



# OpenText Content Suite

Accelerate time to information governance

**T**oday, many organizations are struggling with overwhelming amounts of information in different formats—across business systems such as SAP®, Oracle®, and Microsoft®, and from sources both inside and outside the enterprise. With an agile enterprise content management (ECM) solution like OpenText Content Suite, you can enable the flow of information from capture through archiving and disposition, allowing users to apply consistent governance policies across any type of content in the enterprise, meanwhile maximizing its value, minimizing costs and ensuring compliance.

## ECM in Action

The results are significant and tangible for organizations successful in executing on ECM strategies. Take, for example, one of the world's largest integrated energy companies with over 100,000 employees across 80 countries—involved in every aspect of exploration, production, refining, marketing, and transportation of oil and gas. The vastness of their enterprise content, including ever-growing volumes of email, was exposing the company to inordinate levels of legal risk and potential for financial penalty. Costs to outsource legal discovery and to manage and store their enterprise information was rapidly climbing and the need for an efficient and defensible strategy for information governance was imminent.

After embracing a stronger information governance program facilitated by OpenText Content Suite technologies such as Document Management, Records Management and Email Management for Microsoft Exchange, the company's reliance on third-party legal teams for eDiscovery was all but eliminated, resulting in an estimated 75 percent cost savings. At the same time, they've bolstered their compliance program with users spending less time applying retention policies and performing other information management tasks, instead freeing them up to work on completing strategic projects faster. There have also been dramatic reductions in overall storage and management costs for business content.

## SUMMARY

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OpenText Content Suite, an EIM offering, is a comprehensive, integrated suite of products that accelerate time to information governance. An agile information governance strategy rapidly reduces risk in the enterprise – which frees strategic CIOs to focus on using information to drive growth and innovation.

## Managing Information Throughout its Lifecycle

An ECM solution, made up of interrelated and integrated software products, can help organizations manage the entire lifecycle of information across the enterprise—from capture, classification and management to storage, archiving, and, ultimately, disposition—while ensuring that security policies are enforced and the challenges faced by an increasingly complex and dynamic regulatory landscape are met. ECM unites document and records management, email management, content archiving, search, content-centric and mobile applications, and other information governance components to rapidly reduce organizational risk and cost while maximizing business insight and process velocity.

## Improve Business Productivity

By automating content-based processes, and enabling access to the right information within business context, organizations can provide the insight required for agility and innovation. Innovation can be expedited simply by removing barriers to collaboration—adapting information management to the needs of the users, making it easier for people to share ideas and align their joint efforts to business strategy. It also automates processes so people spend less time on tedious, manual tasks enabling them instead to focus on activities of greater strategic value to the organization.

Giving people ready access, whether they're at their desk or on the road, to a single source of truth and improving the processes by which they create and consume information enables them to work more productively and efficiently. Simply put, people are empowered to make better decisions and ultimately accelerate time to competitive advantage for the organization.

At the same time, there must be a balanced approach between making content available and the need to protect your critical intellectual property and enterprise information, ECM enables measures such as permissions, auditing, multi-level data protection, encryption and monitoring tools to control and track access ensuring your organization's information security and compliance needs are met.

## Mitigate Risks and Control Costs

To ensure compliance and control costs, an agile ECM solution enables you to implement standard policies over the way content is captured, classified, managed and stored, for what duration, and on which device. The result is reduced cost and risk of creating and storing information.

Organizations that embrace ECM suites as part of their overall enterprise information management program ensure information is delivered in a readily consumable manner across people and processes. Rapid and seamless access from multiple environments—web, desktop, and mobile; and within the business processes and the business applications that drive them—improve user productivity and efficiency. Organizations are unleashing the power of their information to align collaboration, provide deeper insight and knowledge, and meet information governance and security needs with ECM.

## OpenText Content Suite

OpenText Content Suite, an Enterprise Information Management (EIM) offering, delivers a breadth of capabilities designed to help control the explosive growth of information across your organization, minimizing the costs and risks associated with unmanaged content meanwhile enabling the content to become smarter as it flows, empowering users to harvest its value for competitive advantage.

OpenText Content Suite is based on the recognition that organizations would like to manage all of their information in a consistent, efficient way. The true value of ECM is realized as part of a path, a journey. Although some organizations may turn to ECM as a result of facing legal fines, sanctions, or penalties due to non-compliance or litigation, taking a pre-emptive approach by leveraging ECM to align to business strategy can deliver significant return on investment. For some organizations, this means enabling innovation in the R&D department with collaboration-based wikis. For others it means implementing records management and email archiving with policies for properly storing or disposing of sensitive information. It could also mean building a guided



contract management process designed to harness the complex risk and deliver new found cost efficiencies to the organization.

Whichever the business problem, the OpenText Content Suite allows organizations to acquire only the functionally they need—never deploying more software than necessary to solve a business problem. And they can add new components with confidence, knowing that underpinning the suite is a platform that enables each new piece to work fluidly with the existing deployment. OpenText Content Suite provides the bulletproof information governance you can depend on for the evolving needs of your organization.

In comparison to the approaches of other content management vendors, OpenText Content Suite provides several benefits:

- Enables organizations to lower their cost of ownership by sourcing all ECM services from a single vendor for lower cost of deployment, integration, administration, and training.
- Provides the flexibility of a modular architecture, enabling customers to reconfigure their environments when needed.
- Includes a set of common services, shared across all EIM offerings, deployed with the first ECM component and leveraged by any additional components installed.
- Enables an agnostic approach with respect to other software and hardware vendors, offering flexibility to deploy in the cloud, hybrid, on-premises, supporting your specific environment and IT approach.
- Builds information governance into the business processes and applications they work in every day—with tight integrations to SAP, Oracle, and Microsoft.
- As the core and foundational Suite for OpenText Enterprise Information Management, the Content Suite helps enable the strategic CIO transform every line of business to better compete in the new information economy. ■

## OPENTEXT CONTENT SUITE SOFTWARE PRODUCTS

<b>CONTENT MANAGEMENT</b>	Maximize the value of your enterprise information for improved decision-making, effectiveness, and strategic impact
<b>RECORDS MANAGEMENT</b>	Improve corporate accountability, ensure compliance, and minimize the risk and cost of litigation
<b>ARCHIVING</b>	Implement defensible, long-term archiving strategies to manage risk, intelligently govern today's data types and volumes while controlling costs
<b>CAPTURE</b>	Capture and interpret all forms of content, from paper to digital and from any application, while improving business processes and data quality
<b>EMAIL SOLUTIONS</b>	Securely store and govern email, ensure compliance with internal policies and industry regulations, while providing end users with seamless access to corporate data
<b>CONTENT-CENTRIC APPLICATIONS</b>	Manage high-value content through collaborative processes to optimize efficiencies, comply with internal and external regulations, and reduce costs
<b>ECM IN THE CLOUD</b>	Reduce costs and increase agility through the deployment options of your ECM implementation in the cloud
<b>PLATFORM AND DEVELOPER EXTENSIONS</b>	Extend the Content Suite platform through standardized APIs and widgets making it easy to deliver custom content-centric solutions and applications

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