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Introduction

AwareIM is a software tool designed to help organizations manage their data processing needs more easily and efficiently. Key Goals

- Reduce the technical complexity of managing information.
- Empower non-technical users to control information management.
- Make information management more intuitive, predictable, and cost-effective.

What Can AwareIM Do?

It automates many organizational tasks, including:

- Policies, procedures, and guidelines management
- Checklists and document handling
- Form input validation
- Event registration and decision making
- Email notifications and data tracking
- Report generation and task scheduling
- Periodic processing and information sharing
- Bulk data exchange

This helps organizations:

- Increase awareness
- Enforce standards
- Improve quality control
- Enhance compliance
- Simplify communication
- Save time and effort

User-Friendly Configuration

AwareIM is configurable by users without special IT skills. Users can:

- Define the information they want to manage
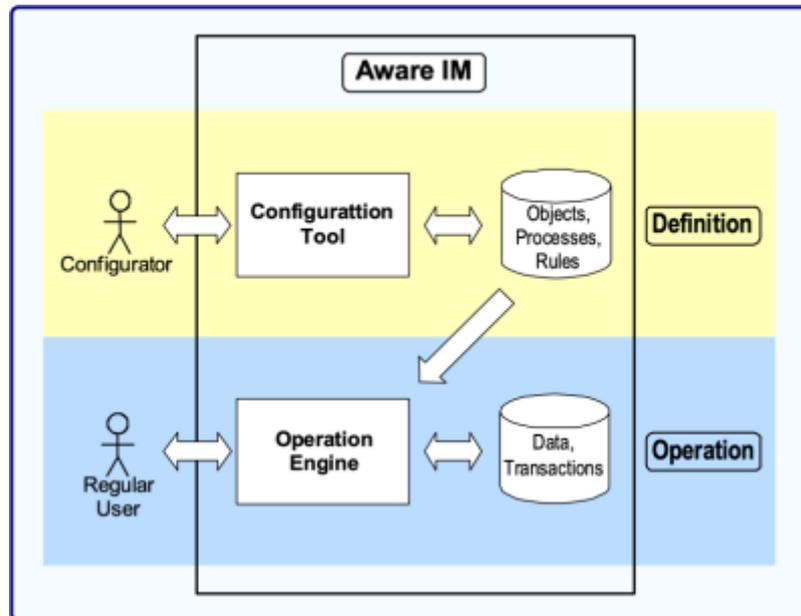- Set rules on how to process that information

The software automatically handles all technical tasks such as:

- Data storage and retrieval
- Calculations
- Security and sharing
- Presentation and communication

Two Modes of Operation

1. Configuration Mode:
   Used by the configurator (the person setting up the system) to define the system's content and behavior.
2. Operation Mode:
   Used by regular users to work with the system for their daily business activities. The system processes information based on the configuration.

The following picture illustrates the two modes of **AwareIM**:

Sharing and Deployment

- Configurations can be exported and imported as files, allowing sharing and reuse.
- **AwareIM** can be installed on a personal computer or a network server.
- Users can access the system via standard web browsers within an office network or over the Internet.
- It can also be hosted by an Internet service provider for wider access.