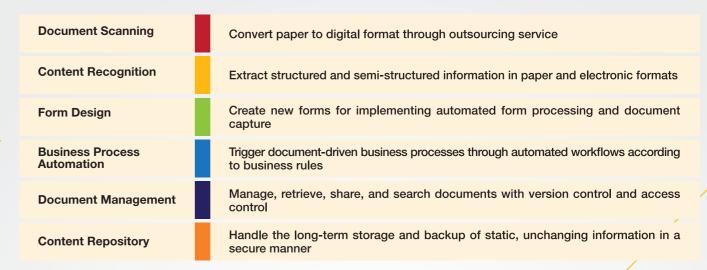
# **We Unify** Users, Documents & Processes

COL Enterprise Content Management Solutions are enterprise-grade end-to-end document management solutions to streamline and simplify the myriad of complex processes involving different users and document types, enabling enterprises to automate their document management and business process lifecycle intelligently. The solutions combine simplified storage, security control, version control, process routing and retention, which benefits enterprises from managing their corporate information with higher efficiency, better control and reduced costs.

## **Solutions Highlights:**

- Capture & Transport structured or semi-structured information in paper or electronic format into a content repository for reuse, distribution, and storage.
- Manage & Route captured documents and contents systematically and intelligently based on automated workflows in accordance with the internal business rules of the organisation.
- Archive & Deliver documents and contents to the right audience on the right device.

# **Solutions Components**



# **Solutions Overview**

# Manage

What are the tools and techniques for passing the contents around an organisation and monitoring those tools' performance?

# **Capture**

• HCR

• OCR

How do you move the contents on paper or electronic documents into your content repository for reuse, distribution or storage?

#### **Authoring Technologies**

- Office Documents
- Form
- Rich Media
- ERP • e-Billing
- Financial Application Aggregation

**Input Design** 

Document Imaging

Form Processing

Categorisation

Indexing



# **Preserve**

How do you manage the long-term archive and storage of the essential contents?

- Optical • Film

## **Deliver**

How do you get the right contents to the right audience on the right

#### **Transformation & Security**

- XML
- PDF
- Syndication
- PKI
- Digital Signatures

## **Distribution**

- Web
- Intranet
- Paper Fax

### **Archive Types**

- Paper
- NAS / SAN

• CAS