OpenText eDOCS

Securely manage legal content for a competitive advantage

Despite a myriad of applications and devices designed to improve employee productivity, many legal professionals cannot easily access their sensitive legal information when they need it most—including work product, case and client information, intellectual property and regulatory filings. In fact, according to McKinsey, employees spend 1.8 hours a day, nearly 20 percent of their work week, searching for documents.\(^1\) Even when a document has been found, important related information may be stored in repositories, flash drives, Microsoft® SharePoint®, mobile devices, email and laptops that are never searched.

Adding to this challenge, due to the rise of data breaches and cybersecurity threats—particularly threats from the inside—legal professionals need to protect their sensitive information, or face fines and the loss of IP and customers.

OpenText™ eDOCS provides legal teams with a flexible, highly secure and intuitive way to manage, find and quickly access work product and other legal content, on-premises or in the cloud, in a purpose-built content management system. eDOCS eliminates legal data management silos by storing all legal documents and work product in a single place.

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Centralize work product and legal documents

Designed to support the content lifecycle of high-touch, high value matter-related work product authored in Microsoft® Office applications, eDOCS is a light-footprint, cost-effective and highly flexible legal content management system.

Organizations benefit from quickly finding, sharing and collaborating on relevant content, including documents, email, graphics, forms, engineering drawings, scanned paper and electronic-based records—available in a single place.

Work seamlessly across devices and applications

eDOCS improves employee productivity by providing users with choice and flexibility in how they work and access the platform’s functionality. In the course of day-to-day activities, knowledge workers can use eDOCS without leaving their familiar applications, with DM Extensions desktop interfaces that interact with eDOCS content from Microsoft® Windows® Explorer, Microsoft® Outlook® or Office authoring applications.

Additionally, users can quickly look up documents categorized by client and matter using virtual FlexFolders that instantly display available content based on client or matter metadata. Users can also leverage OpenText® InfoCenter, the eDOCS user interface to create personalized dashboards organized by recently edited content, client or matter tiles of choice. Each tile represents an area of content that can be surfaced from the eDOCS libraries, so users are never more than one click away from their information.

InfoCenter extends its consistent and intuitive interface, providing seamless access whether from a desktop, popular web browsers or mobile platforms, including iOS and Android™, Outlook and Microsoft® Office 365®.

Find the most relevant information quickly

With eDOCS enhanced search, teams can easily search and retrieve information with advanced search technology, including full-text, Boolean, hybrid metadata and content queries, which return results with search term highlighting, document summarization* and faceted filters* to easily narrow the results.

Customize eDOCS with compliant and secure solutions

- OpenText® eDOCS Defense: Protect sensitive data with two additional levels of security: activity monitoring and document level encryption
- OpenText® Email Filing, eDOCS Edition: Capture, organize and classify emails alongside related content in the eDOCS library
- OpenText® Records Management, eDOCS Edition: Easily maintain content for eDiscovery and perform defensible disposition
- OpenText® DM Imaging, eDOCS Edition: Transform paper-based documents into digital assets through capture, markup and OCR capabilities for management in eDOCS alongside relevant content
- OpenText® eDOCS Integration for Microsoft® SharePoint®: Work from within SharePoint® while ensuring documents are adequately governed and compliant within the eDOCS DM document repository
- OpenText® eDOCS Integration for Autodesk® AutoCAD®—Work more effectively with engineering documents while seamlessly incorporating them into eDOCS
- OpenText® Image Crawler for eDOCS: Convert imaged-based documents and email attachments within eDOCS into fully searchable content

*Powered by the OpenText MindServer search engine.
Without OpenText™ Document Management, eDOCS Edition, we would struggle to deliver the efficient, top-level service our customers expect.”

Jason Mervyn
Director, Technology Business Solutions
Gowling WLG

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Read the full Success story
## OpenText eDOCS features

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<tr>
<th>Feature</th>
<th>Description</th>
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<tr>
<td>Modern UI—InfoCenter</td>
<td>Provides seamless access from multiple mobile devices, from within Outlook and Office 365 applications and popular web browsers; which can be personalized to surface important or frequently used information as “tiles” with InfoCenter</td>
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<td>Microsoft working environment</td>
<td>Enables users to manage the entire content lifecycle while working inside the Office authoring application of their choice</td>
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<td>Document-level security</td>
<td>Provides the most granular security in a legal content management platform, protecting and encrypting data while in transit and at rest, whether on-premises or in the cloud. Denies users from seeing specific metadata values or accessing documents that use them</td>
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<td>Customization</td>
<td>Easily integrates with a rich, companion set of solutions</td>
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<td>Tailored deployment</td>
<td>Allows organizations to deploy eDOCS based on their preferences, whether on-premises or in the cloud, with full content management capabilities</td>
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<tr>
<td>Enhanced search</td>
<td>Delivers quick and automatic search models to help users find the most relevant information available</td>
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Find the most relevant information and save time while gaining more complete case, project and client knowledge with the OpenText eDOCS AI-powered search engine.

**OpenText Professional Services provides tailored support, from fully managed services to self-service administration.**
Streamline productivity by managing the entire content lifecycle with the OpenText InfoCenter UI while working inside any Microsoft Office authoring application.

Only OpenText eDOCS Defense, an add-on module, protects against internal security breaches with two levels of security: encryption at the document level and rules-based end-user activity monitoring. Above is an example of what IT or unauthorized users see when looking at a document directly in the database.

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.