

# OpenText eDOCS Content Management

Seamlessly connect people with the information and business processes



## Benefits

- Centralize work product and departmental documents in a content management platform
- Work seamlessly across devices and applications, including Microsoft Office
- Find the most complete set of relevant information quickly
- Customize OpenText eDOCS Content Management with compliant and secure solutions

Information that is needed for effective work is spread across disconnected and isolated systems—email, chat, spreadsheets, documents, slide decks, mobile devices, laptops, business systems, cloud repositories and more. Knowledge workers, including legal professionals, are challenged to work collaboratively and productively to complete required tasks leveraging their work product and business information.

OpenText™ eDOCS Content Management provides teams with a flexible, highly secure, and intuitive way to manage, find, and quickly access work product and other content, in a purpose-built content management system. The platform eliminates data management silos by storing all documents and work product in a single place.

## Centralize work product and content

OpenText eDOCS Content Management is a light-footprint, cost-effective, and highly flexible content management system that integrates with Microsoft® products and enables teams to work seamlessly across devices and applications with one-click access to their legal content from Microsoft® Outlook®, Office 365®, Microsoft Teams® and provides access to OneDrive® from within the Interface.

Organizations benefit from quickly finding, sharing, and collaborating on relevant content, including documents, email, graphics, forms, engineering drawings, scanned paper, and electronic-based records—available in a single place. Secure content is accessible for a work-anywhere environment whether working remotely, on-premises, in the cloud, or via mobile devices.

## Work seamlessly across devices and applications

OpenText eDOCS Content Management improves employee productivity by providing users with choice and flexibility in how they work and access the platform's functionality. During day-to-day activities, knowledge workers can use the solution without leaving their familiar applications, with DM Extensions desktop interfaces that interact with content stored in the document management system from Microsoft Windows® Explorer, Microsoft Outlook or Office authoring applications.

Additionally, InfoCenter, its modern user interface, allows users to create a personalized dashboard organized by recently edited content, client, or matter tiles or any folders of choice. Each tile represents an area of content that can be surfaced from its libraries. InfoCenter's consistent and intuitive interface also provides users seamless (access to their content, whether from a desktop, popular web browsers, or mobile platforms, including iOS and Android™, Outlook and Microsoft Office 365. Users are never more than one click away from their information.

Additionally, users can quickly look up documents categorized by client and matter or any relevant metadata using virtual folders that instantly display available content based on selected metadata.

## Find the most relevant information quickly

With OpenText™ MindServer™, OpenText eDOCS Content Management's advanced search technology, teams can easily search and retrieve information using full-text, Boolean, hybrid metadata, and content queries, which return results with search term highlighting, document summarization, and faceted filters\* to easily narrow the results.

## Customize OpenText eDOCS Content Management with compliant and secure solutions

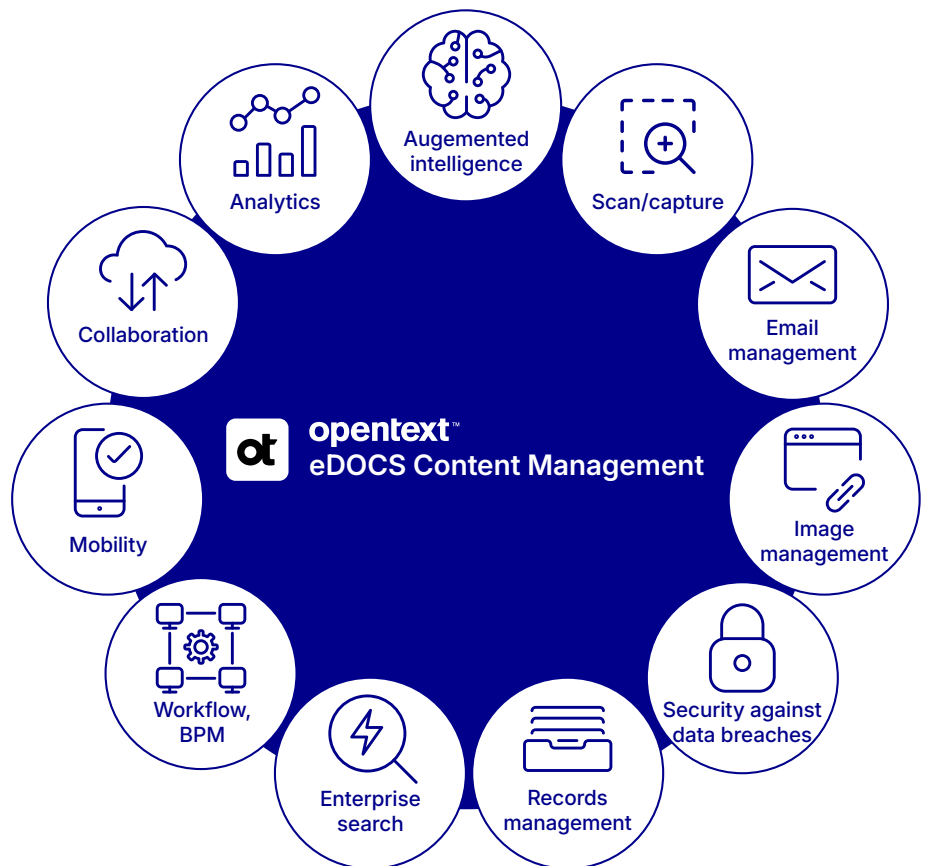
OpenText eDOCS Content Management add-ons provide additional capabilities for compliance, organization and granular security. These include:

- **OpenText™ Legal Knowledge Management:** Search information sources across your enterprise (including OpenText eDOCS Content Management, intranets, email archives, websites, and other content repositories) to rapidly discover content and in-house expertise
- **OpenText™ eDOCS Content Management Defense:** Protect sensitive data with two additional levels of security: activity monitoring and document level encryption
- **OpenText™ Core Share:** Extend information from OpenText eDOCS Content Management Defense into and out of the OpenText Core Share cloud document repository for simple yet secure collaboration with clients, suppliers, partners, or others via the cloud
- **OpenText™ eDOCS Records Management:** Easily maintain content for eDiscovery and perform defensible disposition
- **OpenText™ eDOCS Content Management Email Filing:** Capture, organize, and classify emails alongside related content in the content library
- **OpenText™ eDOCS Content Management Image Crawler (eDOCS Image Crawler):** Convert imaged-based documents and email attachments within OpenText eDOCS Content Management into fully searchable content
- **OpenText™ DM Imaging, eDOCS Content Management Edition:** Transform paper-based documents into digital assets through capture, markup, and OCR capabilities for document management alongside relevant content
- **OpenText™ eDOCS Content Management Integration for Autodesk® AutoCAD®:** Work more effectively with engineering documents while seamlessly incorporating them into the document management solution.

- **OpenText™ DM Workflow, eDOCS Content Management Edition:** Define and manage workflows associated with legal document creation and review throughout all stages of the content lifecycle
- **OpenText™ MBPM Integration for eDOCS Content Management:** Generate cohesive interactions among people, business systems, and content with easily defined business logic and processes
- **OpenText™ eDOCS Content Management Integration for Microsoft® SharePoint®:** Work from within SharePoint while ensuring documents are adequately governed and compliant within the document repository

OpenText eDOCS Content Management provides a flexible, collaborative work environment that is designed to support the needs of law firms, corporate legal departments, and other professional services organizations. It ensures that sensitive work product and business documents are managed and secure throughout the content lifecycle, while remaining easily accessible for day-to-day operations.

Whether on-premises or in the cloud, organizations gain the business advantage of a modern and visually intuitive content management system that fits within an organization's strategy and supports full functionality, such as Microsoft Office applications for matter-centric work, while seamlessly providing instant access across multiple devices and locations to enhance user and team productivity.



## OpenText eDOCS Content Management features

### Modern user interface InfoCenter

- Provides seamless access from the web, Outlook and Office 365 applications, and iOS/Android mobile, which can be personalized to surface important or frequently used information as “tiles” with InfoCenter.

### Microsoft working environment

- Enables users to manage the entire content lifecycle while working inside the Microsoft productivity and collaboration applications of their choice including Outlook, Office 365, Teams, OneDrive and SharePoint.

### Document-level security

- Provides the most granular security in a content management platform, protecting and encrypting data while in transit and at rest, whether on premises or in the cloud.
- Denies users from seeing specific metadata values or accessing documents.

### Customization

- Easily integrates with a rich, companion set of solutions.

### Tailored deployment

- Allows organizations to deploy OpenText eDOCS Content Management based on their preferences, whether on-premises or in the cloud, with full content management capabilities.