby One-2-One integrates, via the vendor SDK/API, directly to the file plan/thesaurus of the target product. Direct connect has no limitation in respect to deletion and renaming of terms other than those imposed by the business rules of the vendor product. Importantly, changes made in One-2-One are immediately reflected in the targeted product
- ✓ Direct connect options for Opentext eDocs (DM5/DM6) and Trim Context Thesaurus and Classification (with Retention & Disposal for each) are available now.

But why not use the vendor management tool?

- ✓ Many will choose to do this and maybe maintain a parallel system with their off-line product. If these two separate processes are well controlled, this may be a workable situation.
- ✓ The One-2-One direct connect process though means only one classification is used for a multitude of tasks within the organisation thus preventing the risk of inconsistencies because multiple sources exist.
- ✓ One-2-One is able to provide enhanced capabilities beyond those provided by most record management system vendors. In particular the ability to store RDS Stakeholder, Legislation, Standards and Outsourcing information, accurately in sync with the main classification, is possible with the One-2-One direct connect process.
- ✓ Plus many other features.

Is a One-2-One demonstration kit available?

Yes. Send your name and company details to clients@termtree.com.au and we will advise how you may download the demonstration kit. This advice will include a special registration to enable time limited full functionality activation of the options you wish to evaluate.



web: www.termtree.com.au

This to That Pty Ltd ACN 002 164 472

T/as A.C.S. Active Classification Solutions

Ph: (02) 9869 1792 Fax: (02) 9868 5900

email: clients@termtree.com.au



Build your **BCS** with the **B**est **C**lassification **S**oftware **One-2-One**

Now even better with added new features to make it easier to create and manage classifications.

Drag and Drop Hierarchy Builder:

- ✓ Allows hierarchies to be dragged from other parts of the structure and dropped as required. Validity of drop target constantly displayed via a drag hint feature.
- ✓ Allows hierarchies to be dragged from an external One-2-One Access database and dropped into the current structure.

Upload to Trim or eDocs directly without need for transfer files:

- ✓ Allows hierarchies to be dragged from other parts of the structure and dropped as required. Validity of drop target constantly displayed via a drag hint feature.
- ✓ Deletion of all or part of an hierarchy. For direct connect mode the deletion mode prevents removal of terms where profiled records are attached
- ✓ Easy to use tree structured graphical interface with all relationships on one page
- ✓ Expandable Windows Explorer interface to quickly display all terms in hierarchical form
- ✓ In-line editing to allow terms to be renamed as for file renaming in Windows Explorer. For direct connect mode renaming of terms is consistent with vendor business rules
- ✓ Windows Explorer folder export to allow creation of the classification structure on local desktop. Includes a deployment feature to prepare an executable file to run on any windows workstation to reproduce the same structure.
- ✓ Imports from existing Term Tree classifications and other classification products... with more to come
- ✓ RM System ASCII transfer file exports for Opentext eDocs, Trim (Context and Captura), Objective ... with more to come (ask if your product not in this list)
- ✓ BCS Hierarchy report, Keyword AAA report, Inverted reference report... plus more reports to come.

Advanced optional features include:

- ✓ Retention and Disposal *linked directly to specific instances of a term* with capability to store Stakeholder, Legislation, Standards and Outsourcing information – even when directly connected with the Opentext eDocs or Trim Context Classification direct connection options
- ✓ Direct connection to file plan of Opentext eDocs (DM5 or DM6) using host vendor business rules – controlled delete, edit, etc for terms with attached records
- ✓ Direct connection to Trim Context Thesaurus or Classification using host vendor business rules - controlled delete, edit, etc for terms with attached records.
- ✓ Direct connection to Objective 7 currently in development – call for details.

Multi user and direct connection configurations available.
Call or email for a quote to suit your specific requirement.



web: www.termtree.com.au

This to That Pty Ltd ACN 002 164 472
T/as A.C.S. Active Classification Solutions
Ph: (02) 9869 1792 Fax: (02) 9868 5900
email: clients@termtree.com.au