

# ORACLE UNIVERSAL CONTENT MANAGEMENT STANDARD EDITION

## KEY FEATURES & BENEFITS

### KEY FEATURES

- Out of the box solution includes built-in:
  - security
  - personalization
  - customizable portal layouts
  - workflow
  - metadata & full text search
  - forms
- Manages business content in native file formats
- Automates conversion to HTML for easy viewing
- Integrated access via Windows Explorer & email clients
- Flexible content storage on file systems or in database
- Ability to integrate with Active Directory & LDAP

### KEY BENEFITS

- Makes content easier to find, access, and reuse
- Strengthens customer service and partner relationships
- Improves communication
- Increases employee effectiveness
- Improves the creation and reuse of corporate assets
- Creates process efficiencies
- Reduces costs for shipping, printing, and storage

*Oracle Universal Content Management Standard Edition (SE) is an out of the box, Web-based document management solution ideally suited to the needs of departments and midsized businesses. Oracle's solution allows you to secure and share documents, spreadsheets, presentations, email, zip files, and graphics directly from a Web browser. Oracle Universal Content Management SE works with multiple desktop tools and across multiple platforms, and databases. And, it provides complete upward compatibility to the enterprise-class Oracle Universal Content Management, protecting your investment as your requirements grow.*

### **Automate Expensive, Time Intensive, and Manual Processes**

Stop wasting money on printing, production, and shipping costs for sharing manuals, technical specifications, drawings, reports, and other printable content. With Oracle Universal Content Management SE, you can securely share and distribute content via the Web. Oracle Universal Content Management SE will automate manual steps such as converting items to HTML and routing content to different users or departments for review and approval.

Additionally, Oracle Universal Content Management SE blends well into existing business environment by allowing content owners to continue using familiar desktop applications such as Microsoft Office and Outlook, AutoDesk AutoCAD, Lotus Notes Email, and Sun StarOffice.

### **Improve Content Accuracy – Establish a Single-Source of Truth**

Have you ever run into scenarios where you find 5 different copies of one document – each a little bit different? Which one is the correct version? Stop the content chaos with Oracle Universal Content Management SE. Oracle's solution enables users to easily manage documents and graphics – ensuring only the right people have the ability to view, delete or make changes. With revision control, changes can't be overwritten and lost – and users can always refer back to a previous version.

### **Obtain Real Time Access to Relevant Information**

No need to wait for days until another team posts your documents to the intranet. Users have immediate, Web-based access to all the items relevant to them. The system and its managed content can be easily personalized for different users and roles. Content can be quickly found via search based on metadata or text within the documents. And with subscription services, users can subscribe to receive email updates whenever new items are added or changed.

**OUT OF THE BOX  
SOLUTION TO MANAGE**

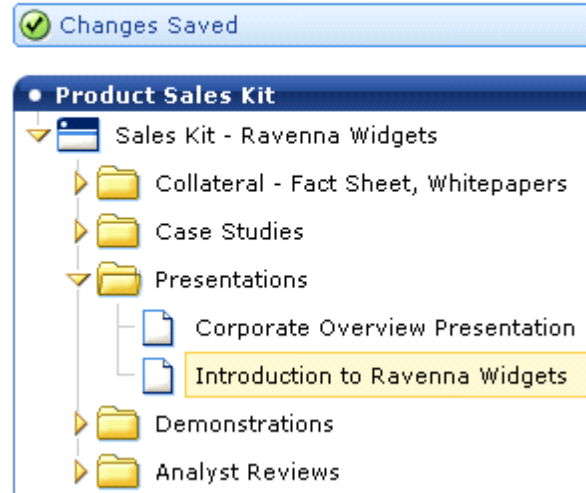
- Policies and procedures
- Intranets
- Marketing and branding assets
- Internal knowledgebase and self-help
- Material safety and data sheet (MSDS)
- E-government
- Contract and case files
- ISO 9001 documentation
- Creation and distribution of large manuals and training information
- Contract negotiations
- Online “deal rooms” for investment offerings & mergers and acquisitions
- Bids and proposals
- Marketing collaboration for collateral, event pieces and new brand launches

**GROW YOUR SOLUTION**

Oracle Universal Content Management SE is optimized for departments and midsized business environments. It is supported on a single server supporting up to a maximum of 4 sockets.

When additional functionality is required, simply upgrade to the enterprise-class Universal Content Management for:

- Web content management
- Digital asset management
- Retention management
- Content tracking
- Clustering
- Content replication
- Web service integrations
- JSR 168 portlets

**Edit Folio**

**Figure 1: Group managed items into easily understood “portfolios” to help others find materials and be notified when updates occur.**

Content creators can quickly create ad-hoc or template based content Folios for sales kits, marketing materials, contracts, policies and procedures, and reports based on specific topics. And with one click, the system will automatically create a zip file for downloading all items in the Folio.

**Improve Collaboration When Creating Content**

Most interactions between employees, partners and customers involve ad-hoc decision-making and discussions. Team-based content creation can be inefficient and costly with native files often passed back and forth via email — clogging up networks, tying up server storage and complicating the editing and revision process.

Oracle Universal Content Management SE empowers business users to set up secure “digital workspaces” to collaborate on project content (such as emails, documents and discussion threads) — without having to depend on limited IT resources. Access to projects and content are available via Web browsers or directly from Microsoft Outlook, Lotus Notes Email or Windows Explorer.

**Contact Us**

For more information about Oracle Universal Content Management SE, please call +1.800.ORACLE1 to speak to an Oracle representative.

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