OpenText Legal Content Management (eDOCS)

Seamlessly connect people with the information and business processes they need to master modern work

Benefits

- 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 Legal Content Management (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 percent of their workday searching for information—and this costs loss of productivity, efficiency and collaboration among disparate business units and teams.[1]

OpenText™ Legal Content Management (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. The platform eliminates data management silos by storing all documents and work product in a single place.

Centralize work product and legal documents

OpenText Legal Content Management is a light-footprint, cost-effective and highly flexible content management system 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®, Microsoft Teams® and provides access to OneDrive® from within the 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

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

OpenText Legal Content Management (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 the solution without leaving their familiar applications, with DM Extensions desktop interfaces that interact with content stored in the document management system from Microsoft Windows® Explorer, Microsoft Outlook or Office authoring applications.

Additionally, InfoCenter, its modern 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 its libraries. InfoCenter's consistent and intuitive interface also provides users seamless (eDOCS) 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™, OpenText Legal Content Management's 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 OpenText Legal Content Management (eDOCS) with compliant and secure solutions
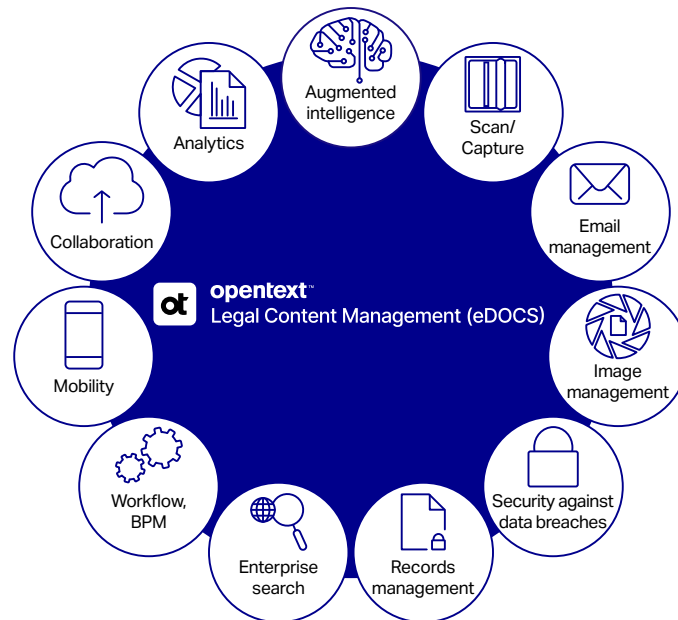
OpenText Legal Content Management (eDOCS) add-ons provide additional capabilities for compliance, organization and granular security. These include:

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

- **OpenText Legal Content Management Defense (eDOCS Defense):** Protect sensitive data with two additional levels of security: activity monitoring and document level encryption

- **OpenText™ Brava!™ Desktop for OpenText Legal Content Management (eDOCS):** Annotate documents within the platform to 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 OpenText Legal Content Management:** Classify documents into Records Management as they are saved into the solution and automatically apply a retention period and eliminate the need for the user to manually file the document

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

- **OpenText Legal Records Management (Records Management eDOCS Edition):** Easily maintain content for eDiscovery and perform defensible disposition

- **OpenText Legal Email Filing:** Capture, organize and classify emails alongside related content in the content library.

- **OpenText Legal Content Management Image Crawler (eDOCS Image Crawler):** Convert imaged-based documents and email attachments within OpenText Legal Content Management (eDOCS) into fully searchable content

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

- **OpenText™ Legal Content Management (eDOCS) Integration for Autodesk® AutoCAD®:** Work more effectively with engineering documents while seamlessly incorporating them into the document management solution.

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

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

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

OpenText Legal Content Management (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. It 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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Legal Content Management (eDOCS)

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

OpenText Legal Content Management (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 OpenText Legal Content Management (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. OpenText Legal Content Management (eDOCS) content is saved in the cloud with Azure Storage support
Section 508 compliance	• The platform's user interface conforms to Section 508 Accessibility Guidelines, providing individuals with disabilities equal access
Support for Microsoft 365 Admin Center	• Automated deployment of the light footprint InfoCenter add-ons for Microsoft Office applications

> "From accountants to engineers, NAL employees are able to make their decisions much quicker. They have critical documents at their fingertips faster than they ever did before. We are almost in real-time—as content comes into the company, it goes into OpenText Legal Content Management very, very quickly. Definitely, all of our groups are benefiting from the speed with which information is getting into the system now."

Nicole Haddow
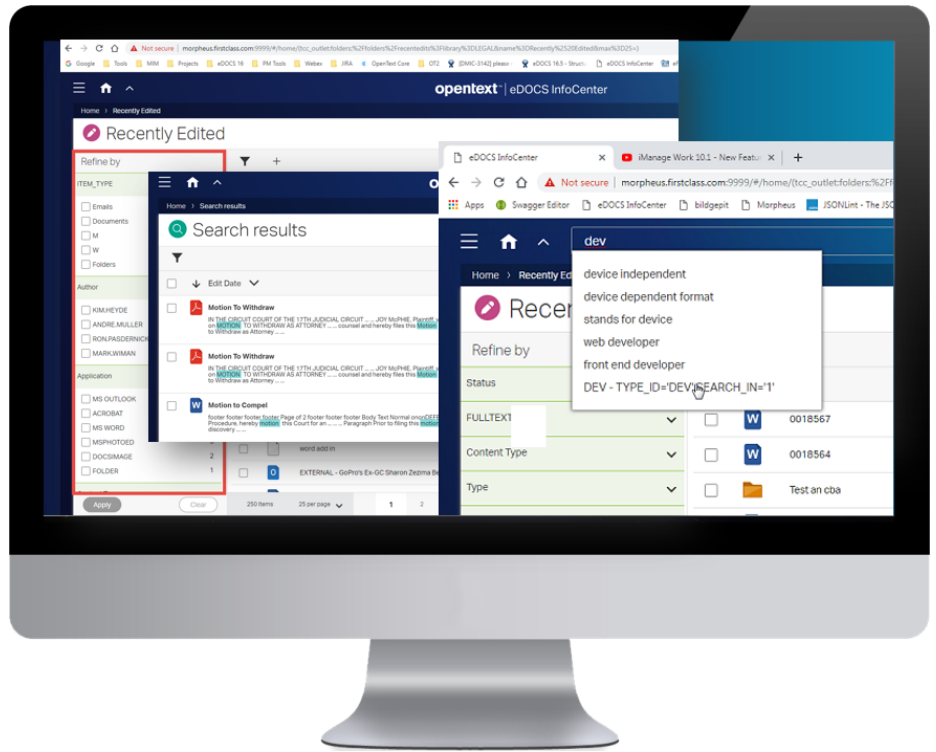Team Lead
Document Management Services
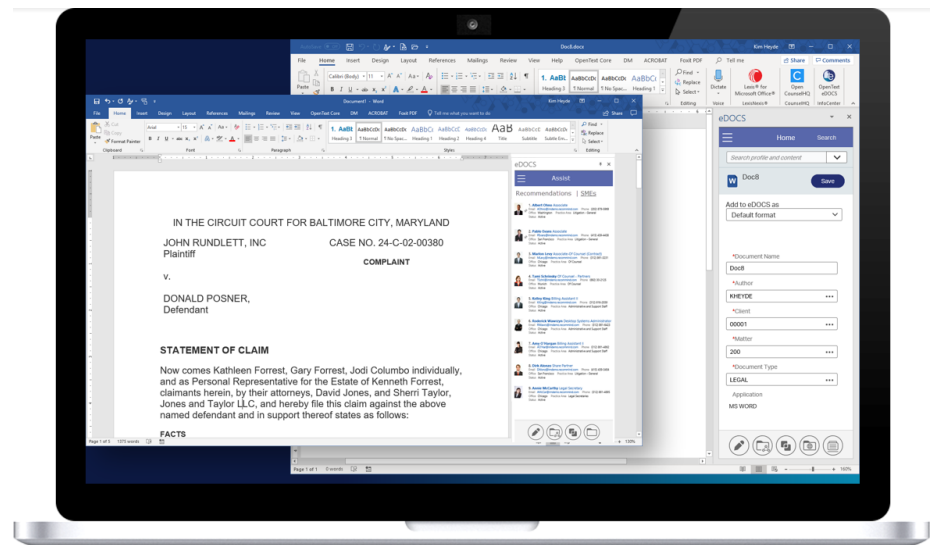NAL Resources

Read the Success story ›

Resources

Learn more ›

Download OpenText Legal Content Management Defense (eDOCS Defense) data sheet ›

OpenText Email Filing (Email Filing), OpenText Legal Content Management edition (eDOCS Edition) data sheet ›

Find the most relevant information and save time while gaining more complete case, project and client knowledge with the OpenText Legal Content Management (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 InfoCenter UI while working inside any Microsoft Office authoring application.

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