

Document Conversion Service



Indelligent's Document Conversion Service (DCS) is a combined web and professional services solution that further simplifies migrations from MS-Office to IBM Lotus Symphony. The web-based solution includes on-demand electronic services to quickly address common conversion or co-existence tasks. Integrated work queues, backed by a professional service team, are also available to assist with more involved integration or automation migration activities or to provide cleanup and quality assurance on high-value, complex business assets.

3 Easy Steps - No Technical Knowledge Required

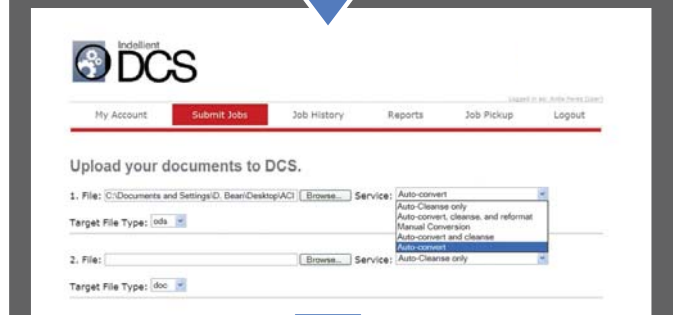
1 Register / Login

Indelligent's Document Conversion Service requires no user installation and is easily accessed via the internet. Once registered, users simply sign in to use the DCS services available for their account.



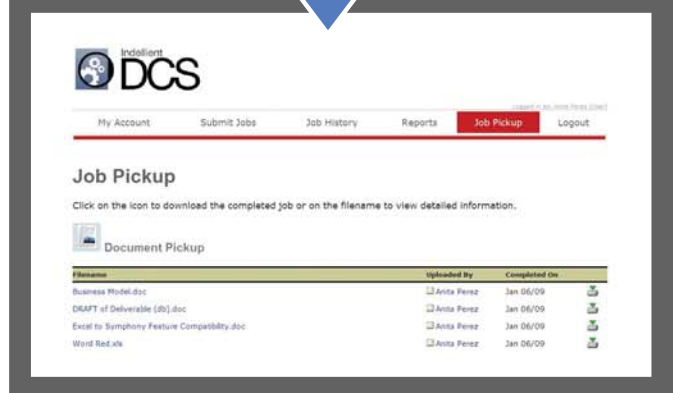
2 Submit

To submit a file for conversion, users upload the file, pick the service they require and click on 'submit'.



3 Pickup

When the service (automatic or manual) is complete, the user receives a completion notification email with a link to the URL for job pickup and they simply download the file to their desktop



KEY FEATURES

- DCS provides on demand conversion services 24 hours / day. Technical support is provided 8am – 8pm EST.
- DCS services are customized for clients' specific requirements providing them with the services that meet their specific content needs.
- Customers obtain near real-time conversion of assets, with turn-around times for automated services targeted for less than 5 minutes.
- DCS enables access to a team of conversion experts who assist with more complex or time-consuming migration activities. See below for more information about Indellient's Professional Services team.
- DCS provides scalability of professional services capabilities down to the individual file level.

TECHNICAL FEATURES

- No user installation required. Users register for DCS services and then simply access their account via the internet.
- Encrypted connectivity (https) for uploading and downloading files provides customers with a secure environment.
- Download delivery vehicle avoids issues with Email-based security and delivery of large attachments.
- User privacy is respected with integrated pickup privileges and user management roles.
- Billing features are available by account or individual user, with account billing option offering user level activity reporting.
- DCS supports processing of compressed multi-file batches.

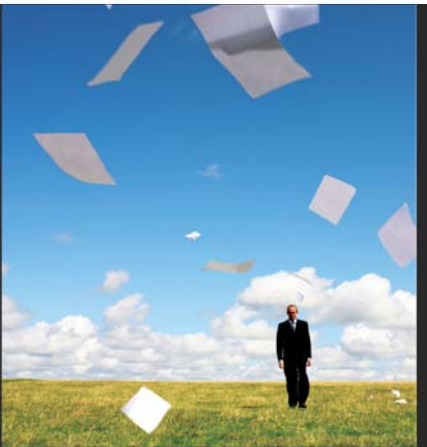
SYSTEM REQUIREMENTS

Software

- Web-browser

Hardware

- No minimum hardware requirements



Indellient's Professional Services team is made up of technical and conversion experts who support migrations by:

- Providing a deep technical understanding of word processing, spreadsheet and presentation content and conversion experience
- Conversion of automation and integration elements
- Performing manual conversion and quality assurance for complex business critical documents, spreadsheets and presentations
- Leveraging custom tools to automate labor intensive, time consuming repeated tasks

Find out more about Indellient's full range of document conversion planning and delivery services at www.indellient.com.

Lotusphere Special Free Offer: Try out Indellient's Document Conversion Service today!! The first 25 Lotusphere participants to register for an account on DCS will be credited with a FREE 5 file conversion package. This package can be used for the conversion of MS-Word / MS-EXCEL / MS-POWERPOINT assets (notably including macros and automation) to a Symphony format. Just go to <http://www.indellient.com/DCS/Register> and register for DCS services. Please use the account name "LS09MickeyOnline" in order to obtain your new user account.

Indellient

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