Content, Repository and Records Management

Marc Kelberman
Principal Sales Consultant
Oracle Fusion Middleware
Content Management

- User Engagement
- Business Process Management
- Content Management
- Business Intelligence
- Service Integration
- Data Integration
- Identity Management
- Development Tools
- Cloud Application Foundation
- Enterprise Management
Oracle WebCenter
Empower Your Constituency

Oracle WebCenter is the engagement platform powering exceptional experiences for everyone.

- Cross-channel online experiences
- Provide a single point of access with self-service portals and application dashboards
- Enhance productivity with social collaboration
- Ensure timely, relevant and accurate information with enterprise content management
Unstructured Content - Business Challenge

- **Most enterprise data is unstructured content**
  - 85 percent of all data stored is in an unstructured format
  - Average Fortune 500 company has +150TB of stored data
- **Increasing use of unstructured content**
  - Unstructured content use growing at 60%+ per year
  - 80% of business processes require unstructured content
- **Most organizations have multiple content solutions**
  - 51% of Enterprises have 3 or more ECM systems
  - Often unique solutions for each imaging, document, digital asset, web content & records management
- **Creates higher costs, process inefficiencies, & increased risk**
Optimize Information Access with Content Management

- Remove content silos and update most current documents, images and rich media files
- Manage end-to-end content lifecycle from creation to records management and archiving
- Automate business processes with pre-built enterprise application integrations
- Built-in asset repurposing and conversion
- Intellectual property management, branding, rights management and compliance controls
Oracle WebCenter Content
Single, Comprehensive ECM Platform

Traditional Solution Areas
- Document Management
- Document Imaging and Capture
- Web Content Publishing
- Records Management
- Digital Asset Management

Enterprise Applications
- Siebel
- E-Business Suite
- PeopleSoft
- JD Edwards
- Primavera
- Fusion Applications

Custom/Open Source Applications
- Composite Applications
- WebCenter Portal
- SharePoint
- Oracle Fusion Middleware Applications
- Other Applications (e.g. .Net, PHP)

WebCenter Content
- Content Store
- Application Adapters
- FMW Infrastructure
- Embeddable Content Management
2. **Content Check-in**
Content assets are classified as they are created either manually or automatically.

3. **Automated Notification**
WebCenter Content calculates disposition rules and automatically notifies when documents should be destroyed or archived based off disposition rules.

1. **Retention Schedule Creation**
Records Manager defines disposition rules for each type of business record.

4. **Records Manager Approves Disposition**
System processes and generates a disposition certificate.
Access Content Directly From Your Desktop
Document Management for Microsoft Office & Windows Explorer

• Check-in/out
• Versioning
• Tagging
• Managed links
• Smart productivity folders
• Drag ‘n drop
• Metadata pop-ups
ECM for Images, Audio & Video
Digital Asset Management

- Protects valuable visual assets:
  - Logos/Branding, Corporate Images/Illustrations, Flash

- Manages all file types:
  - EPS, JPEG, TIFF, BMP, SWF, Quicktime, Real, WMA, AVI, MP3

- Multiple renditions, multiple uses:
  - Web, Lo/Hi Res Print, Color/B&W

- Easy search and retrieval
  - Thumbnails, storyboards, and closed caption
ECM for Digital Rights & Legal Compliance

Records Management

- “In-place” management of content
- Manage file plans, policies, and business rules from a central console
- DoD 5015.2 v3 certified electronic and physical records management
- Comply with regulations (e.g. FOIA, HIPAA, Sarbanes Oxley, etc.)
Oracle WebCenter Content
Creating Content-Centric Solutions
ECM Directly from Applications

- Check-in/out
- Versioning
- Tagging
- Renditions
- Integrated Capture
## ECM Directly from Business Solutions

**ABC Company**

**Bill To:** Vision Operations  
**Tax Registration:** SYS11230  
**Address:** 101 South 5th  
San Jose, CA 55768

**Ship To:** Vision Operations  
**Tax Registration:** SYS11230  
**Address:** 101 South 5th  
San Jose, CA 55768

<table>
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<tr>
<th>Sales Person</th>
<th>Order Date</th>
<th>Shipped Date</th>
<th>Purchase Order</th>
<th>Questions?</th>
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<th>Item Description</th>
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**ORACLE Imaging and Process Management**

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WebCenter Imaging for Applications
One Platform Content Enables All Applications

- **Capture** digitizes paper & extracts data
- **Imaging** indexes, processes data
- **Content** stores, retrieves, manages data
- **Workflow** accelerates & automates processes

1. Accelerate operations
2. Increase worker & team productivity
3. Better process insight & controls
4. Reduce overhead & integration costs
5. Reduce paper storage & shipping costs
Capture data from any entry point
- Web-based submission
- Ingest directly from applications
- Scan, Fax directly to repository

Automated Functions
- Storage Management
- Access rights
- Workflow, pub-sub notifications
- Versioning and Indexing
- Cleansing/Conversions of information
- Publishing and distribution
- Retention rules and actions
Questions?
Have you joined the WebCenter Community?

- **Oracle WebCenter Blog:**

- **Oracle WebCenter Homepage:**
  [http://oracle.com/webcenter](http://oracle.com/webcenter)

- **Oracle WebCenter Newsletter:**
  [http://oracle.com/newsletters](http://oracle.com/newsletters)

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- **LinkedIn:**
  [http://linkd.in/ORCL_Social](http://linkd.in/ORCL_Social)