

## AiM™ Content Management System

The AiM Content Management System (CMS) is a one-stop-shop for storing and retrieving documents stored in AiM. The CMS is tightly integrated from front to back handling documents such as images, reports, action scripts, CAD drawings and more.

The CMS provides common document management tools to manage the file lifecycle and includes:

- Check-in
- Check-out
- Locking
- Detailed Access Controls

### CMIS Standards

AiM's CMS is based on a relatively new document management standard, Content Management Interoperability Services (CMIS). The intent of CMIS is to abstract the differences between commercial document management systems so that standardized CMIS clients can store and retrieve documents without intimate knowledge of the proprietary CMS. By adopting the CMIS standard AiM inherited a set of industry best practices, design recommendations and features defined in the specification.

### AiM CMS Features

- Tight AiM integration and secure access
- 100% browser based, no plug-ins
- Create and modify document properties and raw files
- Ability to define "classes" of documents with class specific attributes and meta-data



- Search via keywords, meta-data and common attributes such as name, description and author
- Logical document grouping ensures desired meta-data is captured as well as sophisticated searching
- Version control: Check-in Check-out, cancel check-out, lock, unlock
- Version history and comments
- Administrative controls prevents specific users from modifying documents
- Access control via AiM roles with ability to refine read/write permissions on a per document basis
- Implements a subset of the CMIS specification
- Scalable, distributable file system storage
- Document deletion control: intelligently prevents deletion if linked to other records

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