

Metastorm for Microsoft Office®



Turbo charge Microsoft Office by integrating it directly into your Metastorm Business Transformation Platform

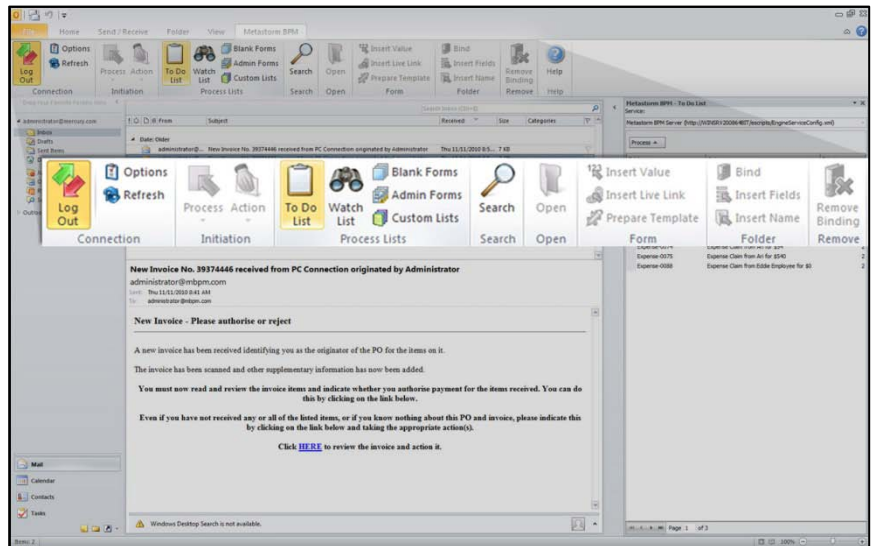
If your company is like most, Microsoft Office is used throughout your organization, from HR to sales to the executive offices, to get work done. With Metastorm for Microsoft Office, users across your organization will be able to access the information and business processes in Metastorm from the Office environment and directly integrate to Microsoft applications that may be an integral part of a given business process. This seamless integration ensures that time is not wasted going between applications and that users easily adopt new processes and organizational improvements to accelerate business change.

As a Gold Certified Microsoft Partner, Metastorm enables you to leverage the latest in Microsoft technology to provide you with a powerful, flexible, and seamless solution for your business improvement projects. Access Metastorm applications directly through SharePoint, Word, Excel, Outlook, and even PowerPoint to complete, monitor and report on your organization's work - wherever it's most convenient.

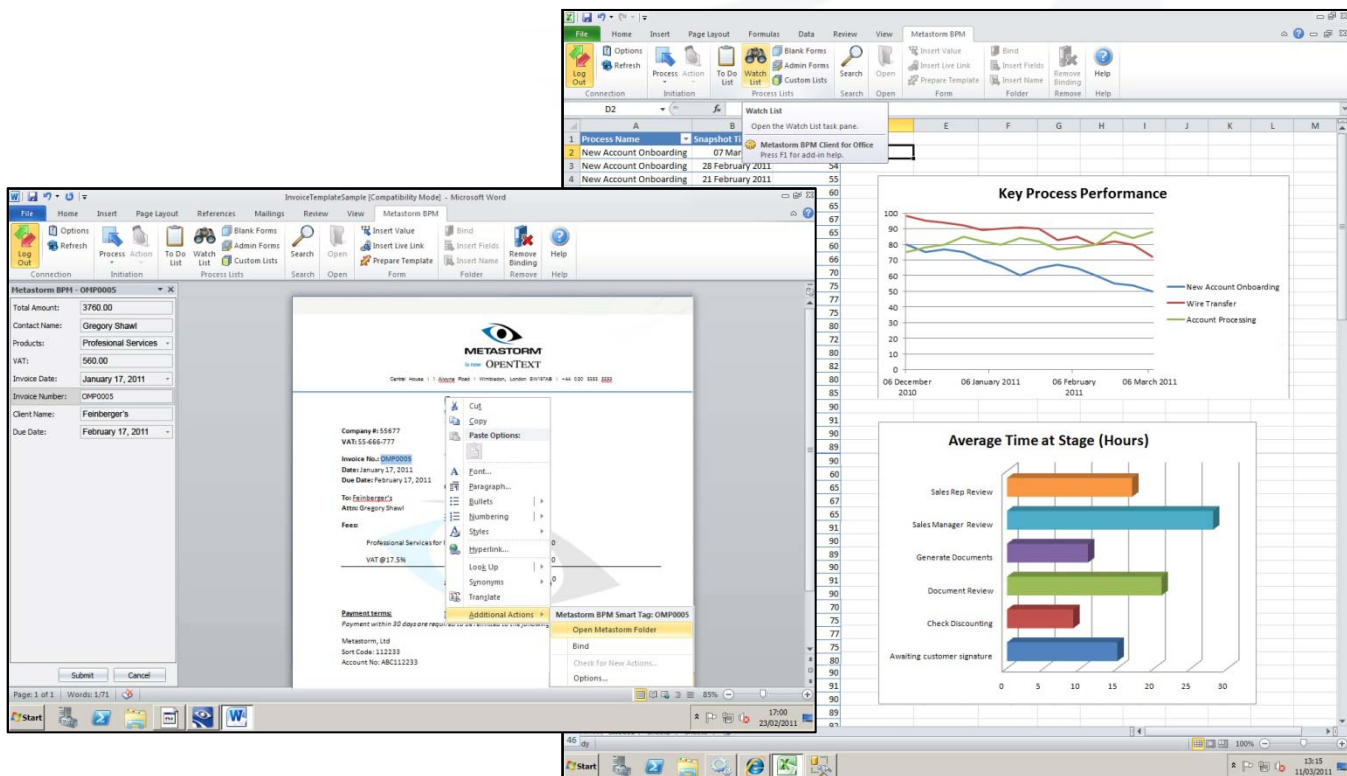
Key Benefits and Features

With Metastorm, employees can use the Microsoft Office 2007 or 2010 applications they are familiar with to access the work items, reports, forms, and models they need to keep work flowing through the company. A fully fledged client environment with seamless integration, the Metastorm for Microsoft Office provides:

- **Faster process improvements across your organization.** With Metastorm for Microsoft Office, business users fully participate in processes via applications that they currently use in their day-to-day operations, significantly increasing adoption and efficiency as workers are not required to leave the Office environment to initiate or take action on their work.
- **Enhanced visibility across your entire organization.** Documents, emails, spreadsheets, and presentations can all be linked to work within a process for improved insight into how your business processes are performing.
- **Full use of advanced Office features to improve productivity.** Leverages Ribbon bar, task panes, galleries, Screen Tips, and Smart Tags to facilitate full participation, oversight, and administration of business processes.



Users can initiate a process, monitor their To Do and Watch lists, and take action on any process for which they are authorized while working in an Office application.



Make informed decisions based on live and accurate data that has been dynamically updated from Metastorm into Excel or Word.

- **Full participation in Metastorm processes from within the Microsoft Office environment.** According to their access rights, users can display and advance work items on their To Do List, monitor the progress of work during a process, initiate new processes, or administer processes (like moving work from one user to another) and search for work in the system.
- **Enhanced collaboration with other workers.** Microsoft Word documents or Excel spreadsheets can be bound to process data, saved and sent to another user for action – all within a given business process.
- **Support for real-time and off-line data gathering and integration.** Microsoft Word documents and Excel spreadsheets can be integrated directly to process data in real time or can be completed off-line and integrated to process data once all needed information is entered.
- **Highly accessible and tightly secured environment.** Integration with and access to process data through Microsoft applications is available only after user authentication to the Metastorm environment.
- **Real-time and accurate business reporting for improved decision making.** Metastorm enables dynamically updated data integration across processes, models, and Office applications for current and accurate reporting of business information across your enterprise.

Metastorm for Microsoft Office enables you to bring about business change without changing the way your employees do business.