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OpenText eDOCS

Securely manage legal content for a competitive advantage

🌐 Centralize work product and legal documents in a content management platform

⚙️ Work seamlessly across devices and applications, including Microsoft® Office

🕐 Find the most complete set of relevant information quickly

🛡️ Customize OpenText™ eDOCS with compliant and secure solutions

Today, information that is needed for effective work is spread across disconnected and isolated systems—email, chat, spreadsheets, documents, slide decks, mobile devices, laptops, business systems, cloud repositories and more. Knowledge workers, including legal professionals, spend approximately 30% of their workday searching for information—and this costs loss of productivity, efficiency and collaboration among disparate business units and teams.[1]

OpenText™ eDOCS provides teams with a flexible, highly secure and intuitive way to manage, find and quickly access work product and other legal content, on-premises or in the cloud, in a purpose-built content management system. eDOCS eliminates data management silos by storing all documents and work product in a single place.

Centralize work product and legal documents

eDOCS is a light-footprint, cost-effective and highly flexible legal content management system that ingrates with Microsoft™ products and enables teams to work seamlessly across devices and applications with one-click access to their legal content from Microsoft Outlook™, Office 365™, Teams™ and provides access to OneDrive™ from within the eDOCS Interface.

1 McKinsey & Company, The social economy: Unlocking value and productivity through social technologies (2012) https://www.mckinsey.com/industries/high-tech/our-insights/the-social-economy

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Organizations benefit from quickly finding, sharing and collaborating on relevant content, including documents, email, graphics, forms, engineering drawings, scanned paper and electronic-based records—available in a single place. Secure content is accessible for a work-anywhere environment whether working remotely, on-premise, in the cloud or via mobile devices.

Work seamlessly across devices and applications

eDOCS improves employee productivity by providing users with choice and flexibility in how they work and access the platform's functionality. In the course of day-to-day activities, knowledge workers can use eDOCS without leaving their familiar applications, with DM Extensions desktop interfaces that interact with content stored in eDOCS from Microsoft Windows® Explorer, Microsoft Outlook or Office authoring applications.

Additionally, InfoCenter, the modern eDOCS user interface, allows users to create a personalized dashboard organized by recently edited content, client or matter tiles or any folders of choice. Each tile represents an area of content that can be surfaced from the eDOCS libraries. InfoCenter's consistent and intuitive interface also provides users seamless access to their content whether from a desktop, popular web browsers or mobile platforms, including iOS and Android™, Outlook and Microsoft Office 365. Users are never more than one click away from their information.

Additionally, users can quickly look up documents categorized by client and matter or any relevant metadata using virtual FlexFolders that instantly display available content based on selected metadata.

Find the most relevant information quickly

With OpenText™ MindServer™, eDOCS' advanced search technology, teams can easily search and retrieve information using full-text, Boolean, hybrid metadata and content queries, which return results with search term highlighting, document summarization* and faceted filters* to easily narrow the results.

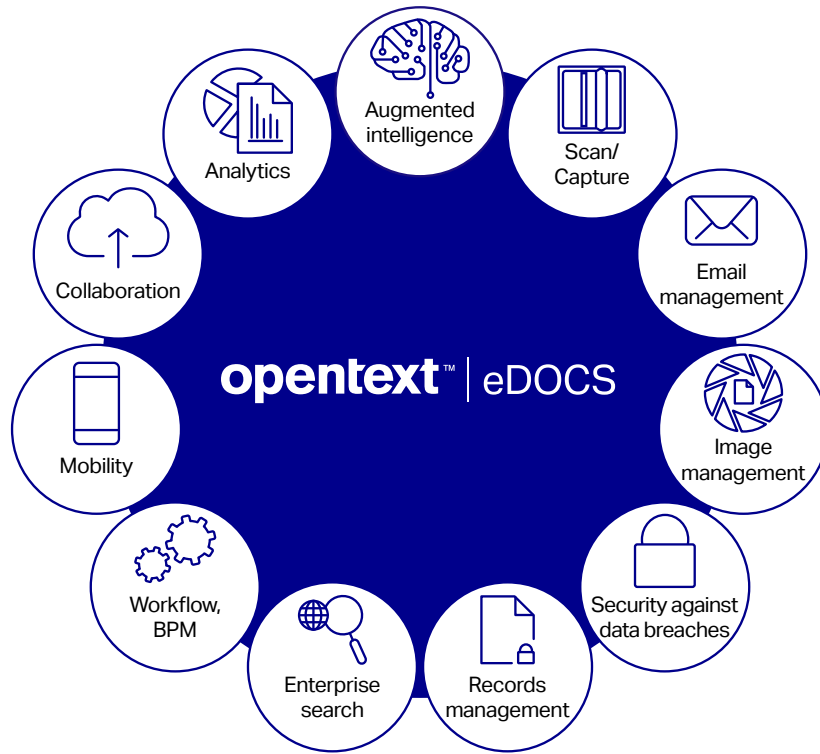## Customize eDOCS with compliant and secure solutions

eDOCS add-ons provide additional capabilities for compliance, organization and granular security. These include:

- **OpenText™ Decisiv™:** Search information sources across your enterprise (including eDOCS, intranets, email archives, web sites and other content repositories) to rapidly discover content and in-house expertise

- **OpenText™ eDOCS Defense:** Protect sensitive data with two additional levels of security: activity monitoring and document level encryption

- **OpenText™ Brava!™ Desktop for eDOCS:** Annotate documents within eDOCS, make redactions to block out sensitive information and publish changed content as a PDF, TIF or expiring content sealed format (CSF) file

- **OpenText™ RM Solutions for eDOCS:** Classify documents into eDOCS Records Management as they are saved into eDOCS and automatically apply a retention period and eliminate the need for the user to manually file the document

- **OpenText™ Core Share:** Extend information from eDOCS Document Management into and out of the Core Share cloud document repository for simple yet secure collaboration with clients, suppliers, partners or others via the cloud

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- **OpenText™ Records Management, eDOCS Edition:** Easily maintain content for eDiscovery and perform defensible disposition

- **OpenText™ Email Filing, eDOCS Edition:** Capture, organize and classify emails alongside related content in the eDOCS library

- **OpenText™ Image Crawler for eDOCS:** Convert imaged-based documents and email attachments within eDOCS into fully searchable content

- **OpenText™ Mobile Time Capture for eDOCS by ZERØ:** Capture billable revenue on mobile email activity with this AI-based application helping law, consulting and accounting firms and corporate legal departments

- **OpenText™ DM Imaging, eDOCS Edition:** Transform paper-based documents into digital assets through capture, markup and OCR capabilities for management in eDOCS alongside relevant content

- **OpenText™ eDOCS Integration for Autodesk® AutoCAD®:** Work more effectively with engineering documents while seamlessly incorporating them into eDOCS

- **OpenText™ DM Workflow, eDOCS Edition:** Define and manage workflows associated with document creation and review throughout all stages of the content lifecycle

- **OpenText™ MBPM Integration for eDOCS:** Generate cohesive interactions among people, business systems and content with easily defined business logic and processes

- **OpenText™ eDOCS Integration for Microsoft® SharePoint®:** Work from within SharePoint while ensuring documents are adequately governed and compliant within the eDOCS DM document repository

eDOCS provides a flexible, collaborative work environment that is designed to support the needs of law firms, corporate legal departments and other professional services organizations. eDOCS ensures that sensitive work product is managed and secure throughout the content lifecycle, while remaining easily accessible for day-to-day operations.

Whether on-premises or in the cloud, organizations gain the business advantage of a modern and visually intuitive content management system that fits within an organization's strategy and supports full functionality, such as Microsoft Office applications for matter-centric work, while seamlessly providing instant access across multiple devices and locations to enhance user and team productivity.

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(Augmented intelligence, Scan/Capture, Email management, Image management, Security against data breaches, Records management, Enterprise search, Workflow, BPM, Mobility, Collaboration, Analytics)

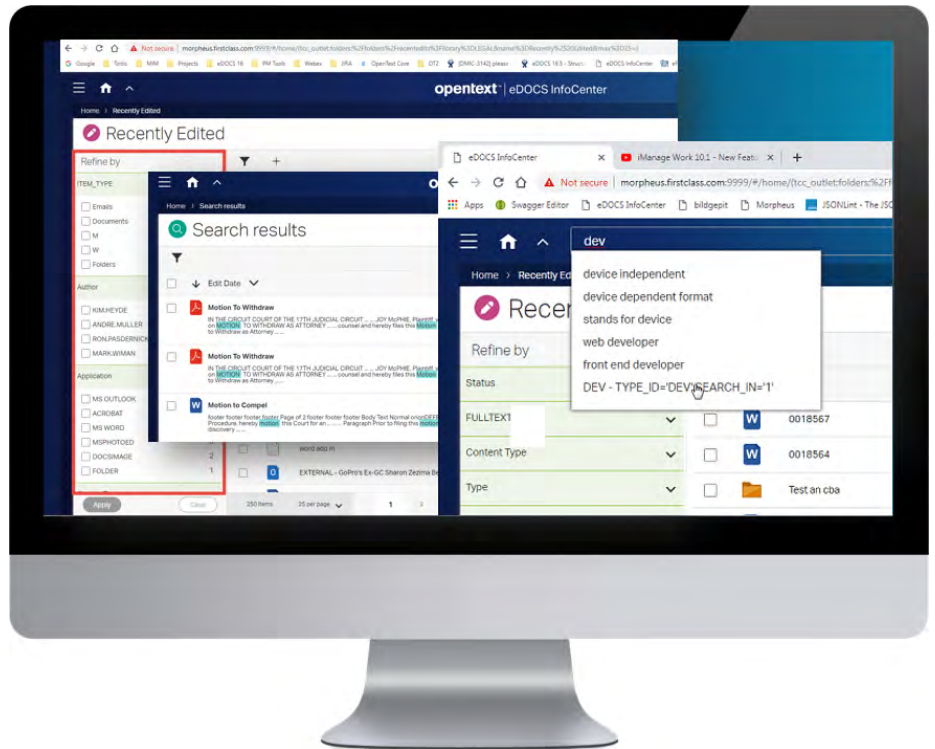| OpenText eDOCS features	
Modern User Interface— InfoCenter	• Provides seamless access from the Web, Outlook and Office 365 applications, and iOS/Android mobile, which can be personalized to surface important or frequently used information as "tiles" with InfoCenter
Microsoft working environment	• Enables users to manage the entire content lifecycle while working inside the Microsoft productivity and collaboration applications of their choice including Outlook, Office 365, Teams, OneDrive and SharePoint
Document-level security	• Provides the most granular security in a legal content management platform, protecting and encrypting data while in transit and at rest, whether on-premises or in the cloud • Denies users from seeing specific metadata values or accessing documents that use them
Customization	• Easily integrates with a rich, companion set of solutions
Tailored deployment	• Allows organizations to deploy eDOCS based on their preferences, whether on-premises or in the cloud, with full content management capabilities
OpenText™ MindServer™ search	• Search suggestions and results summarization help users quickly find the most relevant information available
Smart Profiling	• Save time profiling large volumes of documents with new AI functionality while ensuring classification accuracy
Support for Azure SQL database and Azure Storage	• Save cloud costs by connecting to Azure SQL Server, an on-demand, managed cloud database option for smaller organizations working 9 to 5. Billed on use versus running an SQL Server system 24×7×365. eDOCS content is saved in the cloud with Azure Storage support
Section 508 compliance	• eDOCS user interface conforms to Section 508 Accessibility Guidelines, providing individuals with disabilities equal access to eDOCS
Support for Microsoft 365 Admin Center	• Automated deployment of the light footprint InfoCenter add-ons for Microsoft Office applications

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Find the most relevant information and save time while gaining more complete case, project and client knowledge with the OpenText eDOCS AI-powered search engine.

OpenText Professional Services provides tailored support, from fully managed services to self-service administration.
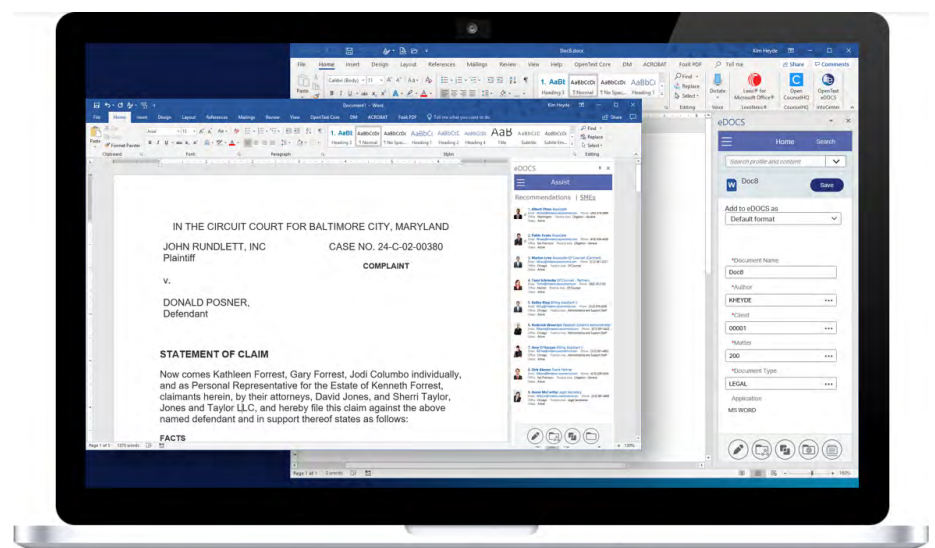
Streamline productivity by managing the entire content lifecycle with the OpenText InfoCenter UI while working inside any Microsoft Office authoring application.

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Learn more

⬇ **Download**

OpenText eDOCS Defense data sheet »

OpenText eDOCS in the cloud data sheet »

OpenText Email Filing, eDOCS edition data sheet »

About OpenText

OpenText, The Information Company, enables organizations to gain insight through market leading information management solutions, on-premises or in the cloud. For more information about OpenText (NASDAQ: OTEX, TSX: OTEX) visit: **opentext.com**.

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