# Oracle WebCenter Content: Document Management

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The Oracle WebCenter Content document management solution allows organizations to effectively and efficiently capture, secure, share, and distribute digital and paper-based documents and reports. With Oracle WebCenter Content, you will save money and improve operational efficiencies by streamlining collaboration, automating routine tasks, and lowering costs related to the creation, management, and storage of business documents. In addition, Oracle WebCenter Content provides the governance and auditing capabilities needed to minimize the risks and costs associated with regulatory and legal compliance.

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## MANAGE ALL YOUR UNSTRUCTURED CONTENT

Organizations are frequently overwhelmed by the growing volume of documents generated from everyday business activities such as purchase orders, forms, scanned invoices, and contracts. As content volume grows exponentially, business processes become strained, documents get lost, access permissions become unmanageable, printing and storage costs skyrocket, and employees make poor decisions based on inaccurate and outdated information. Oracle WebCenter Content allows organizations to effectively capture all types of digital and paper-based content, efficiently store the content in a centralized system, control access permissions to the content, and preserve or dispose of the content based on your specific content lifecycle requirements. With Oracle WebCenter Content, you can effectively manage all types of content, regardless of format, location stored, or retention and archiving policies.

## DESIGNED FOR THE BUSINESS USER

Oracle's document management solution allows business users to work in an environment they are comfortable with and interact with Oracle WebCenter Content from within the business applications they use every day. Users will enjoy intuitive content contribution capabilities from within desktop applications such as Microsoft Word and Excel. For accessing documents, Oracle WebCenter Content gives users a choice of different in-context interfaces, including web browsers, Microsoft Windows Explorer, and Microsoft Outlook.

## REDUCE COMPLIANCE RISKS AND COSTS

Oracle's document management solution reduces risk and lowers costs associated with a variety of regulatory and legal compliance processes, such as International Organization for Standardization 9001 (IOS 9001), the Health Insurance Portability and Accountability Act (HIPAA), Federal Drug Administration (FDA) 21 CFR Part 11, and Six Sigma. With the rise in documentation-intense compliance mandates and the need to store compliance evidence, Oracle WebCenter Content allows you to easily store and manage this information to minimize risk. Additionally, by using Oracle WebCenter Content's records management functionality, you can easily manage records and retention policies, reduce e-discovery costs during lawsuits, and develop a stronger governance program.

## MINIMIZING PRINTING COSTS

Many organizations continue to spend millions of dollars per year on production, printing and shipping costs for document such as manuals, technical specifications, drawings, and reports. With Oracle's document management

**A secure, flexible document management system**

**Key Features**

- Full-featured functionality including check-in, check-out, version control, and workflow engine

- Manage content from within Microsoft Office, Windows Explorer, or a web browser Quickly find content by searching on full text or metadata

- Easily convert paper-based content to digital Apply records and retention policies including backup and recovery support

- Support for FDA 21 CFR Part 11

**Key Benefits**

- Better secure and manage documents while giving employees access from familiar desktop applications

- Automate document-centric business processes

- Lower costs related to printing, shipping and storage of documents

- Minimize risk of costly fines and penalties related to legal and regulatory compliance

- Simplify your IT infrastructure with a document management platform that leverages your existing IT investments

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solution, you can easily share documents of all types and allow users to quickly and securely access them online or via familiar desktop tools.

## OPTIMIZED FOR IT

Business users will adopt a document management solution as long as it is easy to use and seamlessly integrates with their existing business processes. The Oracle WebCenter Content solution empowers IT to meet these user requirements without burdening your team with a high-maintenance, cumbersome solution.

Oracle's document management solution is a single, unified content repository providing a complete range of content management services including search, security, workflow, revision control, and powerful content conversion capabilities for all types of content. In addition, as a full-featured content management platform, it has the flexibility and customization capabilities needed to meet the specific document management needs of your business.

## LEVERAGE EXISTING IT INFRASTRUCTURE

Oracle WebCenter Content is designed to protect and extend your existing IT investments by interoperating with your existing infrastructure. Oracle WebCenter Content is certified against a variety of file systems and databases and integrates with popular solutions like Oracle Enterprise Manager for application management and Oracle BPM Suite for business process management.

For organizations using business applications like PeopleSoft, E-Business Suite, and Siebel, Oracle WebCenter Content has adapters that allow you to simplify your document management infrastructure by consolidating all your unstructured content on the WebCenter Content platform.
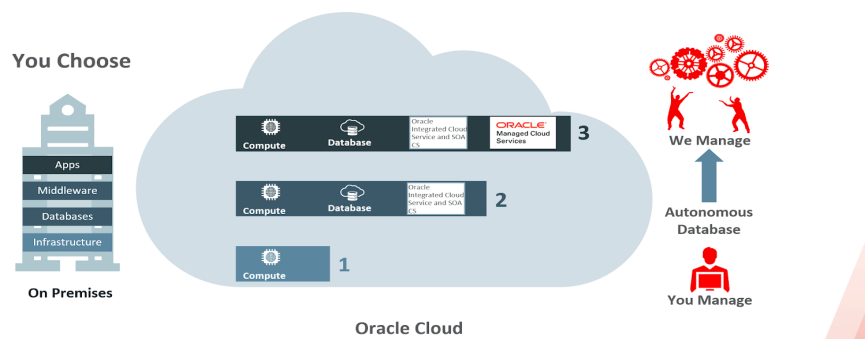
With its out-of-the-box integrations and service-oriented architecture, Oracle WebCenter Content has the needed flexibility to leverage your existing IT infrastructure and provide a document management platform which is quick to deploy, easy to integrate and enterprise scalable.

## SUPPORT FOR ON PREMISE AND CLOUD

Oracle WebCenter Content Suite runs on Oracle Cloud for Infrastructure just like the Oracle WebCenter Content Suite that runs on premises in any data center today. Oracle WebCenter Content Suite deployment on Oracle Cloud Infrastructure choices include the following:

- **Lift and Shift (Infrastructure-as-a-Service):** You can use Oracle Cloud Infrastructure Compute capabilities, storage capabilities and virtual network capabilities to run WebCenter Content Suite application tier and Database tier.

- **Infrastructure-as-a-Service and Database-as-a-Service:** You can use Oracle Cloud Infrastructure Compute capabilities, storage capabilities and virtual network capabilities to run WebCenter Content Suite

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application tier alongside and OCI, Exadata, or Autonomous database
system to run your database tier.



Oracle WebCenter Content is certified with multiple cloud services, including
Oracle Autonomous Database, Oracle Identity Cloud Service, and Oracle Object
Storage.

## OBJECT STORAGE PROVIDER WITH MIGRATION SUPPORT

The Object Storage Provider for Oracle WebCenter Content enables business
users to store, manage, and migrate content from an On Premise WCC system to
buckets in an OCI Object Storage compartment.

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