

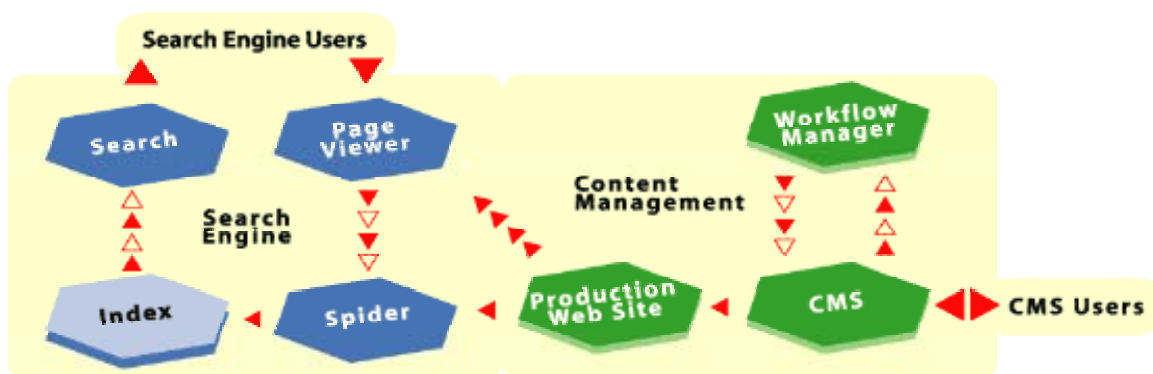


CMS – SUNTEK ENGLISH/CHINESE CONTENT MANAGEMENT SYSTEM

Manage, control and find your digital assets.

Main Features

- ❑ **Multi-language support:** Supports contents in English, Traditional Chinese (including Hong Kong Supplementary Character Set) and Simplified Chinese content; user interfaces can be displayed in English, Traditional Chinese or Simplified Chinese.
- ❑ **Multi-language search:** All uploaded documents, including attachments, can be searched based on their contents or status; supports field-by-field and full-text search, and all common file formats..
- ❑ **Template-driven web publication:** Contents are converted into HTML pages for web publication based on easy-to-use, user-definable templates.
- ❑ **Multi-media contents:** Document images, photographs and multi-media contents can be uploaded as attachments into the CMS. Common file formats, such as MS Office, postscript and PDF, can be searched in full text after upload.
- ❑ **Optical character recognition (OCR):** OCR texts can be uploaded to CMS and searched, effectively turning your document images searchable.
- ❑ **Content management and workflow:** Supports full document life cycle: from document creation, update, version control, and approval to the final publication of articles on web servers.
- ❑ **Automatic generation of summary pages:** Addition, deletion and modification of documents are automatically reflected in all summary or table-of-contents pages defined on the documents.



Make Data Input Easy

A typical web page contains data/text embedded in graphics designs. The data or text part may contain product data and descriptions that will change frequently, while graphics designs are for enhancing the visual layout and navigational convenience of the users. When the data is mixed with HTML commands, it is quite threatening even for a technically savvy webmaster to update the data without fear of inadvertently affecting the presentation layout.

Suntek CMS separates the data from the design. You only need to *define* the data fields of a page, be it a product page or news page. The CMS automatically generates a web-based input page for users to enter the data. No HTML programming is ever required.

The input page can contain pull-down menus, fields of different types, e.g., date, text, and numeric. Related fields can be grouped in a table to facilitate data input. In short, inserting new data or updating existing data is nothing more than pulling out the web form, fill in the values and submit the form.

You can input data in English or Chinese, images and attachments.

Increase the Value of your Data

With Suntek CMS, a web page is no longer just a web page. You can add descriptions to your web page to make searching more accurate. For instance, you can:

- Add keywords and descriptions to more precisely describe the contents of a web page
- Assign categories to web pages so that search can be applied to one or more categories
- Associate related information to a web page, e.g., images contained in the web page
- Most of all, search specific fields, e.g., title, author names, creation date, etc., in Chinese or in English, using a search interface similar to that shown on the right.

Fields can be added or removed conveniently to suit your needs. You can search by field or by full-text and even across several document classes.

Mapping Input to Output

The CMS administrator defines an output template for displaying the data in the final HTML format, which could include rich graphics design to enhance the look-and-feel. An output template is essentially an “empty” HTML page that contains only the graphics but without any data. The CMS fills in the data and adjusts the layout automatically to fit the data.

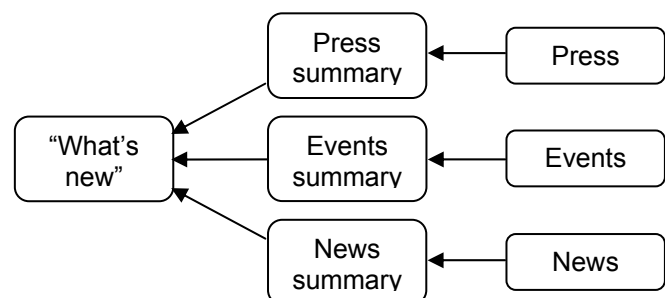
The output template mechanism provides flexible programmatic control on the display layout to suit the value displayed. For example, when a field does not have a value, the header or label of the field will be omitted altogether; when a data value is very long, it can be broken into several lines with the surrounding graphics adjusted to retain the look-and-feel of the page.

Maintenance of Data Consistency

To help user navigate the site, table-of-content pages (TOC or summary pages) are often needed. Table-of-contents pages contain concise information on large collections of data items. They are important for users to navigate a large web site. For example, a product list containing the part numbers and other vital information such as sizes and colors would be very useful for the users to find out if there is anything they are interested in before they dwell into the product details. Likewise, one could imagine tables of contents for events, product news, course listing, employee profiles, etc.

The trouble is whenever data is added, updated and deleted, it is necessary to update the table-of-contents pages as well. When there are many summary pages, it is a nightmare for the webmaster to keep the data consistent, especially when a data item can be enlisted in more than one table-of-content page. For example, a product can be listed in different product catalogs, and a news article can be listed under local news and sport news simultaneously

Suntek CMS is designed to eliminate this problem. It can be configured to automatically insert key fields from a data page into the appropriate project category. More than one level of TOC pages can be generated. For example, Press, Events and News can have their own complete TOC pages. An overall “What’s new” page can be generated from the three TOCs by extracting a certain number of recent updates from each TOC page.



Publishing and Enterprise Information Portals

Suntek CMS is a powerful productivity tool for newspapers and information providers. Templates can be created in advance for different types of articles. Reporters can enter news articles through a web interface. News articles can be reviewed and updated by an editor and made available on the web for searching and viewing. The web-based interface allows users to navigate among different document classes and invoke different functions easily (see the sample input interface for a news web site below).

系統管理	類別
使用者	本地新聞
增加	標題
刪除	年底前延關至午夜
文件	內容
建立	(星島日報報道)港與內地的延長通關問題
求職廣場	進展。正在本港出席世界經濟論壇東亞峰會
本報新聞	市長于幼軍表示，香港與深圳兩地政府已就
尋找	通關時間的問題達成共識，只待中央「拍板，
求職廣場	在年底前會有「好消息」公布。他並示意，
本報新聞	息」指的是羅湖口岸延長平日通關時間至午
上載	政務司司長曾蔭權上周五前往深圳與內地官
求職廣場	關安排後曾表示，雙方研究了除了公眾假期
本報新聞	善其他日子的通關時間問題。但他未有透露
檢視	施的時間。
檢索	

Workflow Management

With a web browser, you can control the entire life cycle of a document:

- **Creation of document classes:** Documents can be grouped into different classes for easy of management.
- **Document insertion and upload:** New documents can be created online or upload from existing archives.
- **Edit and version control:** Documents that are not yet published can be edited anytime.
- **Approve:** Privileged users can approve documents for publication.
- **Publish:** Approved documents are put on production web sites and become searchable and viewable by a web browser; scheduled publish is supported.
- **Retraction:** Documents can be retracted from published status to allow re-editing or permanent removal.
- **Email-alerts:** When an action is due, an email will be sent to the persons responsible for it.
- **Scheduled Publication:** Documents can be published or removed from the web site according to schedule.

Integrated Search for Document Management

Suntek CMS embeds Suntek's award-winning search technology and allows you to search all of the information managed by the CMS. This includes document attributes such as author names and dates, and attachments in rich-text formats, such as, HTML, RTF, Word, Excel, PowerPoint, PDF, etc. With the built-in search functions, you can type in a few keywords and find the corporate digital assets that you spent so much time to create.

A search interface can be tailor-made for each document class so that you can search a specific document property, be it the news headline within the news collection, the product color within the product data, or a date range for your invoices. In addition, a search interface can be designed to search across several, or even all, document classes within the CMS. You never need to wonder where you had stored something!

Putting Search on your Web Site

To make the benefit of having a search engine available to your internet customers, you can incorporate a separate search engine on your public corporate web sites. Your customers can search the web pages and your product information, etc., as convenient as you could on the enterprise intranet. Suntek CMS will cooperate seamlessly with the search engine to make sure that all sophisticated search functions can be applied to the web site. For example, the application-specific structure of a web page, e.g., a product page consisting of product

features, can be recognized by the search engine and search can be applied to specific fields just like what you can do through the CMS search interfaces

The search engine supports search on Chinese, phrase, queries with logical connectors (e.g., AND, OR, and NOT) and wildcard characters, etc. The search result displays key data in a structured view and allows users to click into each field to explore further details (see figures on next page). Please make sure you get the Suntek Websearch product information.

User Authentication and Authorized Access

Suntek CMS provides user login and authentication using IDs and passwords. Users can be grouped by functions and assigned with different authorities. For example, data entry operators can only insert documents; editors can search and edit documents; and senior editors can approve documents for publication.

Scalability, Customizability and Platform Independence

Suntek CMS is built on industrial open standards. Documents are stored in XML so that they can be easily extended and transformed into different formats for data exchange. Suntek CMS is web-based and built with Java technologies. It can run on all popular platforms (e.g., IBM AIX, Sun Solaris, Compaq Tru64 Unix, Linux, and Windows NT, Windows 2000 and Windows XP).

Company Profile

Suntek is a software company specializing in search and content-management solutions for Asian languages, especially Chinese. Owning all the source codes, Suntek can provide high-quality, fast turnaround support for and customisation of its products. Major customers include *The Hong Kong Police Force*, *The Hong Kong Government Information Center*, *Independent Commission Against Corruption (ICAC)*, *Hong Kong Securities and Futures Commission (SFC)*, *TVB.COM*, *The University of Hong Kong*, *Hong Kong University of Science and Technology*, *City University of Hong Kong*, *Hong Kong Institute of Education*, and *Orange Hong Kong*.

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Excellence
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Technology of
the Year

2000 Best 10
Local Web Sites