



AMIG

Turn to effective
records solutions

ORACLE®

WEBCENTER

Oracle WebCenter Content

*AMIG is a distributor of Oracle WebCenter Content
solutions dedicated to Enterprise Content
Management and Records Management*

Why choose Oracle WebCenter Content ?



Flexible, powerful and scalable, the ECM solution **Oracle WebCenter Content** helps companies implement a document management system, capable of storing all types of documents and files (paper and digital).

ADVANTAGES:

- ✓ All the business applications can be easily integrated into WebCenter Content;
- ✓ **Easier access:** employers, clients and partners can access the company's content from any place in the world. Addition of Oracle Documents Cloud Service facilitates information sharing and exchanges with people who are external to the organization.
- ✓ **Broad range of functionalities:** Web content management, document and records management, digital asset management, all these functionalities on a single platform.

Capture



Index



Classify



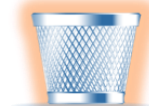
Preserve



Archive



Destruct



The content is stored and organized in **WebCenter Content** in such a way that it is readily retrievable. The software provides numerous services to manage this content:



CONTENT MANAGEMENT

A powerful metadata model provides companies with a better content management system and some additional functionalities.

- The locking system ensures that only one person at a time can modify the content.
- The control of edits provides companies with the possibility to easily identify new edits of documents and to restore previous versions if necessary.
- Thanks to the subscription functionality, users can be automatically informed by e-mail when the content is changed or added to the system.



SECURITY

The total security is assured through different types of access control depending on user roles, hierarchy system, confidentiality level of content, so that only authorized users could access the information.

The applications can use the ready-made security systems of Oracle WebCenter Content, or they can integrate into the company's standards like Active Directory, NTLM or LDAP Active Directory.

Key services



CONVERSION SERVICES

Automatic conversion of more than 225 file formats into ready-to-use formats (for example HTML, WML, XML and PDF).



WORKFLOW

With the workflow engine that is very secure and extremely flexible and customizable, companies can create more efficient automatic processes, adapted to their needs.



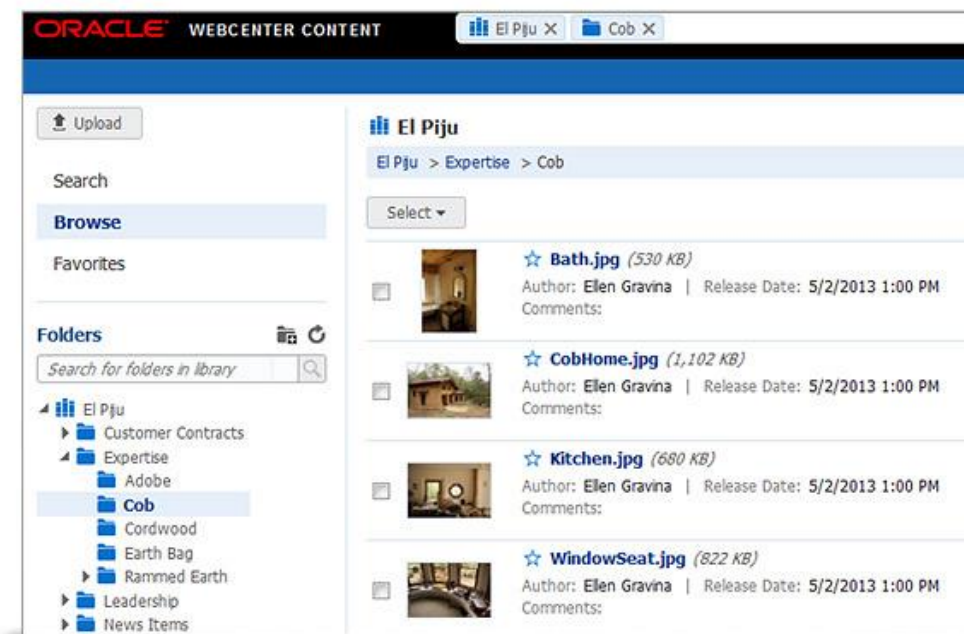
INDEX/SEARCH

Once integrated in the system, the elements of the content can be indexed immediately, and can also be easily and quickly found using a full-text search or metadata.



ADMINISTRATION

All the content management applications enable to access the following administrative services via a unique web interface: archiving and destruction, audit reports and monitoring, backup and data recovery.



Displaying documents and files

Microsoft Office Integration



Oracle provides a module to integrate Microsoft Office (DIS – Desktop Integration Suite) so that users can view documents (plus all the associated metadata, different versions of documents) and use them (updates of metadata, search, subscriptions...) directly **via Windows Explorer**.

- ✔ Possibility to work with folders and documents in offline mode, they are synchronized after the reconnection.
- ✔ Integration of **Windows Explorer**, **Office Pack** (Word, Excel, PowerPoint menus), **e-mail clients** (Outlook, Lotus).
- ✔ Access to the full functionality of Oracle WebCenter Content while using your office tools.



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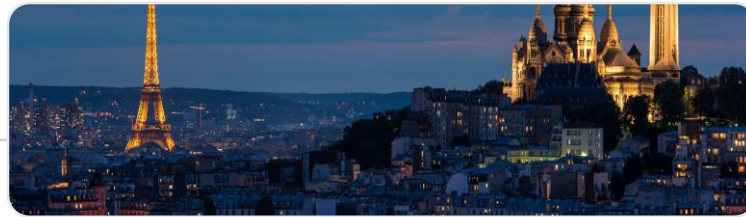
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