

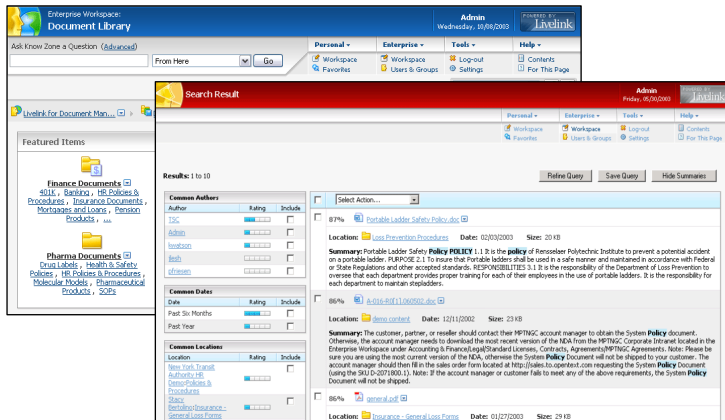
■ **Solution Overview**

Open Text Document Management

Capture, manage and route your documents

In today's business environment, organizing, managing and sharing documents is critical to your success. To maintain competitive advantage, you need quick and easy access to your business-critical information so you can spend more time doing what you do best—serving your customers.

Open Text Document Management provides the essentials to help you reduce the amount of time and effort spent managing your corporate documents. Securely capture, organize and control all forms of electronic documents in a centralized repository. Begin improving productivity by controlling, automating and auditing document-centric business processes.



As organizations grow, the job of managing thousands or even millions of paper and electronic documents is increasingly time consuming and costly. Much of this information can become lost or buried within email systems or across shared drives. Without an effective means of capturing and organizing documents, the flow of information either breaks down or becomes stagnant. Without a centralized knowledge base, outdated documents cause confusion and can become difficult to eradicate. Consolidating all of your information assets in a secure repository can significantly reduce the amount of time you spend managing documents.

“Document Management makes documents easy to access and locate, while at the same time delivering proven protection technology for documents that must be confidential. With this platform we have a system with which our users can feel confident and secure.”

Rick Carey,
Vice President of Technology
Architecture, Merrill Lynch

Organize and share information in a single repository

Document Management is a powerful, fully integrated document management system that delivers the essential capabilities for managing business-critical documents. Access, store and manage millions of files in an organized, hierarchical structure. Version control and audit trail functions ensure both accuracy and currency. Powerful search functionality allows users to easily find what they need, when they need it. Classifications and metadata identify content authors and stakeholders so users can quickly find subject matter experts.

Empower your employees

Enable employees to perform their daily work more efficiently and more accurately. Critical information from across your organization can be quickly consolidated within a centralized, Web-based interface. Each user has access to a personal workspace, which can be customized to suit individual preferences and enhance the overall user experience. By allowing users to organize information intuitively, they can quickly access what they need, when they need it. Providing employees with a convenient place for housing shared documents means significantly less content is left unmanaged in email and shared network drives.

By employing document management essentials, you can more effectively manage and disseminate corporate information. The core library services are seamlessly integrated with process automation tools. All important activities and information can be routed into the work stream, allowing critical data to be included with key tasks and assignments. Ensure your employees have access to the latest and most updated information. Mitigate your exposure to corporate risk; meet industry standards by incorporating compliance measures for document retention into your daily business activities.

Orchestrate people, process, and content to achieve strategic success

You can use Document Management to realize the benefits of employee knowledge, improve work processes, and maximize the value of corporate information. Open Text Document Management brings together the best people in your company and connects them to your business partners, suppliers, and customers. It helps to streamline business activities by improving access to information content, making the most of employee knowledge.

Because Document Management is scalable, easy to access and integrates easily with leading legacy systems, you can extend your enterprise to significantly improve productivity, increase efficiencies and bring products to market faster with lower associated development costs.



Open Text Document Management Features

Repository and library services	Capture, store and organize information in personalized workspaces, folders, and compound documents. Dynamic shortcuts point to any document, folder or object within the repository.
Knowledge classifications	Apply rich metadata to enhance query precision. Classify documents by applying pre-existing taxonomic classifications, categories or attribute values.
Information Retrieval	Crawl and index most file formats and taxonomy classifications. Advanced search functions, including full-text, metadata, XML and natural language searching; result ranking, summarization, clustering, hit highlighting, and more.
Support for any file type	Handle numerous file types including engineering drawings, system reports, email messages, periodicals, or rich media. Zip, download, email or print multiple documents.
Version control	Manage the history of even the most complex compound documents with included version control and revision management. Designate noteworthy document versions. Create static pointers to specific versions to create a generation, or to specify published versions.
Integrated workflow	Design flexible and powerful process automation tools for change management, document review, or approvals. Web forms streamline the data entry process.
Audit trails	Comprehensive audit trail functionality records the date and time of an action, who performed it, a description of it, and related document activities such as who worked on it, reserved it, and more. Integrated notification capabilities inform users whenever relevant content within the repository is updated.
Access control	Up to nine levels of permissions can be configured to prevent unauthorized access. Assign roles and groups, control whether users can see documents, view their contents, and modify or delete them.
Desktop integration	Integrate with familiar Microsoft Office desktop productivity tools. Users can drag and drop files from Windows Explorer directly into the unified repository.
Regulatory compliance	Implementing a secure and scalable document management solution and adopting proven best practices will help you achieve corporate governance and regulatory compliance mandates.
Rapid deployment and adoption	A Web-based interface and open architecture make Document Management quick to deploy and inexpensive to maintain.

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