# TeraText®
A product of SAIC

Searchable Archive for Files and Email



# Personal Productivity

*Years of email. Seconds to find.*

Email is quickly becoming the most prevalent form of business communications. But the volume of email sent and received in today's work place is overwhelming. Finding that nugget of critical information or that important contact name can drain productivity and slow progress on a project as employees search through screen after screen of messages. Fortunately, SAIC's TeraText Searchable Archive for Files and Email (SAFE) offers a solution to this challenge.

TeraText SAFE is an email management platform that archives incoming and outgoing email messages and their attachments, including documents, presentations, spreadsheets, etc. Employees, whether in the office or on the road, can access the email archive from the Web or from a personal digital assistant (PDA). Powerful search algorithms help people find the information they need, when they need it, thus contributing to increased productivity.

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*From Science to Solutions*

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## Transparent to Users

An important feature of TeraText SAFE is that users don't need to change their behavior. They continue to use email, desktop business applications, and collaboration technology as they normally would. TeraText SAFE works with the information created by those applications to help employees efficiently mine that information for use in current projects. With TeraText SAFE, you can unlock the information captured in enterprise email to empower your people.

## Limit Double Entry

Have you ever written the same email to five different people because it took longer to find the old one than to write it again? TeraText SAFE helps you find past emails quickly. You can forward or print emails directly from the archive, as well as easily copy and paste them into new messages and documents.

## Find Expertise

Don't rely on out-of-date résumés and skills databases to identify experts in your organization. TeraText SAFE uses the everyday communications of your people to help identify their areas of interest and connect your experts to the needs within your organization.

## Remote Access

With a simple, secure Web browser interface and PDA options, TeraText SAFE gives employees access to emails and attachments when they need it, where they need it.

| Capability | Benefits |
|---|---|
| • Searches email and attachments quickly | • Reduces time spent searching for information so employees can spend more time acting on it |
| • Provides easy-to-use interface to email archive | • Reduces training time as it's transparent to users |
| • Identifies employee expertise using email and attachments | • Helps increase collaboration between employees |
| • Provides email archive access via PDA and Web browser | • Maintain productivity whether on the road or in the office |
| • Extracts contact information from email and supports fuzzy matching | • Reduces time spent maintaining contact lists |
| • Reduces dependence on and proliferation of Personal Folder Storage (.pst) files on desktop or server | • Helps improve performance of servers and desktop computers |
| • Removes duplicate files, attachments, and emails | • Helps minimize storage requirements |

## Key Benefits

- Supports precision searches
- Provides access to email archives from a Web browser or PDA
- Automatically extracts and searches contact information from email
- Serves as backup source for email and attachment recovery after catastrophic failure
- Helps establish transaction histories
- Provides audit trails of privileged search activities
- Minimizes storage requirements by removing duplicate files, attachments, and emails
- Supports security and auditing features
- Recovers previously deleted emails

## For more information, contact:

### North America

1997 Annapolis Exchange Pky.
Suite 200, Annapolis, MD 21401
United States

410.266.0993 – Main
868.839.8898 – Toll free

### Asia Pacific

Level 3, 91 William St.
Melbourne, VIC 3000
Australia

+61 (3) 8689.0900 – Main

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