

# ORACLE UNIVERSAL CONTENT MANAGEMENT: DOCUMENT MANAGEMENT

## KEY FEATURES AND BENEFITS

### KEY FEATURES

- Author and capture digital or paper-based content
- Contribute content using Windows Explorer, Web browsers, or e-mail applications
- Support Oracle Database and third-party repositories
- Search and retrieve content using full text or metadata
- Manage and secure with library services, including check-in, check-out, and version control
- Archive and dispose of content, including backup and recovery support
- Share and distribute content with Web-based access from anywhere in the world

### KEY BENEFITS

- Lower total cost of ownership by consolidating servers and infrastructure
- Decrease integration, administration, and training costs
- Minimize risk of costly fines and penalties
- Reduce risks in the event of disaster, theft, or loss
- Lower costs associated with pretrial discovery
- Cut costs related to content storage

*Oracle's document management solution within Oracle Universal Content Management allows organizations to effectively and efficiently capture, secure, share, and distribute digital and paper-based documents and reports. With Oracle Universal Content Management, organizations will save money and improve operational efficiencies by streamlining communications, automating routine tasks, and lowering costs related to the printing, shipping, and storage of business documents. Additionally, Oracle Universal Content Management helps minimize risk and reduce costs associated with regulatory and legal compliance processes.*

### Organize Unstructured Content

Businesses are buried in paper-based and digital content as they generate large quantities of business documents, such as customer profiles, purchase orders, forms, scanned invoices, and contracts. As content volume grows exponentially, business processes become strained, documents get lost, access permissions become unmanageable, printing and storage costs skyrocket, and employees make poor decisions based on inaccurate and outdated information. Oracle's document management solution allows organizations to effectively capture all types of digital and paper-based content, store content in a centralized system, distribute content to individuals in the appropriate format, and preserve or dispose of content to control the content lifecycle. With Oracle Universal Content Management, formerly Stellent Universal Content Management, you can effectively manage all types of content, no matter where they are stored or what format they have.

### Support Third-Party Infrastructures

Oracle Universal Content Management provides a full range of document management capabilities for customers who want to maintain an infrastructure from a third-party. Utilizing a Java architecture, Oracle Universal Content Management provides needed flexibility and results in a solution which is quickly deployable, easy to customize and enterprise-scalable.

### Implement a Web-Based Document Management Solution

Oracle's document management solution starts with a content repository, which provides content services such as search, security, workflow, revision control, and powerful content conversion capabilities for all types of content. Additionally, Oracle Universal Content Management allows you to capture, secure, and share

**EXPAND YOUR CONTENT  
MANAGEMENT  
CAPABILITIES****RELATED FUNCTIONALITY**

Oracle's document management capabilities are included within Oracle Universal Content Management, which offers search, security, workflow, revision control, and powerful content conversion for all types of content. Oracle Universal Content Management provides key enterprise content management functionality, including

- Document management
- Web content management
- Digital asset management
- Records and retention management
- Portal integrations
- Microsoft SharePoint integration
- Content and usage tracking
- Categorization
- Content conversion and transformation
- Document capture and scanning integrations

digital and paper-based documents and reports directly from a Web browser.

**Document Management for the Business User**

Oracle's document management solution allows business users to work in an environment they are comfortable with and continue using the standard business applications they prefer. Business users will enjoy effortless content contribution from native applications such as Microsoft Office, IBM Lotus Suite, and Sun StarOffice. Using Web browsers, Windows Explorer, or e-mail application interfaces, users can easily access secured files.

**Document Management for the IT Administrator**

Business users will adopt a document management solution as long as it is easy to use and seamlessly integrates with existing business processes. Oracle Universal Content Management's Web-based server solution empowers you to meet these user requirements without burdening your team with a high-maintenance, cumbersome solution.

**Reduce Risk and Lower Cost Associated with Regulatory Compliance**

Oracle's document management solution reduces risk and lowers costs associated with a variety of regulatory and legal compliance processes, such as International Organization for Standardization 9001, the Health Insurance Portability and Accountability Act, and Six Sigma. With the rise in documentation-intensive compliance mandates and the need to store compliance evidence, Oracle's document management solution allows organizations to easily store and manage this information. Additionally, by applying records management functionality, you can easily define, manage, and execute records and retention policies on your documentation; reduce the discovery cost in case of lawsuits; and develop a strong governance program.

**Minimize Printing and Shipping Costs**

Many organizations continue to spend millions of dollars per year on printing, production, and shipping costs for sharing document, such as manuals, technical specifications, drawings, and reports. With Oracle's document management solution, offered within Oracle Universal Content Management, you can easily share documents of all types and allow users to quickly and securely access them via a Web browser.

**Contact Us**

For more information on Oracle Universal Content Management, call +1.800.ORACLE1 to speak to an Oracle representative or visit [oracle.com/products/middleware](http://oracle.com/products/middleware).

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