OpenText Content Management with document control

Efficiently manage the lifecycle of controlled documents



Benefits

- Optimize operations on a single, central platform: OpenText Content Management
- Fulfill business process requirements with an adaptable, low-code solution
- Ensure regulatory compliance with a full audit trail
- Make accurate and informed decisions with real-time data and reporting

Managing controlled company documents, such as policies and procedures, across various departments can often be challenging and prone to errors. Employees spend on average up to three hours per day searching for information required to execute their tasks effectively.¹ In highly regulated industries like manufacturing, energy, and utilities, lacking a standardized document control process, including version control across the document lifecycle, can lead to a poor quality and safety record as well as difficulty maintaining compliance.

OpenText[™] Content Management with document control is an off-the shelf, best-practice solution for automated, enterprise-wide management of controlled documents. This pre-configured, low-code, centralized platform handles creation, review, approval, obsoletion, and training of company documents in a secure, workflow-driven environment. Easy to adapt, maintain and upgrade, it seamlessly integrates with OpenText Content Management (OpenText[™] Extended ECM). A major American manufacturer of diagnostic healthcare products chose OpenText Content Management with document control to consolidate content across all departments and reduce compliance risks.

The customer has benefited from:

- Secure access to documents based on user roles at all stages of the document lifecycle.
- Increased efficiency with best-practice document control processes applied to a single content repository.
- Significant cost savings achieved by decommissioning legacy systems.

Optimize operations

Employees can optimize operations by managing controlled company documents in a workflow-driven environment through automated document processes while benefiting from OpenText Content Management's robust security, saving time and money while reducing human error. An administrator dashboard provides unified access to all configuration and management tools.

Easily configure and adapt

This low-code solution can be used out of the box or configured to meet specific process requirements. Whether deployed in the cloud or an onpremises environment, OpenText Content Management with document control can be adapted to changing requirements quickly and easily, without the need for custom code.

Improve compliance

Organizations must show and verify that all controlled document activities are in adherence with internal policies and external regulations. OpenText Content Management with document control manages the complete document lifecycle, allowing an organization to demonstrate compliance through a comprehensive, real-time audit trail. Simple dashboards make it a simple task to prove any document's history, including who was responsible for creating, reviewing, and approving it, as well as user training records.

Make accurate decisions

Leverage out-of-the-box, pre-configured reports and dashboards for realtime data and reporting that drives informed decisions. Users can effortlessly incorporate additional supporting documents to ensure comprehensive capture of all necessary data.

Optimize your organization's document control process with a single, enterprise-wide, cloud-certified document control solution for OpenText Content Management. Unlike custombuilt applications, this low-code, pre-configured solution is quick to deploy, easy to maintain, and seamless to upgrade, considerably reducing total costs.

Solution Integrations

Enterprise systems

OpenText Content Management with document control can be connected to SAP®, Oracle®, Microsoft® SharePoint®, and other enterprise systems via OpenText Content Management.

Resources

Solve information management challenges with process automation >

Docume		e Control : DCC Wor	kspace norm	 CC-detents 					ılı 🔟	G
Search	1								C (>
Phos •	(chane	ide 0	Status -11	Lvert lyse	Groated	Description of Grange	Lifeetive Date	Completed Date	Ourest look 10	
0 0005-00090 0	00.800-	Routh Calesconnery Proceedings	Draft	On Hold	05959996	Review of the contrepuences section			Reserve Hold for 7x00 508-00025 - DOCE- 0x0290	
D DOCK-00005 5	005	Auff Citicipitary Procedure	Completion	floate	6513/3020	Observed on error should have been DOD HDP-2000 a	00168/2020	0515-0025		
D DCCE-000201 5	CC-SCP	Staff Disciplinary, Procedure	Completed	Obsolete	05/19/2020	GA have determined that this SOP is kinger required Depkrate processor		09/15/2020		
	ACC SOM	Soff Churcheny Hookdure	Completed	Renter	05/19/2820	bebbe ed or solationale another	05/10/2020	06/19/2020		
D DOCEMBER O		Staff Casciplanary Proceeding	Completion	OTHER	65/19/900	Couldy have informed us that sources not with SCP		05150000	4	
D DOCE-600237	cc.son	Soft Discipleary Procedure	Completed	On Hold	C5115(2020	Corrective action has identified possible issue months remain from circulation		00/15-2020		
U 0001 00094 0	CU SCH I	Sall Deciptrary Hocedure	Completed	Hewton	05792820	New section regarements from QA	06/10/2020	06/19/2020		
C prosession 0	000-800- 10309	Shiff Clockylenry Processore	Completion	Create	05/18/2020	Знат Сво учногу Фососино	05/48/2020	-06/06/06/90		
5h4w 10	~ entres	1-8.07.8							1	

OpenText Content Management with document control workspace



OpenText Content Management with document control reports