

Documentum Success Case Story

About the company :

The company operates as a manufacturer and distributor of consumer products used in daily life. There are production bases both domestically and abroad.

Process Name :

Sign and certify project delivery documents

Current Problems :

- 1 Restricted user rights management If a company doesn't use Active Directory (AD), users face difficulties because each user can edit or delete anyone else's files.
- 2 IT departments have difficulty managing AD permissions.
- 3 Difficult to find documents or can't find them, don't know which folder they are stored in.
- 4 Confused about document versions I don't know which document is the latest version. causing you to use the wrong version.
- 5 It takes a long time to scan, name files, and store documents in desired folders.
- 6 There is a high cost of storing documents, such as having to buy a cabinet or rent a warehouse.

Recommended Solution : Documentum



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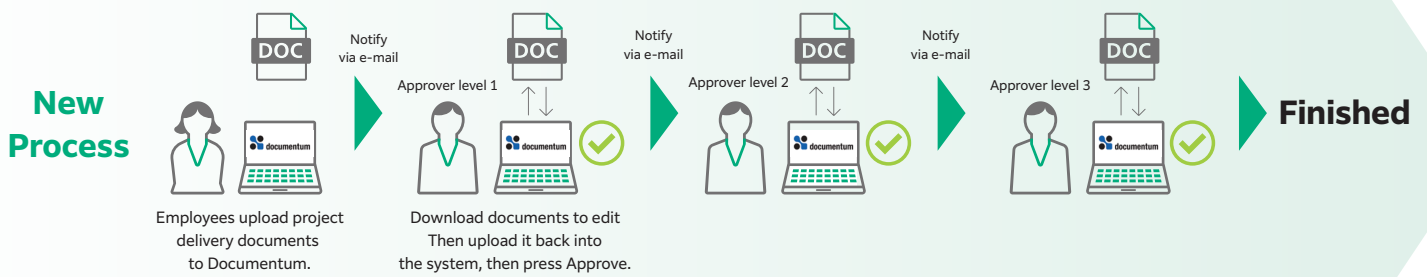
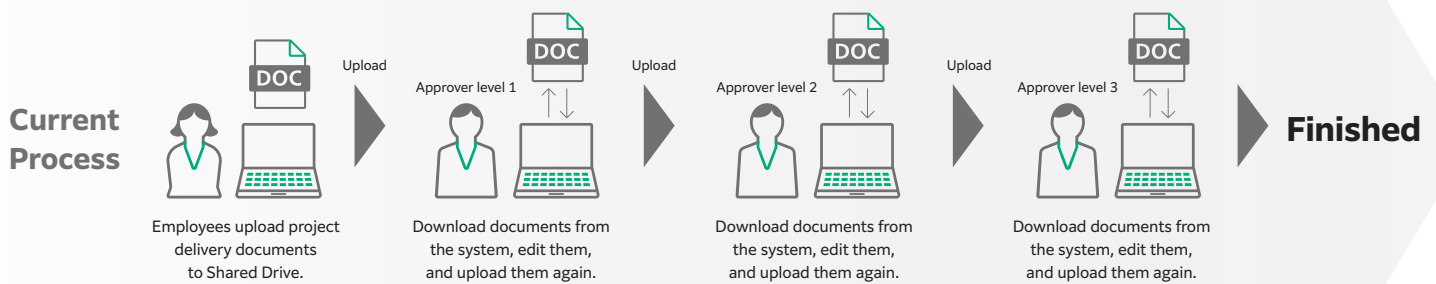
Solution details :

Documentum is an electronic document management system for large organizations (Enterprise Content Management or ECM) that helps organize and store organizational data efficiently and allows employees to easily access information. Documentum can connect to a wide range of large enterprise applications such as SAP, Salesforce and Microsoft, helping organizations overcome management challenges. Complex data is excellent.



How the solution works :

- 1 Employees upload project delivery documents to Documentum.
- 2 Level 1 approvers press Approve or if you want to edit. Just download the document to edit. Then upload it back into the system, then press Approve.
- 3 The system will send a notification to level 2 approvers via e-mail so they can press approve or if they want to make changes. Just download the document to edit, then press approve according to the steps.
- 4 When the document has been edited and fully approved. The system will send a notification to the person requesting approval for further action.



Benefits of Documentum :

- 1 Easy to use. Files are easily accessible to all users.
- 2 It is safe. Able to set permissions for each file to be seen, read, deleted, and edited only by those who have permission. No more problems with lost files or not knowing who edited the document.
- 3 Easy document search by organizing the tag system and search by file content.
- 4 Manage document versions.
- 5 Able to send documents among users (Workflow) can make users know that who has the documents sent to.
- 6 Reduce time for document storage.
- 7 Reduce costs for document storage.



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