

# Cincom ECM

Building upon over 20 years of Cincom experience in document management and numerous award-winning solutions, Cincom ECM is an innovative, yet proven content management solution, developed in response to the evolving needs of the market and our clients.

As a pioneering content management solution, Cincom ECM offers the latest functionality to meet the needs of your business today, on a future-proof Open Source platform.

Cincom ECM's design reflects Cincom's thorough understanding of the business interactions between people, content and processes. As a result, Cincom ECM facilitates and optimises collaborative content creation, resulting in significant efficiency gains and ROI within the first three months.

## Key Benefits:

- Cost effective with rapid ROI
- Full web interface
- Easy to use
- Highly advanced search, retrieval and indexing capabilities
- Easy to install, deploy and configure
- Easy integration into a company portal
- Solution conceived by document management experts
- Combines the experience of an established software house with the dynamism of Open Source
- Local R&D and support

## Application Examples:

- Customer/supplier/employee files
- Invoice processing: accounts payable/receivable
- Quality management
- R&D processes
- Form management with approval cycles (e.g. purchases, annual leave)

## A next generation content management solution for collaborative content creation



## Management of unstructured information

Various types of unstructured information (emails, web-pages, letters, contracts, reports, images etc.), now account for 80% of the information distributed within a company. This percentage is increasing every year.

Nowadays, business operations are closely related to the capture, sharing, delivery and storage of unstructured information. Improvements in the management of unstructured information offer excellent opportunities for the growth, agility and development of the enterprise.

Cost reductions, productivity gains, auditing and compliancy, service quality, information control, process improvements and management of knowledge are the most important promises of Enterprise Content Management.

## Main functions:

### Organisation of content

- Capture of every type of document: e.g. paper, electronic documents
- Automatic extraction of information
- Ability to search easily using either metadata (including the Dublin Core Schema), forms, or plain text
- Provides hierarchical folder structure and case management
- Document lifecycle (validation, process deadlines, version management)

### Workflow and process management

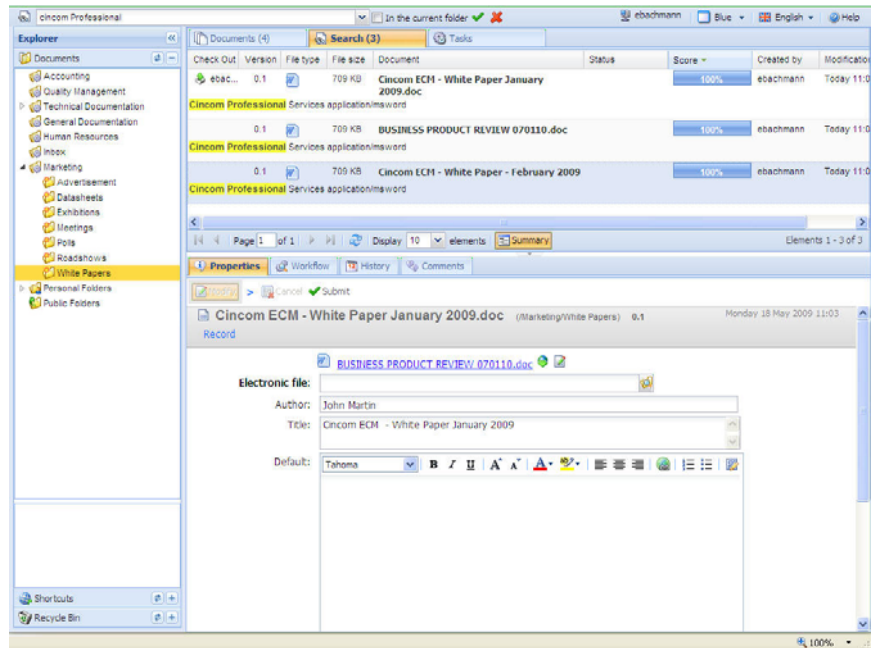
- Management of processes, roles and actors
- Deadline management
- Task list
- Dashboard

### Collaboration and distribution

- Check in and check out
- Fully indexed and searchable annotations and comments
- Notification management
- Alerts
- Distribution by email

### Security, auditing and supervision

- Management of groups and permissions
- Authentication (LDAP)
- Single-Sign-On (SSO)
- Monitoring of global activity and life-cycle of a document
- Auditing of all user and system actions



Cincom ECM: Advanced search and retrieval

### Architecture

- Java technology / J2EE Web application server
- Supports the most popular relational databases such as MySQL and SQL Server
- Services Oriented Architecture (SOA)
- Open architecture (web services, portlet, WebDAV)
- Uses standard Open Source components

### Supported standards

- Use of the Dublin Core Schema
- JSR-170 (Java Content Repository)
- JSR-168 (Portlet Specification)
- WebDAV
- RSS
- LDAP, JDBC, XML, SQL and more

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