

Create, Edit and Manage Documents

Efficiently

An ECM Solution

In Brief:

FileNet Content Manager delivers robust document management capabilities building on a history of proven functionality and innovation. It enables fast, efficient and comprehensive document management across all FileNet ECM suites.

FileNet Document Management Overview

FileNet delivers a mature and proven set of Document Management capabilities specifically designed to meet your document management capabilities. As with all content managed by FileNet P8, FileNet Content Manager document management capabilities utilizes the FileNet P8 unified Enterprise Catalog and metadata model. Content Manager's document management capabilities provide full functionality for newly created documents as well as for documents already existing in non-FileNet repositories. Content Manager's document management capabilities include:

Creation, Editing, And Management

- **Enterprise Catalog:** A master catalog of all your documents is inherently integrated with all the other types of content you need to manage and the FileNet ECM applications that use them.
- **Content Federation Services:** Allows existing documents stored in a wide variety of repositories to be controlled by Content Manager.
- **Library Services:** Content Manager provides highly flexible document check in/check out through multiple sources such as Microsoft Office, Portals, FileNet Team Collaboration Manager, FileNet Web Content Manager and many other interfaces
- **Advanced Version Control:** Provides support for multiple major and minor versions of any document to ensure correct access and relevancy of the material in the document.
- **Event-Driven Workflow:** Allows both fixed and dynamic content to be active participants in your business rather than passive overhead.
- **Lifecycle Management:** Provides proven and robust full lifecycle management – create, edit, publish, and search enable all of your content while complying with records management policies.
- **Document Inheritance:** Documents in Content Manager can inherit metadata, classification, security, workflow, and other properties based upon where they are stored or created. This reduces complexity for the document user while enforcing company standards and best practices.
- **Advanced XML Document Handling:** Provides highly flexible capabilities for authoring and storing unstructured content. Combines the benefits of managing both structured and unstructured content with robust Enterprise-class lifecycle management capabilities.
- **Desktop integration:** Documents can be managed from industry-standard desktop productivity tools at a menu level. Support for advanced CAD drawings, rich media, XML documents, and Web content is provided.
- **Document Classification Support:** Allows documents to be automatically understood and categorized to enable enforcement of ECM standards and strategy, while simultaneously building an Enterprise repository of knowledge and expertise.

- **Flexible and Strict Security Management:** access and editing rights are enforced based on user and role-based privileges.
- **Document linking:** documents can be linked in cascading parent / child relationships to allow for changes to be made in coordination with other document content.
- **Federated Full-text searching:** Documents both in FileNet and non-FileNet repositories can be searched for content and relevancy from the same user interface.

Best of Breed ECM Integration

All of FileNet's document management capabilities are seamlessly and deeply integrated with all FileNet ECM suites. FileNet Document Management capabilities provide out-of-the-box integration with:

- **FileNet Business Process Manager:** Documents can be linked and threaded into advanced and cross-department business processes. Documents can both drive and be driven by managed processes and events.
- **FileNet Email Manager:** Documents can be acquired via email attachments and then placed under structured document management controls.
- **FileNet Forms Manager:** Form data can be integrated into existing documents or used to create new documents.
- **FileNet Image Manager *Active Edition*:** Documents can include Image Manager *Active Edition* fixed content or be stored in Image Manager *Active Edition*.
- **FileNet Records Manager:** Compliance and retention policies can automatically be placed on documents based on their content, author, foldering, versioning and approval status.
- **FileNet Team Collaboration Manager:** Documents can be included in team spaces and made available for revisions and team editing.
- **FileNet Web Content Manager:** Documents can be manually and automatically included in Web sites and Intranets.

Publishing & Delivery

Managing your document's creation lifecycle is not enough; they need to be enabled with publishing and delivery capabilities to meet changing business needs and cost drivers. FileNet Content Manager provides advanced document delivery capabilities including document transformation, automated publishing, and portal delivery across multiple channels. Key capabilities include:

- **Document Publishing:** Automates how, when, and in what formats documents are published to intranet or Web sites. Strict security and access rights are maintained through the publishing process.
- **Transformations and Rendition Services:** Provides the ability to transform documents into multiple universal formats such as HTML and PDF to control how the document is consumed.
- **XML Support:** Offers highly flexible integration options and a future-proof ability to ingest any type of content including unstructured content, highly structured technical content required to be managed as discrete elements, and even transactional data from ERP and other systems of record.

Compliance, Storage and Archival

Compliance and storage strategies are more than simply storing a document forever, and FileNet provides the flexibility and compliance management capabilities you need.

- **Seamless Records Management Interoperability:** Documents typically have unique records management requirements compared to other content types, and FileNet Records Manager provides the industry's best and most automated compliance solution. Documents can be automatically placed under records management control based upon author, document class, versioning state or workflow condition.
- **Integration with Multiple Storage Vendors:** Support for mix and match storage support to meet your compliance needs while maintaining enterprise choice.
- **Robust Audit Capabilities:** FileNet Content Manager and the FileNet P8 platform track all document events including changes, access, workflow and process events as well as other events to provide the audit history necessary for compliance and security management.