

DocuShare Concept of Operations

Program Concept

- Customizable commercial off-the-shelf software product from Xerox
- Vastly simplifies publication to the web

Primary Uses in TJAG Department

- JA offices can create their own mini-versions of FLITE to store and research local work-product
- Offices may be able to do electronic record keeping in DocuShare
- Built-in features such as search engine and web site production could replace parts of FLITE architecture
- Guest access makes it possible to run public sites on DocuShare
- Materials added to DocuShare without access restrictions will add to FLITE content through Spider

DocuShare Features

- All files and folders can be password protected and access restricted
- Publishing, sharing, and searching files on the Internet similar to a LAN environment
- Shortens basic web site publishing learning curve from days to hours
- Drag and drop publishing to the Internet for files or entire folder
- Automatically builds web pages based on contents of folders (users don't need FrontPage or HTML)
- Verity Search engine allow full text search of most file types
- Can be customized to meet Department's special needs
- Uses proven Internet standards XML HTML, ODMA, Python, Verity Search engine

Evaluation Completed

- JAS DocuShare Site in use by selected offices since April (under evaluation license)
- DocuShare is compatible with JAS/FLITE computer equipment and software
- Test users at AFJAGS, JAJG, JAJA have loaded over 7000 documents including SJA Course Materials

Implementation

- JAS procured unlimited user enterprise-wide license in August
- All 6800 FLITE IDs have been loaded in
- Unlimited license allows use by Reserve Component judge advocates
- Release announcement in early October 1999
- All users/organization will be hosted on JAS servers at Maxwell during first year
- Local servers may make sense for some offices, separate purchase necessary
- Presently acquiring more robust backup and second server, may eventually need document server

Cost – Benefit Analysis

- Enterprise License price of \$38000 reduces computer purchases by 19 units
- Annual maintenance costs will reduce computer purchases by 6 units per years
- More than offset by
 - Attorney-paralegal search time greatly reduced
 - File storage areas reduced (motorized file cabinet costs \$20,000)
 - Web publishing training time and learning curve saved
 - Similar products cost 3 to 10 times more per seat

Risk Analysis

- JAS secures the host server and files with standard JAS server security package
- User ID and password system are built into DocuShare
- Security can be implemented at the file or folder level based on user or group of users
- HTTPS SSL secure server mode is a built-in DocuShare feature we may implement later

Exit Strategy

- Some DocuShare functions may eventually be replaced by features in new Windows or Office software or Air Force standard records management systems
- DocuShare allows easy transition to different system with Windows Explorer drag and drop feature