

# THE FUTURE BELONGS TO VIRTUAL COMPANIES

Každý projekt i běžná podniková činnost je spojena s oběhem mnoha informací a dokumentů. Český projekt Capsa.cz je novou webovou aplikací, která pomáhá usnadňovat sdílení takových dat a koordinovat nejrůznější projekty. Pojďme se podívat do zákulisí tohoto projektu. medium

**T**oday, we can see an increasing pressure on the speed of communication and availability of information in general. Of course, these requirements are also reflected in most companies, which usually manage large volume of documents, cooperate with external entities (suppliers, customers, partners, government authorities), and also need to communicate with their own employees, who often work in various different offices.

For the management of their documents, large companies use some of the electronic documentation systems configured according to their internal needs. These traditional systems, called Document Management Systems (DMS), were originally developed for internal purposes, and only internal employees had access into this system within the company's computer network. They were usually limited by licences for a certain number of users or computers.

Shortly after this period, we saw the launch of new flexible web-based systems responding to the growing importance of the internet and overall connectivity in business activities. These systems can facilitate the management of various projects which involve a variety of internal and external partners. They can be used by any team member anytime and anywhere via the internet. Presumably the youngest Czech system of this kind is called Capsa.cz. Let's have a closer look at this project... Its authors are a young couple, Jan and Tereza Raab. "The first prototype of Capsa was developed for a non-profit company to coordinate a long-term research project. Its principal goal was to enable the sharing of all documents, the project schedule and other data among all people involved in the research. Since the first users were not geeks or regular computer users, special emphasis was put on simplicity and user-friendliness of the system," says Jan Raab, the "father" of the system. As Capsa proved to be successful with that project, the authors met a lot of people who needed such a safe tool for sharing files and data within a team. Consequently, they decided to improve some functions, added several new modules to the system and launched it as Capsa.cz on the internet market. The Latin word

"capsa" referred to a storage box for rolls of books and documents in ancient Rome. Thus, the new Capsa could be considered a modern successor of the ancient one.

Capsa.cz now includes all basic functions for document management as simple upload and download of files of any type, organizing files into folders, keeping version history of files, searching through document content, regular backup and good security (login and password policy in combination with encrypted transmission of data for web-based systems). In addition, it encompasses modules for project management, such as calendar, contact list, e-mailing and setting of access rights for different users. At this moment, Capsa is available in Czech and English.

Capsa.cz might be the youngest, but not the first one among web-based document and project management systems. In the Czech Republic, many people use Google Docs (docs.google.com), eDisk.cz or Basecamp (www.basecamp.com). Google Docs and eDisk are suitable for document management of individuals

<b>appreciate</b> [ə'pri:ʃiət]	ocenit
<b>backup</b> ['bækʌp]	záloha dat
<b>benefactor</b> [ˌbenə'fæktə]	mecenáš, donátor
<b>delegate</b> ['deləgət]	delegát (cestovní kanceláře)
<b>encrypted transmission</b> [ɪn,kriptɪd træn'smɪʃən]	šifrovaný přenos
<b>facilitate</b> [fə'sɪlɪteɪt]	usnadnit, ulehčit
<b>geek</b> [gi:k]	naděnec, většinou s technickým zaměřením
<b>keen</b> [ki:n]	naděný, živý
<b>launch: ~ sth. on the market</b> [ləʊntʃ]	uvést na trh
<b>NGO</b> [ˌendʒi:'əʊ]	nevládní, většinou nezisková organizace
<b>preservation</b> [ˌprezə'veɪʃən]	záchrana, zachování
<b>presumably</b> [pri'zju:məbli]	pravděpodobně
<b>roll</b> [rəʊl]	svitek, listina
<b>sympathize with so</b> ['sɪmpəθaɪz]	solidarizovat, mít soucit s kým
<b>subtle</b> ['sʌtəl]	jemný, propracovaný, důvtipný
<b>tailor</b> ['teɪlə]	upravit na míru
<b>user-friendliness</b> [ˌju:zə'frendlɪnəs]	uživatelská přívětivost, uživatelský komfort



who want to have their documents online and share some of them with other people. On the other hand, Basecamp is built principally for teams and for project coordination. Capsa.cz is closer to Basecamp because of the team and project orientation. However, Capsa has quite subtle organization of files that enables not only keeping version history, but also adding comments and online editing of any file in its default application. Presumably the most important advantage of Capsa.cz in comparison with the other systems mentioned above is its flexibility and technical support. You can always count on people ready to answer your questions, solve your problems, or tailor the whole system to your specifications.

One year after its official release, Capsa can count thousands of users. Of course, most of them use the free version, but the paid versions are also successful. Individuals, students, groups of friends or even the whole families are using Capsa for sharing photos and videos. Others use it for team cooperation or private backup of their documents that can be available anytime from anywhere (very practical for those who are always forgetting or losing flash disks).

Capsa became popular with many small and medium enterprises including architects, graphic and advertising agencies which need to share big graphic files both internally and with clients, but also tour operators who need to share data with their employees, foreign delegates and guides, or consultancy companies specialized in implementing ISO 9001 standards who use Capsa to share and organize documentation and its development with their clients. Capsa got also into health clinics and is used by many schools from kindergartens to universities.

“Of course, we use our own product to coordinate all activities between the employees and collaborators of the company. I believe that the future belongs to virtual companies like ours,” says Jan Raab.

As the first development and application of the system was meant for a non-profit project, many NGOs are very keen users of Capsa. They appreciate it as a wonderful tool for coordinating various cultural and social projects, but also for communicating with volun-



**Project management via the Internet is becoming increasingly popular**

teers, sponsors, media and other partners. It is quite common that the authors of Capsa support non-profit projects by special prices or sponsored versions of the system. “We have always sympathized with helpful and charitable activities of the civil society. In fact, we have the nature of benefactors,” adds Tereza Raabová laughing. There is a beneficial objective hidden behind the whole enterprise of Capsa: if the project succeeds, the authors would like to invest most of the profit into preservation of a ruined chateau to bring there new life and cultural activities. such as FedEx and the U.S. government. 