



CASE STUDY CALYON

TBSCG has implemented for Calyon a fast, secure and convenient Document Library.



THE CHALLENGES CALYON WAS FACING

How to manage the documents used by the legal department.

Calyon had a challenge managing their documents in the statutory secure environment that was needed for the legal department of a corporate bank.

The challenges they faced included:

- Documents filed in the **wrong location**.
- **Multiple active versions** of the same document.
- Lack of document **security**.
- Lack of **Audit trail** for document activity

- Large amount of **internal network traffic** being generated by send large attachments via email.
- Management of documents via **Outlook** including drag and drop

The solution they wanted had to include the default functions of a **secure document repository**. In addition the repository had to be accessible for the end user via Outlook.



**THE SOFTWARE USED FOR THIS PROJECT IS
PART OF THE AUTONOMY SUITE:**

WorkSiteMP

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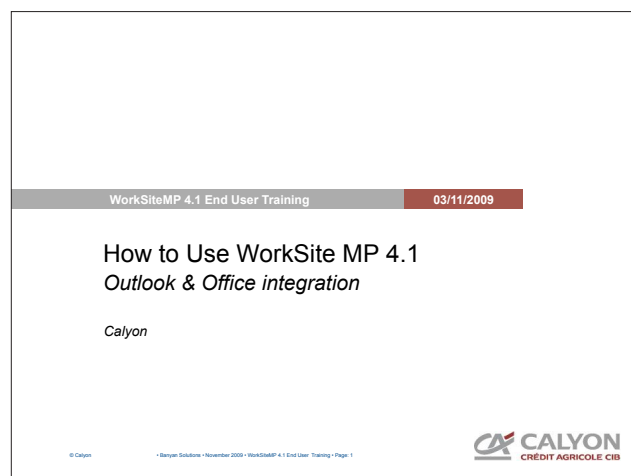
THE SOLUTION TBSCG HAS COME UP WITH

A secure repository, easily configurable, based on WorkSite MP.

The product chosen was WorkSite MP. This provided a **secure easily configurable repository** with access either through a browser or via an Outlook connector. TBSCG were engaged to architect a solution based on **WorkSite MP** and then implement it throughout Calyon in the UK.

The first phase of the engagement was to sit down with the relevant areas of the business to understand their requirements. The result of this was a solution document that described the Document Library structure, the security requirements, technical aspects of the solution and identification of key people's responsibilities in the project.

TBSCG then worked with Calyon to implement the solution across the business. Once implemented TBSCG trained the end-users and provided on-going support for the solution.

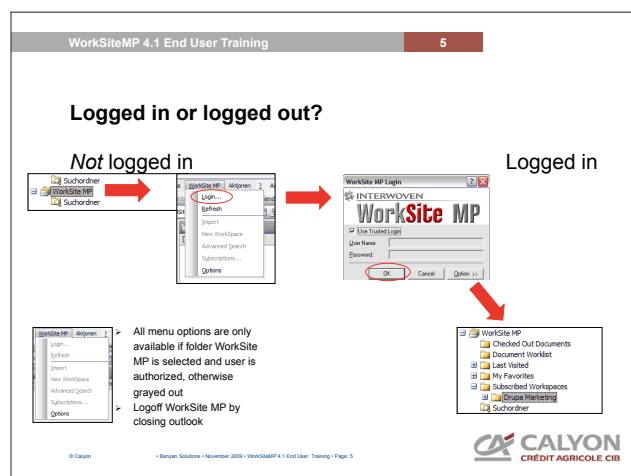


THE RESULTS

The benefits brought by the WorkSite MP solution.

The following benefits have been identified based on the implementation of the solution:

- Full document versioning including checkin/checkout controls
- Secure document sharing across different departments.
- Documents can be shared in read or read-write mode.
- Users can drag and drop documents between library folders and emails.
- Documents can be auto-filed based on received email.
- Full document activity audit trail



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