

# ACIS<sup>®</sup> OVERVIEW

Version 5.5 | September 2006 ACISsupport@coemergence.com 902.423.4454

## WHAT IS ACIS?

Timely information can mean the difference between success and missed opportunity. ACIS is a web-based software solution that provides a unique competitive advantage by leveraging information and knowledge we already have but are *not fully utilizing*. According to business experts, 80% of what a company needs to know is within the company already. This critical knowledge includes discussions with clients, partners, vendors, colleagues, etc. over lunch, at conferences, in airports or around the water cooler.

## WHY ARE WE USING ACIS?

We've recognized that strategic knowledge and information exists in these conversations and have introduced ACIS as a way to more effectively tap into this human-based knowledge to create a source of sustainable competitive advantage.

### ACIS Views

An ACIS View is a collection of all the information we have on any item in the system, such as a company, product, or person. An ACIS View has four components – Profile, Flags, News and Documents.

### Flags

Flags are key to ACIS as they hold the unique competitive advantage of leveraging the intelligence, expertise, insight and knowledge of the people in the organization. Familiarize yourself with the Flags as they describe the kind of intelligence that our ACIS community requires. This information remains out of view because there is no mechanism to collect it and then disseminate to the people who need to know.

### Alerts

Alerts notify you of events that occur in ACIS that are important to you and are personally configured to continually monitor the information flowing through ACIS. You set Alerts by saving searches, adding ACIS Views to your Favorites list and by making changes to a Workspace you own.

### Search

ACIS has two types of search. A criteria-based search of profile information to locate ACIS Views with similar characteristics and a keyword-based search of unstructured information including Flags, Documents, News and other unstructured text.

### Workspaces

An ACIS Workspace is a private area designed to provide a user (or a group of users) with a space for documentation and resource collection, project task management, custom Flags and tracking email-based discussions. A Workspace can be created for any topic, whether or not it's related specifically to targets or competitors.

The screenshot displays the ACIS 5.0 web application interface. At the top, there is a navigation bar with tabs for Home, ACIS Views, Alerts Archive, Flags Archive, News, Search, and Workspaces. Below the navigation bar, the main content area is divided into several sections:

- Flags:** A list of flags for "CANADIAN NATURAL RESOURCES LIMITED (\*)". One flag is expanded, showing details about a company's targets and a contact at CNR.
- News:** A list of news items, including "Burlington Resources Announces Third-Quarter Operations Update" and "Endeavour to Host Third Quarter Earnings Conference Call".
- Quick Search:** A sidebar with search filters for Companies, Assets, People, and Countries.
- Alerts:** A table showing alerts with columns for Type, ACIS View, Description, Date/Time, and Source. Two alerts are listed for "CANADIAN NATURAL RESOURCES LIMITED (\*)".

At the bottom of the interface, there is a copyright notice and a logo for Verity.

## WHY USE ACIS?

We've recognized that critical information exists that we are not leveraging. ACIS will allow us to better collect, manage and analyze strategic information together with critical knowledge gathered from what people hear and see.

## WHAT'S IN IT FOR ME?

As part of the ACIS community, you are credited for your input as your name appears alongside your flag entries as an email link. ACIS assists you in identifying pockets of expertise and recognizing key contributions.

## WHAT'S IN IT FOR MY TEAM?

Your team will have access to critical information that will enable better, faster more informed decisions and to recognize the patterns that lead to the early identification of opportunities and threats.

# ACIS VIEWS

Central Repository of Real Time Hard and Soft Information: Profile, Flags, Documents and News

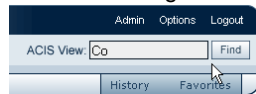
## WHAT IS AN ACIS VIEW?

ACIS serves as the central repository of hard and soft information on a Company, Asset, Person, Country, Discussion, M&A Deal or Offering. The four components of an ACIS View are: Profile, Flags, News and Documents. The Flags page is where you enter human-based knowledge, the Profile contains both automatically updated and user contributed data. This information is further contextualized by News and Documents to give you a 360° "ACIS View" of the information.

Profile    Flags    News    Documents

## FINDING AN ACIS VIEW

Use the ACIS View Find in the top right hand corner of the ACIS screen. Enter the first few letters of your search for a Company, Asset, Person, Country, Discussion, M&A Deal or Offering.



## CREATING AN ACIS VIEW

The Create button allows you to add a new ACIS View. Users must perform an ACIS View Find to first search for the ACIS View you wish to create to avoid duplication. (ACIS Views can be merged by administrators). Once created, all users can contribute to the Profile, Flags, Documents and News of the newly created ACIS View.

### Choose an ACIS View

Starts With

## USING ALIASES

ACIS Views may be referred to by alternate names in databases, news articles or internally by different business units or individuals. You can create Aliases for ACIS Views to facilitate locating the appropriate ACIS View, and to ensure that the news is auto-linked. For example, you may wish to add the "COE" stock symbol as an Alias for Coemergence.

Functions	Help
Create new ACIS View	
Link to Workspace	
Add to Favorites	
Manage Favorites	

## FOUR COMPONENTS OF AN ACIS VIEW

### Profile

The Profile holds both data that is updated from a pre-defined data source and data that is contributed by the ACIS community. You can search and group ACIS Views by the attributes of the Profile. For example, you can search for all companies with active Projects in Latin America with reserves between x and y millions of bls.

#### Company Profile

GULF CANADA RESOURCES LTD.

Name	GULF CANADA RESOURCES LIMITED	[P]
Year	2000	[P]
Total Gross Revenues	1560.5	[P]
Total Upstream Sales	1487.09	[P]
Last Year Production Oil/Liquids	29.8	[P]
Last Year Production Gas	165	[P]
Year-end Reserves, Oil	553.4	[P]

### Flags

Flags hold the commentary that contributes to the unique competitive advantage of ACIS: the intelligence, expertise, insight and knowledge of the people in our organization. See the section on Flags for more detail.

New Investor/Ownership				0	[B]
<b>EARLY WARNING SIGNALS - COMPANY</b>					
Exploration Budget Cuts/Layoffs				0	[B]
Recent Exploration Failures				0	[B]
Major Asset Problems		B. Wilson	8-17-05	1	[B] [C]
Recent Management Changes				0	[B]

### Documents

Documents can be uploaded to a predefined document tree or to user created folders. You can add any document type including reports, presentations and spreadsheets, as well as links to cached web pages.

#### Company Documents

GULF CANADA RESOURCES LTD.

 Documents (19)

 Analyst Reports and External Evaluations (2)

 Annual Reports and Other Filings (1)

### News

News is automatically linked to an ACIS View from any public or subscription-based news source that uses an RSS/XML feed.

DEVON ENERGY CORPORATION

Now showing 1 through 7 of 7 total results.

1 **Devon Energy Announces Debt Redemption Date** (Yahoo Oil & Energy, 8/04/05)  
OKLAHOMA CITY, Aug. 4 (PRNewswire-FirstCall) -- Devon Energy Corporation called notes has informed the company that it must amend the redemption September 8, 2005, to September 9, 2005, for its \$400 million principal am

# FLAGS

Intelligence, insights, expertise, tacit knowledge, opinions, rumors and speculation...

## WHAT ARE FLAGS?

Flags hold human-based knowledge (conversations, insights, expertise, industry chatter and speculation) and are entered into the system by selecting an ACIS View, choosing the appropriate Flag and submitting your comment. Flags also answer the question, "What kinds of information should I be entering into ACIS?" As part of the ACIS community, you are credited for your input as your name appears alongside your Flag entries as an email link. ACIS assists you in identifying pockets of expertise and recognizing key contributions. Your team will have access to critical information that will enable better, faster more informed decisions and to recognize the patterns that lead to the early identification of opportunities and threats.

## ENTERING A FLAG - THREE SIMPLE STEPS

1. Find the ACIS View.
2. Choose the Flag.
3. Enter the Flag Comment and optional Web link and click "Add to ACIS" or "Submit."

**FALCONBRIDGE LTD: Strategy Changes** (K. Baker, 7-10-06 11:31)

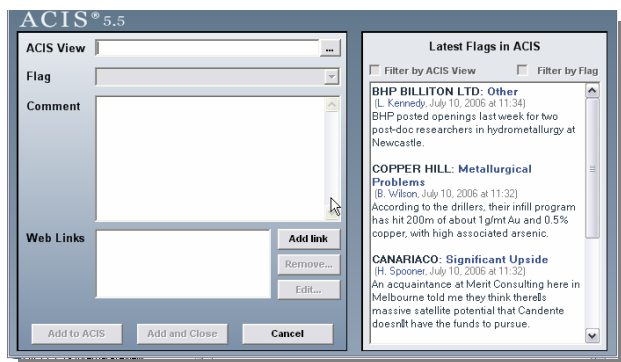
According to one of their bankers, an Xstrata acquisition could lead to the sale of much of Falco's exploration portfolio, including its Mexican projects. Anything in there we like?



## FOUR WAYS TO ADD A FLAG

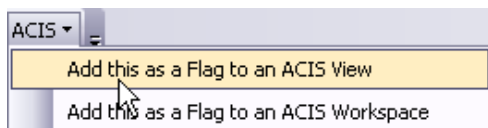
### Entering a Flag from the ACIS Desktop Utility

The ACIS Desktop Utility (ADU) can be installed from the user Options menu and allows you to contribute Flags from your desktop without interrupting workflow. Double click the ADU icon, the green flag icon in your system tray, to activate the ADU interface.



### Entering a Flag from Outlook

Consider the amount of critical information left in people's inboxes. The ADU installs an ACIS button on your Microsoft® Outlook toolbar. The contents of an email can be entered into ACIS as a Flag. Select the ACIS View and the appropriate Flag then enter your comment.



### Entering a Flag from the Flags Page

Enter the ACIS View name in the Find field located in the upper right hand corner of the ACIS screen. Select the appropriate ACIS View. On the Flags page, locate the appropriate Flag, click the Flag icon and add your comment.

#### Company Flags

##### RIGDEN ENERGY

Flag Name
IN PLAY
Ownership Interest Currently for Sale
Sales Discussion Underway
Sales Discussions in Difficulty
Sales Discussions Recently Terminated
Looking for Major Financing
Seen as Target
New Investor/Ownership

Add a comment to "Seen as Target" for "RIGDEN ENERGY"

Comment:  
Instead of selling the assets, how about the company as a package for BP? It would bring their NAM gas weighting into line, we could separately sell the Trinidad holdings, and realize more value from BP than the market is giving Rigiden for its CBM assets. |

Links:  
 Leave flag status as SET  
 Change flag status to UNSET

Submit Cancel

### 'Replying' to a Flag on the Homepage

You can reply to a Flag entered on the Homepage. Click the reply icon at the end of the Flag comment and enter your comment.



# SEARCHING ACIS

ACIS View, Information and Combined Searches

## ACIS VIEW SEARCH

**Example: Show me active Assets owned by Company X or Company Y located in Nevada that have comments submitted to the Flag "Owner Looking to Sell".**

The ACIS View Search is based on the contents of the Profile fields and specific Flags set within and among ACIS View Categories. This search allows you to group ACIS Views with similar characteristics so you can monitor them automatically.

Saving this search will alert you when any change occurs to the ACIS Views in your set of search results.

You can also run reports on the Search results: Flag Summary and Flag Matrix.

ACIS View Search Category: Assets  Total Results: 41

Active Assets in North America with 10 to 20 wells

Criteria	Criteria Name	Criteria Value(s)	#
Flags	Asset Type	OIL & GAS	2421
Name	Asset Activity	ACTIVE	1297
Asset Type	Region	NORTH AMERICA	773
Asset Status	Number of Wells	between 10 and 20	83
Asset Activity	Basin	ANADARHO BASIN	41

[View Results](#) [Results to Information Search](#) [Save](#) [Clear](#)

## INFORMATION SEARCH

**Example: Search Profiles, News, Internal and External Documents and Web Pages for the "North Sea" refined by "BP AND Michael Lorde".** As you search, you may uncover once hidden references to other entities in the Refine Options.

The Information Search is a keyword-based search which uses ACIS' built in search capabilities powered by Verity®. Performing an Information Search will scan unstructured text in the Profiles, Flags, News and Documents pages, Watched Web Pages and External Files. Clicking the magnifying glass next to a search result will open a window with the entire text of the search result with highlighted keywords.

### Refine Options

As you perform an Information Search, ACIS dynamically generates references to other ACIS Views in the system.

### Flag Indicators

Flag Indicators suggest search results that point to early warning signals, immediate insights or key indicators you wish to watch in the system.

Information Search Powered by verity

Search for north in All Sources

Keywords: north sea

[Search](#) [Save](#) [New Search](#) [Show Options](#)

Results Entries per Page: 50 Sort by: Date

Now showing 1 through 50 of 15532 total results. « 1/311 »

- Bombs kill 30 as Iraqi leaders wrangle over bill (Reuters)** (Yahoo Top Stories, 9-18-06 14:34) ... killed 30 people in a police recruitment center in central Iraq and in a popular market in the north on Monday, as politicians wrangled over a federation bill some fear could unleash sectarian civil ...
- Bush, Roh, recommit to six-party talks to end North Korea nuclear crisis (AFP)** (Yahoo Top Stories, 9-14-06 20:44) ... George W. Bush and his South Korean counterpart Roh Moo-hyun downplayed their differences and recommitted themselves to six-party talks aimed at defusing the North Korea nuclear crisis. Full Article
- SAP subsidiary and technology firm get North Carolina job (bizjournals.com)** (Yahoo Software, 9-14-06 12:20) Full Article
- De Beers 2005 Annual Report (De Beers)** ([http://www.diamondintelligence.com/download/files/de\\_beers\\_205\\_report.pdf](http://www.diamondintelligence.com/download/files/de_beers_205_report.pdf), N. Tanner, 9-14-06 09:57 - 2M) ... brought great benefit to entire countries and with the realisation of diamond dreams in Africa, North America and other new areas of exploration and marketing focus, will continue to do so. We will ...
- Novintel - US expansion, competitive activities, information for our own product development (Novintel Intelligence Desk)** (N. Tanner, 9-14-06 09:54 - 3K) ... com/news/latestnews/13102006/) reveals some movement by Novintel to further expand into the North American market, specifically the

## COMBINED SEARCH

**Example: Your ACIS View Search uncovers 10 Assets that are of interest and now you want to expand the Search to include related News, Documents and Watched Web Pages, or to see if any of these Assets appear in Flags or Profiles of other ACIS Views.**

The results of the ACIS View Search (a list of Projects, Companies, etc., and their Aliases) can be passed to the Information Search to both expand the sources searched and to refine the search using the Refine Options feature.

Criteria

Keywords: fuel cell hydrogen

[Search](#) [Save](#) [Clear](#) [Show Options](#)

Combined Search

This search is using results of an ACIS Views Search as Criteria. The first 5 results are:

- Activated Carbon Injection
- Advanced Light Water Reactor
- Alkaline Fuel Cell
- Alkaline Fuel Cell Development
- Alkylolation

[View All Results](#) [Edit Search](#) [Remove](#)

Refine your results...

Flag Indicators more | fewer

Legal (1)

Associated Keywords more | fewer

Questair (1)

Lyondell (1)

# ALERTS

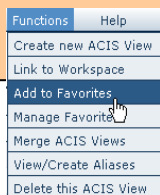
Setting continuous filters to monitor activity on information that is important to you...

## HOW TO SET UP ALERTS

*I want to be alerted to all changes to the Profile, Flags, News and Documents of ABC Company.*  
**Add an ACIS View to your Favorites list.**

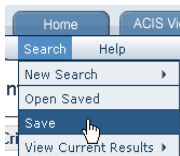
*I want to watch Companies that have Assets in a certain area and at a certain production stage. I want to watch these specific criteria, and be alerted to the changes within the result set, when a new Company meets the criteria and when a Company no longer meets the criteria I set in my saved search.*  
**Save an ACIS View Search.**

*I want to know when new results appear for my keyword search of "CO2" and "BHP" in any combination of ACIS Views, News, Documents, Flags, Web Pages or External Files.*  
**Save an Information Search.**



## ADDING TO YOUR FAVORITES LIST

The easiest way to be alerted to changes to an ACIS View is to add it to your Favorites. From any ACIS View in the system, you can select Add to Favorites from the Functions menu. Once saved, all changes to the Profile, Flags, News and Documents pages will generate an Alert.



## SAVING SEARCHES

To generate an Alert from a Search, select Save from the Search menu, give your search a name, optional description and choose an Alert destination.

**Saving an ACIS View Search** will trigger an Alert when a change occurs to the Profile, Flags, News or Documents of an ACIS View within your search results. Alerts will also be delivered if a new ACIS View meets the criteria (in scope Alert) or if an ACIS View no longer meets (out of scope Alert) your saved search criteria.

**Saving an Information Search** will generate an Alert when new information is entered into ACIS that satisfies the criteria of the Information Search.

**Saving a Combined Search** generates an Alert when the names and aliases of an ACIS View Search are passed to the Information Search and generate new results in the Information Search.

## SETTING ALERT DESTINATION

### Homepage

Saved searches will trigger Alerts when a change occurs to search results. Alerts will also be generated if an ACIS View previously in your search results suddenly no longer meets the criteria. By default, Alerts will be sent to your Homepage.

### Homepage and Email

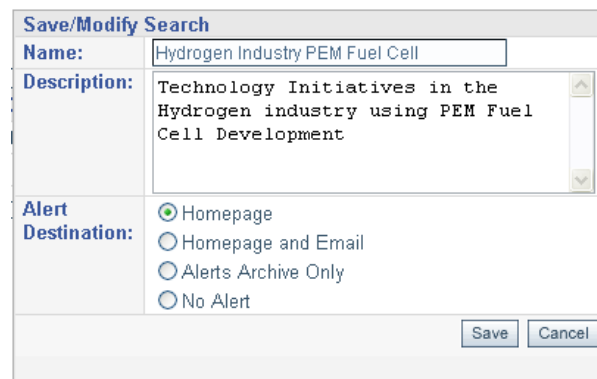
In addition to the Alert on the Homepage, an email can be sent indicating the Alert and a link into ACIS.

### Alerts Archive Only

Selecting this option indicates that you do not want an Alert to be delivered to your Homepage – only to the Alerts Archive.

### No Alert

For saving searches that you wish to execute from time to time but for which you do not wish to receive Alerts.



## RECEIVING ACIS DESKTOP UTILITY ALERTS

For Homepage and Homepage and Email options, you can choose to receive Alerts to your desktop by loading the ACIS Desktop Utility (ADU).

A new alert will be indicated by a change in the ADU icon in your system tray from a green flag to a red waving flag. An optional setting allows you to briefly view a summary of the alert as it is generated and access more details immediately. Right click on the icon to launch ACIS and view you alerts.





# WORKSPACES

Creating private spaces to work on team-oriented tasks

## WORKSPACES...

- **Can be created by any ACIS user.** Members of the Workspace are assigned by the Workspace creator and notified via email with a link to and description of the Workspace.
- **Collect and manage project-related information** including tasks and project milestones.
- **Capture knowledge and insights in user created Flags** to collect knowledge on specific questions or developments pertaining to the Workspace.
- **Can be used to conduct strategy reviews** or to investigate key intelligence topics
- **Track information on groups of ACIS Views** and/or a combination of Saved Search results
- **Store sensitive documents** that can only be searched by members of the Workspace via the Information Search.

## HOW TO CREATE A WORKSPACE

Select "Create Workspace" from the Workspaces menu. Fill out the details of the Workspace and add members from the ACIS user list. Be sure to fill out the description as it will be included in an email notification sent to each new member of the Workspace.

### Create Workspace

Workspace Setup	
Workspace Name:	<input type="text"/>
Description:	<input type="text"/>
Project:	<input checked="" type="checkbox"/>
Active:	<input checked="" type="checkbox"/>
Email Address:	<input type="text"/> *Note
Email Username:	<input type="text"/>
Email Domain:	<input type="text"/>

## LINKING ACIS VIEWS

One of the key benefits of creating a Workspace is its linkage to the rest of the system. Workspaces can benefit from the information continually flowing into the public spaces in ACIS.

To link an ACIS View, select "Linked ACIS Views" from the View menu. On the Workspace Linked ACIS View page click "Add Link". Search for, and select, an ACIS View you wish to link to this Workspace. You can also link an ACIS View to a Workspace from the Functions menu on any ACIS View page.

With any change to the Profile, Flags, Documents or News page, you will receive an Alert for your Workspace. Workspace Alerts are delivered to the My Workspaces page and will be indicated by a red number. For Workspace Owners, the Alert is delivered to your ADU and Homepage.

## MY WORKSPACES

Click on the Workspaces tab to access all the Workspaces you own or are a member of. When a user is added to a Workspace, an email is automatically generated with the details and a direct link to the Workspace. New developments in the Workspace are indicated by red numbers in columns next to the Workspace name.

### My Workspaces

Workspace Name	Owner	New Documents	New Alerts	New Emails	New Flags	Status
Personal Favorites	Demont,Johnson	0	0	0	0	Active
P 2010 Scenarios: The Logics of Change	Richard Marrs	0	3	0	0	Active
Air Quality	Demont,Johnson	0	0	0	0	Active
P Alford Data Visualization Partnership	Kelly Baker	0	0	0	0	Active
P Carbon Nanotubes Research	Nadine Tanner	0	0	0	0	Active
P Coal to Liquids	Erin Taggart	0	0	0	0	Active

## PROJECT OPTIONS

ACIS includes basic project management functionality. Though not intended as a full-featured project management tool, it provides lightweight action support for managing opportunities, threats and special activities. Selecting the Project feature opens additional functionality allowing you to fill in the Project-related information like Project Status and Type. You can also assign a task template that will create a pre-defined task list and document tree.

### Workspace Task List

GES Fuel Cell Partnership

Task Name	Assigned To	Start Date	Due Date	Status
Develop Recommendations package	Kelly Baker	6-3-04	6-9-04	Completed 9-3-04
Gather materials for Exec workshop	Richard Marrs	6-9-04	6-11-04	Started
Meet with IP legal counsel	Nadine Tanner	6-5-04	6-5-04	Not Started
Review our Current plan and alternatives	Richard Marrs	6-3-04	6-4-04	Not Started
Technical mock-up	Nadine Tanner	6-1-04	6-4-04	In Progress
Engineering specification analysis	Nadine Tanner			Not Started
Detail Design with Engineering Team	Li Spencer	6-3-04	6-5-04	Not Started

## WORKSPACE DOCUMENTS

Workspaces provide a secure place to store and share documents with others. To access Workspace documents select "Documents" from the View menu. Documents work in exactly the same way as ACIS View documents. The document name and full content of the document is searchable from the Information Search. Users outside the Workspace will not be able to search, view results or have access to documents.

Documents can be linked to Workspaces from an ACIS View Document page.

When creating a Task, a Document folder is automatically created to correspond with each Task in your list.