

# ORACLE CONTENT SERVICES 10g COLLABORATION SUITE

## ORACLE CONTENT SERVICES 10g

### KEY FEATURES:

#### File and Document Management:

- Folder and file-level security
- Role-based access control with customer-defined roles
- Multiple sites per Content Services instance
- Check-in/Check-out
- Policy-based versioning
- Policy-based category (extended metadata) management

#### Rich Web UI:

- Dynamic tree view and splitter
- Right-click menus
- Drag and drop

#### Enhanced Windows integration:

- WebDAV for all Windows apps
- Right-click access to extended functionality
- Transparent offline access and synch

#### Web Services:

- Supports integration, automation, functional extension — ideal for value add from ISVs, implementers
- J2EE and .Net compatible

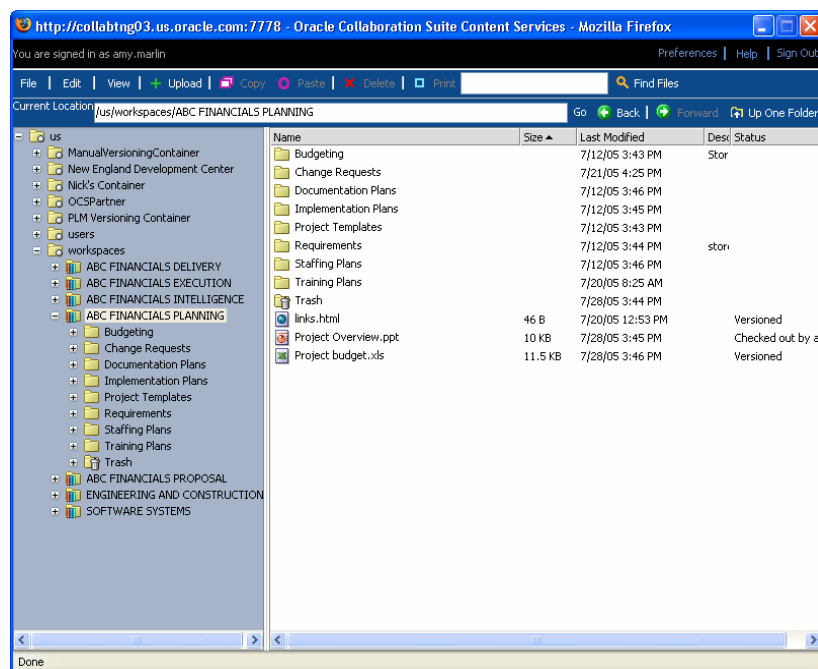
#### Business Process Automation:

- Utilizes BPEL Process Manager
- Policy-based workflow application

#### Records Management

- Dynamic Records Management Web UI with secure login
- File Plan-based record organization
- Flexible classification and retention policy management
- User or policy-based record declaration
- Integration with EMC Centera and NetApp SnapLock

*Oracle Content Services 10g is the file and content management component of Oracle Collaboration Suite. Built on the proven and powerful Oracle Database and Application Server, Content Services 10g delivers a new level of functionality, usability, and expandability. Content Services 10g provides precisely the tools and facilities needed to manage the content explosion, reduce risk associated with information discovery and information loss, and establish a broad range of content compliance policies. This new functionality is seamlessly surfaced in familiar environments, when and where users need it, and without changing the way they work.*



an example of Content Services 10g UI

## File and Document Management

Oracle Content Services 10g provides a number of powerful file and document management capabilities. Comprehensive user and security management includes role-based access control at the folder and document level and access management through groups as well as individual users. Behaviors controlling the lifecycle of information such as versioning, attribution, and records management can be specified through policies established on a folder-by-folder basis and can be applied to content manually or automatically. By utilizing automated policies instead of requiring the user to remember to perform extra steps, these important lifecycle management capabilities become truly useful and the risk of user rejection often associated with content management deployments is minimized.

## ORACLE CONTENT SERVICES 10g

### KEY BENEFITS:

- **Increased productivity** by making information throughout the enterprise easier to find, manage, and share
- **Reduced risk** through better control of information and establishment of consistent information policies and processes
- **Enhanced compliance** support for government and industry regulations through records management
- **Lower costs** through consolidation of server hardware, software licenses, and administrative support

### RELATED PRODUCTS AND SERVICES:

- Oracle Collaboration Suite
- Oracle Portal
- Oracle BPEL Process Manager
- Oracle Workflow
- Oracle Internet Directory
- Oracle Enterprise Manager

Oracle Content Services 10g delivers a rich experience for both Web and Windows desktop users. A new, highly interactive, and dynamic Web interface allows content to be easily accessed anytime anywhere from any Web browser.

Advanced integration with Microsoft Windows permits users to access Oracle's Content Services functionalities directly from Windows Explorer. Finally, Oracle Content Services 10g features seamless offline content management capabilities, allowing users to easily access and manage content when they are disconnected from the network.

### Web Services

Oracle Content Services 10g provides complete access to application functionality programmatically via J2EE- and Microsoft.NET-compatible Web Services APIs. These APIs can be leveraged to integrate Content Services 10g with other systems and applications (including Oracle E-Business applications and Oracle Portal) and to automate and extend application functionalities.

### Business Process Automation

Oracle Content Services 10g now supports workflow through the Oracle BPEL Process Manager and also includes powerful capabilities that allow workflows to be associated with specific folders and automatically triggered when events such as document check-in or deletion occur in those folders. Such event-driven workflows can be used to drive review and approval cycles, notify someone that a new document version has been checked in, or prevent the deletion of a document from a folder without a manager's permission. In addition, workflows can call Content Services 10g Web services for performing an extensive set of management actions, enabling the automation of a wide range of business processes.

### Records Management

With regulatory compliance issues becoming increasingly important, records management capabilities are an important capability available in Content Services 10g. Records Management provides the ability to specify that a document is to be retained for a certain period of time, prevent or control changes to the document during the retention period, and dispose of the document in a prescribed way once the retention period has expired. Content Services 10g provides a dynamic records management Web UI with secure login that permits file plan-based record organization, record search, and flexible classification and retention policy management. Records may be declared manually by users or through policy-based record declaration applied on a folder-by-folder basis.

### For More information

To learn more about Oracle Content Services 10g visit:

<http://www.oracle.com/collabsuite/index.html>