

OpenText™ Content Server

A secure, centrally managed content repository, providing unified control over all types of content across the enterprise.

Organizations are looking at Enterprise Content Management (ECM) in a fundamentally different way. In the past, managing content was often treated as a “cost of doing business”—a necessary expense to capture and store documents, often as a last step, and only for documents deemed to be critical business records. Times have changed. Rather than treating ECM as simply a cost-control investment, progressive organizations, strategic CIOs, and business leaders are taking a new path; one that looks at ECM’s inherent abilities to aggregate, manage, and share information as the gateway to driving productivity through digital transformation.

The technologies that support ECM are changing too. There is a shift from the pure document management and records management capabilities of the past to a broader, more comprehensive approach suited to:

- New formats of content from varied sources
- A new generation of knowledge workers accustomed to easily mastered social and collaborative tools to consume and use content in the office or on-the-go
- New ways to manage the “flow of information”—the velocity of content growth makes it more important than ever to provide the ability to search, access, and work seamlessly with business content in the applications that information workers use daily
- Options for cloud-based, hybrid, and on-premises deployments further add to the flexibility and strategic benefits of managing enterprise content

The new generation of ECM solutions is dynamic and fully integrated; no longer a one-way destination where content is relegated for long-term storage but a multi-lane backbone facilitating information exchange with systems and individuals across the enterprise. OpenText Content Server—with its capabilities to support Process Productivity, Personal Productivity, and Control—is uniquely positioned to provide a foundational document management platform helping enterprises achieve success through digital transformation.

WHAT IS CONTENT SERVER?

OpenText Content Server forms the document management cornerstone of the *OpenText™ Content Suite Platform*, as well as a broad range of OpenText products including:

- *OpenText™ Extended ECM for Microsoft® SharePoint®*
- *OpenText™ Extended ECM for SAP® Solutions*
- *OpenText™ Extended ECM for Oracle® E-Business Suite*
- *OpenText™ Extended ECM for Salesforce®*
- and other *OpenText offerings*.

"The implementation of the global paperless solution at Alcatel-Lucent enables us to drastically reduce risks from a paper perspective. Documentation required throughout various legal processes is captured, indexed, and stored within OpenText, enabling easy search and retrieval."

GUILLAUME HATT, SENIOR PROGRAM MANAGER, BUSINESS TRANSFORMATION AT ALCATEL-LUCENT

Organize, collaborate, manage, and route electronic documents

OpenText Content Server forms the document management cornerstone of the OpenText Content Suite and provides secure, enterprise-wide control over any type of content—from contracts to engineering drawings, system reports, email messages, images, rich media, and much more.

Content Server provides:

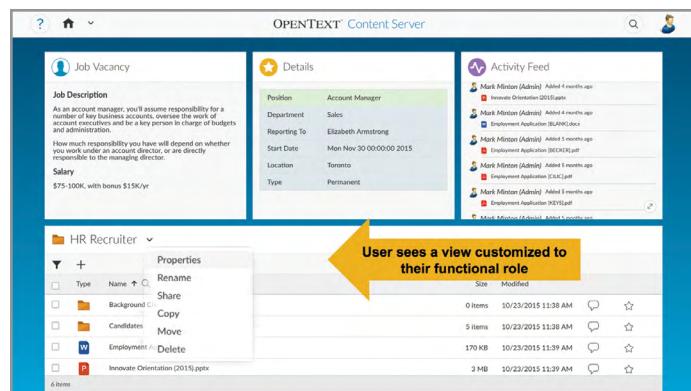
- Access to content anytime, anywhere in an interface as simple to use as consumer apps
- Role-based views that minimize training requirements and align content to business process
- Quick and easy content creation and editing through productivity tools like Microsoft® Office, Microsoft Outlook®, or Adobe® Acrobat®
- Social features delivered in-line with content to improve collaboration and enrich search
- Simple content navigation through a variety of means, from faceted browse to project workspaces
- Improved productivity through the use of workflows for processes such as change requests, or review and approval of content
- Robust, multi-lingual metadata capabilities to address needs of global users
- Comprehensive version management, audit history, and permissions management

Content Server features include:

Document Management: A powerful, fully integrated system that delivers the essential capabilities for managing business-critical content from across the enterprise.

Content Navigation: Content Server provides a number of powerful means to get users to the information they need—fast and with confidence they're working with the single source of the truth.

- **Smart UI:** OpenText Content Server is designed with user productivity in mind, offering a simple, responsive UI with role-based views to enterprise, project-oriented, and personal workspaces from the desktop or a mobile device to extend content creation and sharing outside the Enterprise without compromising control. Users access the information they need fast, with powerful content navigation through full text and metadata search filters. A number of pre-configured widgets are provided to simplify building custom interfaces. The Smart UI eliminates adoption as a barrier and is seamlessly extensible to other business applications.



• **Perspective Manager:** Content Server Smart UI makes it possible to tailor the Content Server experience for different roles (as defined by the organization). The Perspective Manager provides a simple interactive tool to achieve this, with minimal technical knowledge or effort.

• **Search:** Content Server features an embedded, proprietary search engine, incorporating innovations from nearly two decades with proven scalability beyond 500 million indexed objects critical to email archiving environments. It provides permissioned and actionable search for key activities like classification, litigation holds, and disposition searches.

• **Content Filters:** In addition to search, content filters—or faceted browse—allow users to filter content using metadata, while Virtual Folders enable users to save their own unique path to sets of content by configuring dynamic views of content regardless of its physical location.

• **Document Thumbnails:** For many users, visual navigation provides the fastest route to get them where they want to go. Document Thumbnails generate and display first-page image thumbnails of documents.

Social and Collaborative Capabilities: Social interaction is directly in-line with content to improve collaboration and enrich search through activity feeds, in-line commenting, and user profile management. Other integrated tools include discussions, news, task lists, and polls.

Office Editor: OpenText Office Editor dramatically improves the user experience by allowing users to continue working on their documents while offline. It offers users a seamless, instant editing experience, providing the performance of editing files on a local hard drive, even in areas with poor or intermittent internet connection. When users reconnect to their network, the offline cache identifies when offline versions and online versions are out of sync, so that version control can be maintained.

Workflow: A sophisticated toolset for building document-centric workflows allowing for both structured and ad-hoc routing of documents for a variety of approval, review, and feedback processes. Using industry standard BPMN 2.0 process notation to map process flow, administrators and business analysts responsible for workflow design can automate routine activities, streamline the movement of content across teams, show measurable cost and time savings by eliminating redundant stages, automate escalations, relieve the burden of using email to transport duplicated attachments, and provide insight and transparency into process bottlenecks and missed deadlines.

Forms: OpenText Content Server offers the ability to rapidly build and distribute custom forms to collect and store structured data such as survey information, requests, and questionnaires. It can be used in workflows to collect or present data in the workflow or to start a workflow by submitting a form. Anything from a standard travel approval request form to a new security card application or vacation booking can easily be developed. Content is tracked and securely stored and any associated workflows (approvals, notifications, etc.) can be automatically initiated.

Content Reporting: OpenText LiveReports functionality allows administrators to take advantage of prebuilt reports in the enterprise's Content Server environment. LiveReports lets IT and power users retrieve information about content, permissions, attributes, users/groups, workflows, and many other content activities. Custom reports can also be built to tailor content reporting capabilities to suit the particular needs of departments, management, or industry.

Content Suite Viewer: An HTML viewer allowing users to view and print common file types—whether they have the native application or not—right from the browser-based Content Server interface.

OpenText Enterprise Connect helps users interact with OpenText Content Suite directly from applications such as Microsoft Office and Adobe Acrobat

OpenText Enterprise Connect is an alternate desktop interface to the OpenText Content Suite Platform web UI that makes working with business content, applications, and processes easy for users. It integrates seamlessly with the productivity tools business users work in every day: Microsoft Office applications, Windows® Explorer, Adobe Acrobat, and more—as well as their email environments, including Microsoft Office 365™ Desktop Professional, Microsoft Outlook and IBM® Lotus Notes®. By enabling users to work directly from the familiar productivity tools they use every day, OpenText Enterprise Connect removes the complexity of carrying out ECM-related tasks—improving user adoption and business process efficiency, while supporting organizational policies for capturing, storing, and retaining business information.

Development Tools

RESTful API for Extensibility: OpenText Content Server takes advantage of a RESTful API to offer organizations the ability to make application creation and system integration infinitely easier. The REST API can be used for building applications with HTML5 in web browsers and on mobile devices.

Content Server Widgets: The Content Server Widget Framework is used to surface Content Server content in the CS Web UI and in other applications, such as Microsoft SharePoint, Oracle and SAP. Beyond the prebuilt, highly integrated applications for these business systems, any developer with experience in HTML, JavaScript, or CSS can build tailored applications for Content Server—no knowledge of proprietary development languages, extensive training, or lengthy development cycles required.

AppWorks: AppWorks is the OpenText developer platform designed for fast application development and controlled deployment. AppWorks exposes the Content Server API and the REST APIs from other EIM platforms as a single, standardized RESTful API. It provides common authentication, notification, audience management, and other services to make developing apps against Content Suite Platform systems fast, simple, and inexpensive. AppWorks Gateway allows developers to make apps in HTML5/CSS and JavaScript in the IDE of their choice, using the tools and frameworks or bootstraps of their preference and then deploy that app at once to users on an array of device profiles such as web, mobile, and desktop.