

# HumanEdj Feature List

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## 1. Purpose

This document describes HumanEdj in outline and lists its features.

The document aims to be as short as possible. Only a very brief description of each feature is given here, and some features have been omitted for brevity. All features of HumanEdj are described fully in the User Guide that comes with the software (choose **User Guide** from the **Help** menu).

Some features of HumanEdj require an Organizational license to the software. These are shown in *italics*.

Note that HumanEdj is evolving constantly, with frequent new releases. This document describes only functionality that is available in HumanEdj at the time of writing. Releases of HumanEdj that post-date this document may have additional features not described herein.

This document is not intended as tutorial material for HumanEdj. For more information about the software, including on getting started as a user, see the HumanEdj FAQ:

[humanedj.com/faq](http://humanedj.com/faq)

## 2. Introduction to HumanEdj

HumanEdj is a type of software known as a **Human Interaction Management System (HIMS)**.

A HIMS help you collaborate better with colleagues, by letting you structure the work you do together. Using a HIMS, you can agree *how* you will go about a piece of collaborative work - carry out a project, start a venture, resolve an issue, do joint research, merge companies, or any other interactive human work. Further, you can revise this agreement as often as necessary during the course of the work, to alter how it is currently being carried out and decide on next steps.

Hence, using a HIMS to collaborate allows you and your colleagues to:

- Share the same understanding of each party's goals, responsibilities and commitments;
- Work together to adapt to changing circumstances and find innovative solutions.

Not everyone in a particular collaboration needs to use a HIMS. For instance, messages sent by one person via a HIMS can be read, and responses sent, by other people using a normal email program. However, most people find it worthwhile to use a HIMS, since as well as helping structure collaboration it also supports you during the work itself. In particular, messaging via email and management of attached files are handled much better by a HIMS than by a standard email program.

Messaging in HumanEdj is like a more intelligent version of email, since it takes place within the context of collaborative work processes. This turns your *communication* with colleagues into *collaboration*. For instance:

- Large volumes of messages can be handled effectively;
- Messages are naturally grouped and prioritized;
- Discussions are prevented from fizzling out, fragmenting among different colleagues, or losing their purpose;
- Documents are stored in their natural home, rather than scattered all over your file system;
- You can return to a previous version of a document, and know what versions your colleagues are using;
- Progress can be tracked of responsibility assignment and action execution;
- There is a means to assess the value of all work carried out; and
- Audit trails can be automatically recorded and distributed.

### **3. Workspaces**

Ability to set up local or remote workspaces

Support for multiple identities

Automatic or manual configuration checking of any part of your workspace

Integrated workspace copy, export and backup facilities

Automatic archival of data that is no longer in use  
(*enhanced with an Organizational license*)

## 4. Work processes

Wizards for work process creation and update, for example to add new colleagues, actions, communication channels or work process stages

On-the-fly revision of collaborative work processes, and sharing of updates

Ability to negotiate, opt-into and opt-out of a work process or revision thereof

Visibility of who is involved in each work process and revision thereof

Automatically generation of a structured work process from a normal email

Work process participation via any email program

Zero-coding creation of data entry forms that can then be customized if desired

Business rule definition and application for work enablement and validation

Recording of personal characteristics

Definition, assignment, and re-assignment of responsibilities

Task scripting in a standard dynamic language based on Java (Groovy)

Custom tasks can be developed as Eclipse plug-ins

Use of single or multiple templates in work process definition  
(*enhanced with an Organizational license*)

## **5. Messaging**

Email send/receipt via SMTP and POP/IMAP, optionally secured by SSL/TLS

Email send/receipt via Microsoft Outlook

Sophisticated but easy-to-use email editor

Emails sent as plain text but displayed with formatting (even in standard email programs)

Suspend/resume feature for message writing

Natural grouping of messages by work process

Shows incoming messages to which you have not yet replied

Shows outgoing messages to which you have not yet received a reply

Multi-dimensional junk mail control

Integral support for chat and voice, e.g., via Skype

Communication of sender's intention via speech acts

## 6. Document and data management

No need to save attachments by hand for storage, reading or editing

Various forms of attachment supported, for instance URL or network links

Shows documents that you have not yet opened

Shows documents and messages to which you are awaiting a response

Automatic versioning of documents and other data associated with work processes

Individual or group can return to any previous version of a document or data item

Automatic recording of who made each change to a document or data item

Automatic integration with file system  
(*enhanced with an Organizational license*)

## **7. User Interface**

Separate user interfaces for work process usage and work process design

Selective display of workspace items according to context

Object highlighting according to current status

Deletion only enabled when safe

Multi-level undo and redo

Non-intrusive tips shown in menu bar

Step-by-step guides for common tasks

Context-sensitive diagrammer with integrated wizards

Automatic layout of any part of a diagram

Ability to generate images of various types from any part of a diagram

Clipboard support

Browser support

Complete user documentation including in-depth tutorials

Comprehensive Frequently Asked Questions (FAQ) page

All part of the user interface customizable (fonts, layout, images, colours, etc)

*Automation of support requests including complete issue description*

## 8. Organizational integration

Automatic calendar integration via standard iCalendar format

Automatic integration with Windows address book

Workspace storage can be as centralized or decentralized as required

No need for a centralized process engine, hence supports cross-boundary collaboration

Automatic generation of a customizable audit trail for each work process

Complete developer documentation including public object model and open API

Various forms of import and export, for instance using the standard XML format XMI

Integration of management control into work process definition and execution  
*(enhanced with an Organizational license)*

*Business intelligence generation, e.g., in spreadsheet form*

*Automatic status reporting*

*Web service integration*

*Automatic update of the program with one click, usually with no need to restart*