

# OpenText Content Management with document control

Efficiently manage the lifecycle of controlled documents



## Benefits

- Optimize operations on a single, central platform: OpenText Content Management
- Fulfill business process requirements with an adaptable, low-code solution
- Ensure regulatory compliance with a full audit trail
- Make accurate and informed decisions with real-time data and reporting

Managing controlled company documents, such as policies and procedures, across various departments can often be challenging and prone to errors. Employees spend on average up to three hours per day searching for information required to execute their tasks effectively.<sup>1</sup> In highly regulated industries like manufacturing, energy, and utilities, lacking a standardized document control process, including version control across the document lifecycle, can lead to a poor quality and safety record as well as difficulty maintaining compliance.

OpenText™ Content Management with document control is an off-the shelf, best-practice solution for automated, enterprise-wide management of controlled documents. This pre-configured, low-code, centralized platform handles creation, review, approval, obsolescence, and training of company documents in a secure, workflow-driven environment. Easy to adapt, maintain and upgrade, it seamlessly integrates with OpenText Content Management (OpenText™ Extended ECM).

A major American manufacturer of diagnostic healthcare products chose OpenText Content Management with document control to consolidate content across all departments and reduce compliance risks.

The customer has benefited from:

- Secure access to documents based on user roles at all stages of the document lifecycle.
- Increased efficiency with best-practice document control processes applied to a single content repository.
- Significant cost savings achieved by decommissioning legacy systems.

## Optimize operations

Employees can optimize operations by managing controlled company documents in a workflow-driven environment through automated document processes while benefiting from OpenText Content Management's robust security, saving time and money while reducing human error. An administrator dashboard provides unified access to all configuration and management tools.

## Easily configure and adapt

This low-code solution can be used out of the box or configured to meet specific process requirements. Whether deployed in the cloud or an on-premises environment, OpenText Content Management with document control can be adapted to changing requirements quickly and easily, without the need for custom code.

## Improve compliance

Organizations must show and verify that all controlled document activities are in adherence with internal policies and external regulations. OpenText Content Management with document control manages the complete document lifecycle, allowing an organization to demonstrate compliance through a comprehensive, real-time audit trail. Simple dashboards make it a simple task to prove any document's history, including who was responsible for creating, reviewing, and approving it, as well as user training records.

## Make accurate decisions

Leverage out-of-the-box, pre-configured reports and dashboards for real-time data and reporting that drives informed decisions. Users can effortlessly incorporate additional supporting documents to ensure comprehensive capture of all necessary data.

Optimize your organization's document control process with a single, enterprise-wide, cloud-certified document control solution for OpenText Content Management. Unlike custom-built applications, this low-code, pre-configured solution is quick to deploy, easy to maintain, and seamless to upgrade, considerably reducing total costs.

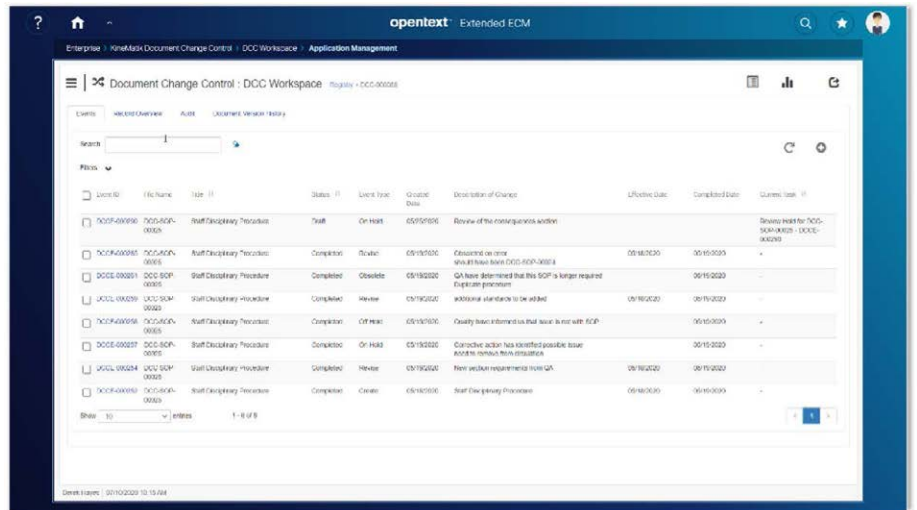
### Solution Integrations

#### Enterprise systems

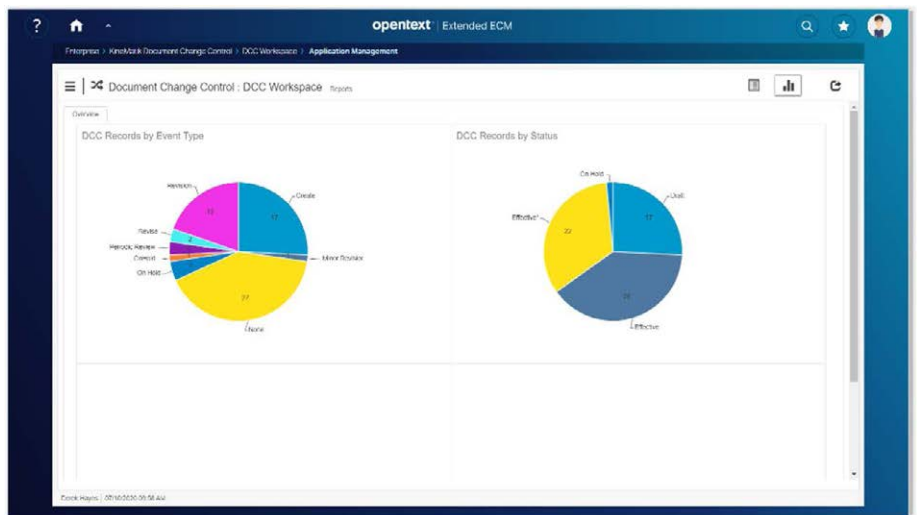
OpenText Content Management with document control can be connected to SAP®, Oracle®, Microsoft® SharePoint®, and other enterprise systems via OpenText Content Management.

# Resources

Solve information management challenges with process automation >



OpenText Content Management with document control workspace



OpenText Content Management with document control reports