# opentext

## DATA SHEET

# **OpenText Records Management, eDOCS Edition (eDOCS RM)**

Simple, secure, governance-driven records management





### Demonstrate regulatory compliance,

defensible disposition, and the disposal of electronic and paper records



# Protect critical information

from accidental destruction

Enhance compliance adoption from within commonly

used Microsoft applications

# Quickly locate

**records** by integrating RM with DM systems, reducing costs and enhancing worker productivity

### With the rise of security risks, growing industry mandates, and internal enterprise records management policies, managing the entire lifecycle of an organization's content is critical.

With eDOCS RM, law firms and corporate legal departments have the tools they need to fluidly protect content assets against accidental destruction, security breaches and disaster recovery while meeting increasingly complex regulatory requirements. eDOCS RM provides a secure, feature-rich records management add-on from within your existing eDOCS DM library. When combined with records management policies and controls best practices, eDOCS RM establishes comprehensive lifecycle management of all record types—from hard copy documents to email and Microsoft Office files to images and video files—all in a single location.

eDOCS RM transparently captures content as records without additional hardware, software, or IT professionals to support the application. Knowledge workers, including lawyers, can focus on their core business while records managers can implement records management without affecting the way their internal users work.

### **For Records Managers**

- Manage long-term access, audit and retention control of all content
- Protect critical, essential information assets from accidental destruction
- Increase efficiency by removing ROT (redundant, outdated, trivial information)
- Eliminate inefficient and slow, paper-based, unmanaged information, exposing the organization to liability and expensive discovery
- Manage information without impacting the way users work
- · Simply create records policies and enforce controls

# opentext

### List of associated OpenText products the component works with

- eDOCS
- eDOCS Defense
- eDOCS Email Filing

#### **For End Users**

- Seamlessly create records and assign retention codes without leaving familiar desktop and Microsoft Office applications
- Deliver faster access to consolidated eDOCS profile information and records management
- Leverage the speed and personalization of eDOCS InfoCenter to classify, manage, and govern all types of records, with expanded records management accessibility

#### **For Executive Management**

- Ensure compliance with all applicable retention policies
- Reduce costs of managing electronic and paper content by storing them in a single scalable repository
- Enable staff to transparently manage work product and case records
- Increase productivity by simplifying the search and access to key records
- Improve customer service by reducing records department bottlenecks

### **For IT Administrators**

- Ease records management administration burdens through a consolidated records and document management platform
- Quickly install with web-based eDOCS RM Deployment Tool that configures the user's document and record management experience

			Search profile and content			Ċ	) ? 💄
Welcome,		File Plan		📄 2016/11-Dothan		🔞 Active Requests	
Kim Heyde		🐂 Alabama		🕞 2016/11(B) -	86620	D Paper-XXX	81315
Primary Ibary Dantel. Primary group DOCS_USERS Continue working on W Kims document to test filter		🛋 Alaska		🚍 2016/11(C) -	104427		
		Arizona					
		Arkansas					
Checked out U;	pload files	California					
V I items	Ť	🐂 Canada					
	_	-					
Recently Edited		Q Saved Searches		RexFolders		Workspaces	
Kims document to test filter	105546	<b>Q</b> motion		My Clients		0002 ws extensions 1	103128
testing security tab	105468	test.FUSIONADMIN.MS WO		Client Matter		📲 001 Delete	82399
edocs license and maintena	105467	KHEYDE,%TODAY MINUS 3		Document Types		123 New MW to KH	81594
Document2	105338	q motions last 30 days		Authors		ACME Workspace	36522
needs to be filed subfolder	105423	My work - lasts 60 days		Typist		Active Cases	35282
P eDOCS_Customer_Present	105386	My work - last 30 days		My Matters		📲 Bar Journal	35283
	_	-				-	
Public Folders		Q motion		堶 Alabama		堶 Alabama	
Needs to be filed	105196	DM16L-n104637-v1-photo	104684	2016/11-Dothan		2016/11-Dothan	
hervé's folder	87367	Doc67b	104406	2016/5-Birmington		2016/5-Birmington	
MC Public	102518	OPEN TEXT CORP	102580	2016/7-Mobile		2016/7-Mobile	
D00 test again	102501	DM16L-#102580-v2-OPEN	102783	2016/8-Huntsville		2016/8-Huntsville	
DA 📄	103108	😻 test DM16L-#102577-v1-O	102585	2016/9-Tuscaloosa		2016/9-Tuscaloosa	
D07 James Bond Folder	87907	Motion for Qualified Protecti	33819				
		-					

Users can leverage the speed and personalization of eDOCS InfoCenter to classify, manage, and govern records, including physical, electronic, e-mails, and images with expanded records management accessibility.



Join the conversation

⇒ Learn more

When combined with records management best practices, eDOCS RM helps establish comprehensive lifecycle management of paper and electronic records in a single location.

OpenText eDOCS RM ensures all content that is captured, generated, received or used while conducting business complies with applicable regulatory, industry and internal policies and procedures for the retention and defensible disposition of data. It enables users across the organization to easily understand the business context and legal relevance of their content.

#### About OpenText

OpenText, The Information Company, enables organizations to gain insight through market leading information management solutions, on-premises or in the cloud. For more information about OpenText (NASDAQ: OTEX, TSX: OTEX) visit: **opentext.com**.

#### **Connect with us:**

- OpenText CEO Mark Barrenechea's blog
- Twitter | LinkedIn

### opentext.com/contact