

# Accelerate Business Performance with OpenText™ eDOCS

The business world has experienced fundamental changes in recent years. Technological innovation is at the epicenter, causing a ripple effect of new challenges. For example, security and compliance requirements are increasing, operations are becoming more information intensive, and flexible and collaborative work practices are in demand. OpenText eDOCS is a proven solution for managing information and using it to accelerate your performance in today's work environment. It ensures valuable work product is managed and securely governed, yet remains easily accessible for day-to-day operations.

## A New Business Reality

New consumer technologies are producing an explosion in the volume and variety of information circulating within the organization and pushing work processes to the point of inefficiency. According to a McKinsey report, employees spend 1.8 hours every day—9.3 hours per week, on average—searching for and gathering information. In the end, many are not able to find the information they need.

The growth of information and its storage has morphed into an intense governance issue. If organizations are unable to find current versions of files or track documents required for specific transactions or regulatory requirements, the risks become acute. In addition, poorly managed content can damage productivity, customer satisfaction, and the bottom line, especially in service-oriented firms.

## SOLUTION SUMMARY

*OpenText™ eDOCS is a light-footprint, cost-effective, and highly-flexible Enterprise Content Management (ECM) solution for the Microsoft® Office environment that "works the way you do." eDOCS provides a flexible, collaborative work environment—ensuring sensitive work product is managed and secure throughout the content lifecycle, while remaining easily accessible for day-to-day operations.*

## Balancing Traditional Requirements with Digital Age Capabilities

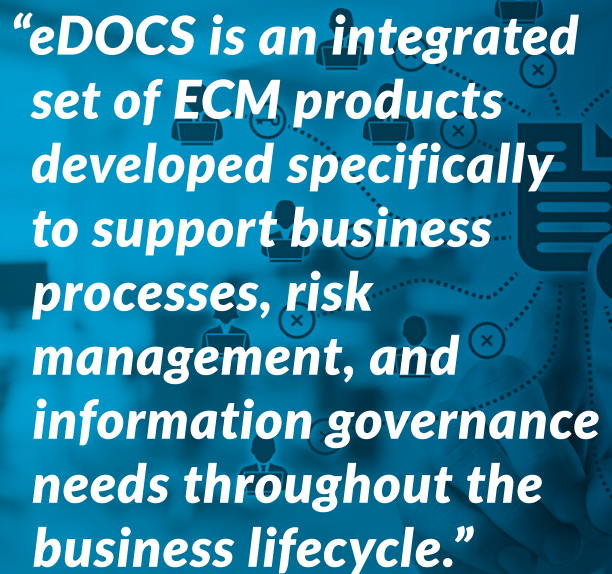
[OpenText eDOCS](#) is a proven solution for managing information in today's work environment. It balances traditional requirements for security, privacy, and regulatory compliance with growing expectations for information that is instantly accessible, anytime from anywhere, and easy to share and collaborate on with others.

eDOCS DM is the solution platform—a secure, centralized repository for managing work product. Building on this base, customers can tailor the solution with additional modules to extend governance to a variety of content types and locations; apply records management policies; integrate content with business processes; and extract analytic insights for improved decision making. The solution is highly flexible, configurable, and “works the way you do.”

### Managed and Secure, yet Easily Accessible

eDOCS provides your organization with an agile and integrated offering that centralizes all your sensitive work product and applies security measures to ensure content is rapidly accessible—but only by those people and process with adequate permission.

- OpenText™ Document Management, eDOCS Edition (eDOCS DM)—Save, organize, locate, and share business content in a secure, intuitive, and collaborative work environment. A superior user experience and tools for ease of administration streamline your tasks and drive user adoption levels that lead the industry.
- OpenText™ Email Filing, eDOCS Edition—Save, organize, and classify email in eDOCS DM alongside relevant content, while complying with privacy and corporate governance requirements.
- OpenText™ DM Imaging, eDOCS Edition—Transform paper-based documents into digital assets through capture, markup, and OCR capabilities for management in eDOCS DM alongside relevant content.
- OpenText™ eDOCS Integration for Microsoft® SharePoint®—Work from within SharePoint while ensuring documents are adequately governed and compliant within your eDOCS DM document repository. To ensure the documents you share and archive are the latest versions, set up simultaneous coexistence of documents between SharePoint and eDOCS DM.
- OpenText™ eDOCS Integration for Autodesk® AutoCAD®—Work more effectively with engineering documents while seamlessly incorporating them into your eDOCS DM repository for easy organization and retrieval. Provides seamless integration between eDOCS DM and AutoCAD.
- OpenText™ Image Crawler for eDOCS—Convert imaged-based documents and email attachments within your eDOCS DM repository into fully searchable content.
- OpenText™ Guardian for eDOCS by Wertheim—Monitor the usage of your eDOCS DM repository, report on excessive end user activities, and prevent information security leaks from inside the organization.



**“eDOCS is an integrated set of ECM products developed specifically to support business processes, risk management, and information governance needs throughout the business lifecycle.”**

### Governed and Compliant

In today's business environment, the task of managing content throughout its lifecycle can be daunting. Without an integrated, systematic process for classifying, retaining, retrieving, archiving, and disposing of records, businesses increase their exposure to compliance and eDiscovery risk.

eDOCS offers easy-to-use records management and archiving capabilities for tracking and managing records from creation through to final disposition. Simplified email management, business-centric search and retrieve functionality, and silent records declaration capabilities reduce the burden on your professionals and enhance overall compliance and business efficiency.

- OpenText™ Archiving for eDOCS—Meet compliance requirements, reduce storage costs, and maintain seamless access to content.
- OpenText™ Records Management, eDOCS Edition (eDOCS RM)—Apply records management policies from within an existing eDOCS DM library to documents, emails, images, and any other types of content in the DM. Maintain content for eDiscovery and perform defensible disposition.
- OpenText™ RM Solutions for eDOCS—Gain additional functionality for eDOCS RM, including the ability to synchronize data from your financial time and billing system into eDOCS RM, automatically classify documents into eDOCS RM as they are saved into DM, and automate the workflow surrounding approval for end-of-life disposition. It also provides an iOS app for processing records bar codes and requesting files, eliminating the need for legacy bar code readers.

## Operational Excellence

When it comes to services, time is money. Businesses looking for competitive advantage need better ways to perform key business activities and reduce costs, without sacrificing superior client service. Digital information fueling digital processes can offer significant operational efficiencies to help you compete in the digital age.

- OpenText™ DM Workflow, eDOCS Edition—Define and manage workflows associated with document creation and review throughout all stages of the content lifecycle.
- OpenText™ MBPM Integration for eDOCS—Enable digital business processes, ensuring the right version of content is available when and where it is needed.
- OpenText™ Content Access for eDOCS—Access business documents stored in eDOCS DM directly from within third-party applications (billing and time management, ERP, CRM, or customer-specific host applications) to eliminate switching between applications and boost productivity.

## Mobile Access

In today's business environment, there are expectations for greater work flexibility. You can increase the productivity of your users with mobile solutions to find, view, edit, create, and share business content anytime, anywhere from smartphones, tablets and other mobile devices.

- OpenText™ Wireless DMS for eDOCS—Securely access content in your eDOCS DM repository wirelessly, while in transit, from a smartphone, tablet, or any internet-enabled device.

## Enhanced Sharing and Collaboration

eDOCS empowers your staff to share documents in collaborative workspaces and allows dispersed teams across and beyond the enterprise to work together more effectively and productively.

- OpenText™ Brava™ Desktop for eDOCS—Ensure documents in your eDOCS DM repository are easy and safe to share, both inside and outside your organization. Access simple, yet powerful tools to annotate documents within your DM, make redactions to block out sensitive information, and publish changed content as a PDF, TIF, or expiring content sealed format (CSF) file.
- OpenText™ Core—Move information from eDOCS DM into and out of the OpenText Core cloud document repository for simple yet secure collaboration with clients, suppliers, partners or others via the cloud.

## Insights for Improved Decisions

Content analytic solutions let you discover, organize and visualize relevant business information, enabling smart, real-time decisions to streamline operations, better serve customers, and identify new business opportunities.

- OpenText™ Business Intelligence—A comprehensive query and reporting solution that allows business users to pose questions about their data, then view the results in visually informative reports.
- OpenText™ InfoFusion™—An information access platform that offers new and improved ways to discover, analyze, and act on unstructured information across your business repositories in conjunction with your eDOCS DM repository.
- OpenText™ Decisiv™—Search information sources across your enterprise (including eDOCS DM, intranets, email archives, web sites and other content repositories) to rapidly discover content and in-house expertise.

## Cloud Services

Based on your preferences, move some or all of your workload to the cloud to reduce costs, free up precious IT resources, and improve your firm's business continuity and disaster recovery readiness.

- OpenText™ eDOCS Cloud Services—eDOCS private cloud deployment and managed services are available through our eDOCS Professional Services group as an [OpenText Optimize Service Program](#).

## OpenText: A Trusted Partner

A broad set of capabilities is not the only thing that sets eDOCS apart from the competition. We are committed to providing an innovative, flexible solution that not only “works the way you do” but can easily grow and scale as your business needs expand. With a network of experienced technology and implementation partners, including Microsoft®, we are ready and able to take your business where it needs to go.

## A Global Network of Competent Partners

At OpenText, partnerships play a key role in our ability to fulfill our customers' needs. OpenText collaborates with the most prominent organizations in enterprise software and hardware in an effort to enhance the value of our EIM solutions and the investments our customers have made in their systems. The eDOCS team is proud to have a growing global network of more than 150 trusted partners.

## Focused and Stable

As a customer, you want a company that can focus on what matters to your business, such as key relationships, product stability, quality support, and investments in growing the business value derived from your content management system. You need a partner who is passionate about providing organizations with information management capabilities that enable them in the digital world—a solution that is integrated, easy to manage, and can scale to meet the demands of your business, while reducing your content management costs. You need a partner consistently ranked among the best for customer service and support—that partner is OpenText.

To learn more, please visit our website [www.opentext.com/eDOCS](http://www.opentext.com/eDOCS)

[www.opentext.com/contact](http://www.opentext.com/contact)