



# Enlighten.Net

*Your Knowledge Empowerment System*

- Capture, preserve, manage, and distribute your corporate knowledge assets
- Easy publishing, easy access:
  - Drag & drop
  - Cut & paste
  - Targeted links
- Retention of native file formats
- Document tracking & versioning capability
- Online collaboration
- Bulletin boards
- Full text searches
- Organization and navigation to match your business culture
- Calendaring & sign-out tools
- Employee Lists by:
  - Name
  - Phone extension
  - E-mail
  - Photos
- Information ownership control
- Secure employee records management
- The new corporate suggestion box



**K**nowledge Management systems are being hailed as the most important tools to hit businesses since the advent of the first data processing system. And now, we have taken traditional knowledge management technology several giant steps further, to a whole new level—a *Knowledge Empowerment* level. We call this new chapter in Knowledge Empowerment System technology history Enlighten.Net.

Enlighten.Net was *designed specifically to enable businesses to rapidly capture and publish information* in a central location. Information is fundamental to every business, and its successful management and presentation is the key to:

- *Increasing productivity*
- *Maximizing efficiency*
- *Staying ahead of the competition*
- *Improving your bottom line*

Enlighten.Net offers your organization *unprecedented levels of ease-of-use and flexibility*. Our drag & drop technology, combined with a powerful suite of knowledge management tools, and a flexibility that

applies not only to your Knowledge Empowerment System capabilities, but to your Knowledge Empowerment System pricing, makes implementing your Knowledge Empowerment System easy and pain-free. *With Enlighten.Net, your Knowledge Empowerment System is just that—your Knowledge Empowerment System!*

*Capturing diverse knowledge, storing it, and rapidly delivering it at the moment that others need it, is essential to a company's competitive survival and success.*

John D. Pearse  
Enlighten.Net Founder

# The First “Easy” Knowledge Management Solution

---

**K**nowledge management may be one of the last great frontiers for business efficiency, but we understand that in order for “KM” to be effective, it needs buy-in from an organization’s personnel. And the best way to encourage people to use a tool is to make it useful and easy.

*We believe that information sharing should be intuitive, speedy, and clear.* With that end in mind, we designed Enlighten.Net to offer all of the following.

## **Publishing**

**Drag & Drop Publishing**—Enlighten.Net is the only knowledge management product you can purchase that offers the simplicity of Drag & Drop publishing. *There’s no need for HTML, or other coding knowledge. No complex third-party software is necessary.* Just select the file you want to publish, drag it to Enlighten.Net, and your document is part of your Knowledge Management System. It truly is that easy.

**Publishing Control**—Enlighten.Net gives you full control over your publishing environment. We offer two levels of publishing jurisdiction:

First, when you purchase Enlighten.Net, you can decide how many “publishers,” and how many “navigation-only” users you will have. Publishers have the capability to post or “publish” information to your Knowledge Empowerment System. Navigation-only users can access and view the information posted on Enlighten.Net, but do not have the ability to publish information.

The second level of publishing control involves the “publishers” mentioned above. You can assign each publisher certain areas that they can post to, edit documents on, etc. That way, *only the people who should have the power to make changes to a specific area of your Knowledge Empowerment System, will have that power.*

**Native File Format Retention**—Another benefit of Enlighten.Net’s publishing tools is the fact that it *retains native file formats.* In other words, if you publish a Word document, that document is not con-

verted into HTML or any other coded language. It stays a Word “.doc”, and is editable right in Word.

## **Navigation**

Enlighten.Net sets a new standard in corporate KM systems by offering a superior navigation system with a high degree of control.

**Customizable Navigation Bar**—Enlighten.Net features an easy-to-use, point-and-click interface that helps you find and navigate through your Enlighten.Net pages. Each major category on your Knowledge Empowerment System has its own link on the Enlighten.Net navigation bar. Click on the link, and you’re directed immediately to that category’s main page.

*Enlighten.Net’s nav bar is unique among knowledge management solutions, offering maximum control to you, the user.* You can add, move or even delete nav bar links, so your Enlighten.Net works the way that makes the most sense for *your* business.

**Documents at Your Fingertips**—*Your organization’s most frequently used documents can be instantly accessed from a central home page.* Links can be posted on your home page, that, when clicked on, lead you directly to a specific document or set of documents. And it’s not just your home page that allows document linking—you can link to any page on Enlighten.Net.

**T**he Enlighten.Net suite of knowledge management tools comes fully equipped with everything you need to get your Knowledge Empowerment System started. You can easily plug Enlighten.Net into an existing network, or we can design a network to connect your entire office.

## **Net.Events™**

Net.Events offers powerful calendaring and scheduling capabilities. With Net.Events, you can track your own schedule, as well as view meetings, vacations, and events by department, committee, group, or even company-wide.

# Enlighten.Net Tools

---

## *Net.PostMail™*

Net.PostMail offers the ability to automatically publish e-mails—and their attachments—to various locations on your Enlighten.Net Knowledge Empowerment System. It's as simple as e-mailing! With Net.PostMail, Enlighten.Net users can make the various pages on their Knowledge Empowerment System destination e-mail addresses. By sending an e-mail to the address of the page you want, you automatically publish your e-mail to that page.

## *Net.PageTrack™*

Net.PageTrack enables users to save multiple versions of a document posted on their Enlighten.Net. With this versioning tool, users no longer risk overwriting an important version of a document that they may want to access again in the future. *Net.PageTrack offers powerful version tracking, historical analysis, and added document security to your Enlighten.Net.*

## *Net.PageAlert™*

*Net.PageAlert adds document subscription and alert capabilities to your Enlighten.Net, so you're always aware of document changes and revisions.* Net.PageAlert allows users to subscribe to a specific document or entire site posted on their Enlighten.Net, so that they are alerted automatically when any changes are made to that document or site.

## *Net.SignOut™*

Net.SignOut is a simple but key Enlighten.Net tool, offering the potential for hours of time savings across your organization. It is, essentially, an online tracker of employees' office status. Is someone working from home? Out sick? In a meeting? *With Net.SignOut, you can tell immediately if someone is unavailable, and for how long.*

## *Net.CARs™*

Net.CARs is Enlighten.Net's sophisticated new take on the employee suggestion box. (The "CAR" in Net.CARs stands for Corrective Action Requests.) Net.CARs makes it easy for employees to report process problems, right from their PCs. *Whenever an employee encounters anything that wastes time or money, or makes their job more difficult than it has to be, they can enter a CAR.*

## *Net.Employees™*

Net.Employees is Enlighten.Net's powerhouse HR tool. *Net.Employees offers a variety of tools for managing employee information* including: easy employee information administration; employee attendance tracking; time clock features; and much more.

## *To Contact Us*

We welcome your questions, and invite you to contact us today. Please call toll free at: 877.339.3638, or e-mail us at: [info@Enlighten.Net](mailto:info@Enlighten.Net). And be sure to visit our information-packed Web site at: [www.Enlighten.Net](http://www.Enlighten.Net).