

# OpenText Documentum Content Management Owner's Manual

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## PRODUCT OVERVIEW

**OpenText Documentum Content Management**  
**Put high-volume content to work—right at your fingertips**



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### Benefits

- Increase high-volume performance with supercharged content management
- Achieve unmatched security and compliance in the cloud
- Boost productivity and collaboration

- Put content to work with future-ready innovations

Organizations must balance evolving regulations, user expectations, collaboration needs, and rapid AI growth while managing, controlling, and securing vast volumes of diverse content. By extracting value from content and improving governance, organizations can provide future-ready, collaborative user experiences that help employees meet business goals.

OpenText t™ Documentum™ Content Management (CM) is a robust enterprise content management system designed to manage the complexities that come with high volumes of critical content. The platform organizes, preserves, and provides easy access to information while supporting strict privacy and security protocols. It also streamlines business processes and connects trusted applications, delivering exceptional user experiences from any device.

OpenText Documentum CM supports the entire lifecycle of diverse content types, including CAD files, rich media, audio, video, and more. With advanced generative AI technology, it transforms how organizations manage and discover business content, allowing users to efficiently access and leverage vast amounts of information.

### **Increase high-volume performance with supercharged content management**

To drive growth, organizations must store high volumes of content in a way that maximizes IT resources while ensuring accessibility. A scalable, unified repository is essential for meeting future enterprise needs and enforcing governance policies across corporate offices, branch locations, and the cloud.

### **Real-life customer wins with OpenText Documentum CM:**

- Large European financial services company ingests 500 million objects a month with close to 80 billion documents stored.
- Global energy company supports more than 30,000 users to access over 400 terabytes of data stored in the cloud on 15 repositories deployed globally.
- South African bank supports six million customers who make up to 6,000 requests per minute against a single repository with 4.3 billion documents.

By eliminating data silos and automating categorization and intelligent tagging of information to speed up search and retrieval, organizations can control content while scaling to support growth—all without compromising performance in even the most demanding environments.

### **Achieve unmatched security and compliance in the cloud**

Ensuring security and compliance is critical for organizations managing sensitive information. With a comprehensive suite of security features, including a secrets protection layer, compliance certifications, and robust encryption standards like FIPS and 128-bit AES, OpenText Documentum CM safeguards corporate records throughout their lifecycle.

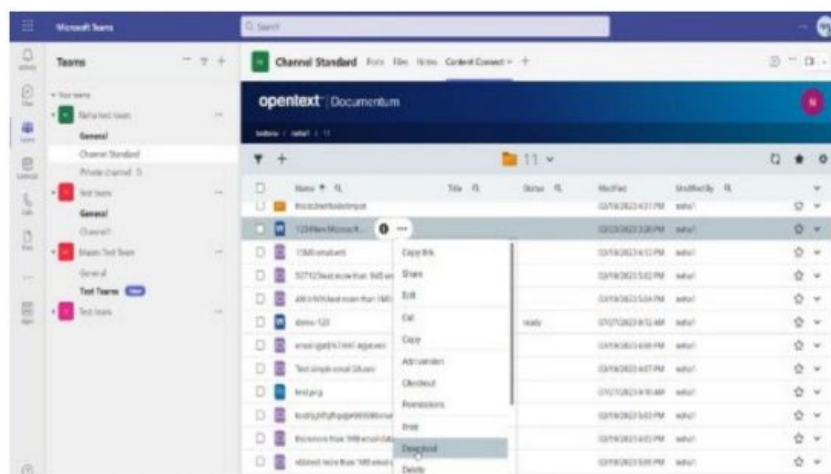
Organizations can also easily track and control data access with advanced auditing capabilities and patented technologies that ensure legal and regulatory compliance, reducing the risk of non-compliance and data breaches. With cloud-native technologies for simplified deployments, OpenText Documentum CM functions as a fully managed cloud service or integrates with existing infrastructures using virtual machine and container technology. Tools like Kubernetes and Ansible ensure consistent deployments while reducing errors. OpenText Documentum CM also easily connects various repositories and tools, whether on premises or in the cloud, and simplifies integration with open technologies and standards.

### **Boost productivity and collaboration while transcending borders**

Interoperability guarantees secure content management in familiar environments to keep employees productive

and accelerate business processes. OpenText Documentum CM seamlessly integrates with key business systems such as SAP®, Salesforce®, and Microsoft 365®, delivering content where employees are already working with the added benefit of intelligent automation.

OpenText Documentum CM also enhances collaboration with external customers and partners by providing a unified content management framework that securely shares information while maintaining strict governance. This level of streamlined collaboration promotes effective borderless teamwork, knowledge sharing, and better business outcomes.



Create a unified experience for your users whether they are in Microsoft Teams, SAP, or Salesforce

**“...the main difference between Documentum and its competitors is that the Documentum platform scales very well...”**

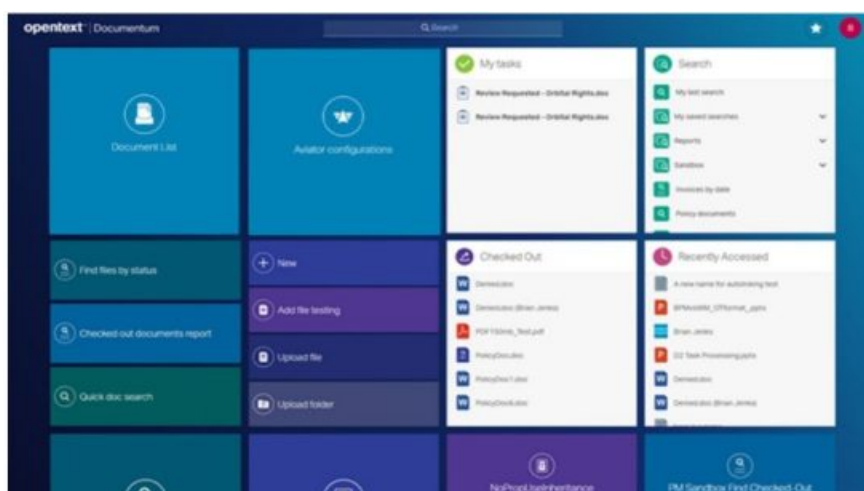
**Sebastian Dommel**

GDMS Manager, Linde plc

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## Put content to work at your users' fingertips

OpenText Documentum CM provides personalized user experiences through its role-based client interface that adapts to individual tasks, boosting productivity and user adoption. Users can easily customize the client without IT support, accelerating application prototyping that can transition smoothly to production.



Customize landing pages with a selection of tiles tailored for the user's job roles

Whether in the office or on the go, the mobile client supports efficient task completion with a responsive design and mobile-specific features, putting essential tools right at users' fingertips.



Connect Microsoft Teams with a Business Workspace and seamlessly embed collaboration in business processes

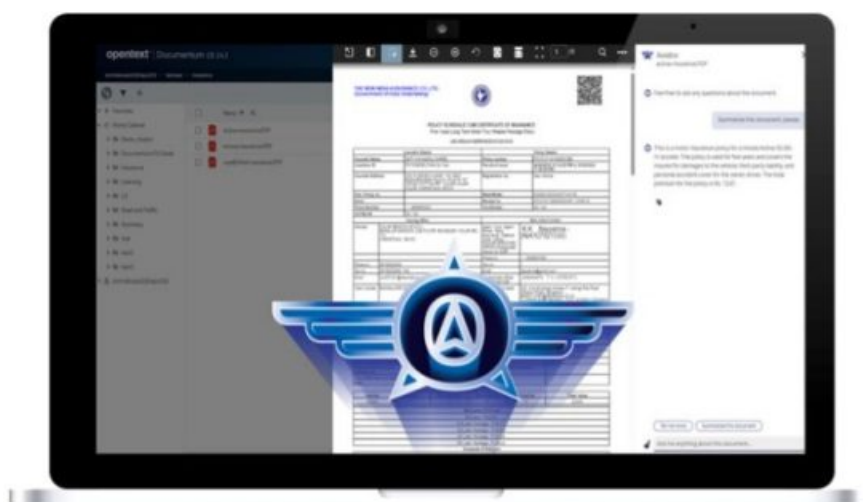
When they need a little help sifting through large volumes of organizational information, employees can use the [AI-powered content assistant](#), OpenText™ Content Aviator, to easily access and analyze data from various sources while automatically extracting critical content and applying relevant metadata, including PII classification. When content is stored outside of OpenText Documentum CM, OpenText™ Aviator Search quickly enables conversational search across more than 150 repository types and 1,500+ file formats. It is all right at their fingertips.

**“If we didn’t have an ECM system like Documentum, life would be much more difficult. We now store data in a central location and people can find exactly the information they need in a matter of seconds.”**

**Dirk Guijt**

IT Project/Product Manager, ECM Systems, Air France-KLM

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Get work done faster with OpenText Content Aviator integrated with OpenText Documentum Content Management

## A future-ready solution for high-volume content management

For more than 25 years, thousands of organizations have put their trust in OpenText Documentum CM to deliver a secure, scalable, and highly responsive platform built to support high-volume, mission-critical information needs of modern enterprises.

Proven across various industries for its robust features and innovative approach, OpenText Documentum CM can help customers innovate and expand their systems to go beyond traditional enterprise content management using advanced generative AI and personalized content management capabilities to delight their users.



OpenText Documentum Content Management is the foundation supporting contentcentric business collaboration and process automation

Product capabilities	Description
Capture	<p>OpenText Core Capture</p> <ul style="list-style-type: none"><li>• Leverage continuous machine learning for automated file classification and data extraction.</li><li>• Combine optical character recognition (OCR) with advanced AI for intelligent document processing, ensuring secure information routing to the right users and systems.</li></ul>
Document management	<ul style="list-style-type: none"><li>• Store and manage content, metadata, and versions while providing services for search indexing, content security, lifecycle management, and workflows.</li><li>• Report-creation wizard Auto-classifies, adds metadata, and creates customized reports.</li><li>• Enable enterprise-wide full-text or natural language querying with a sharable search results overview and preconfigured search forms designed for roles and teams.</li></ul>
Personalized clients	<ul style="list-style-type: none"><li>• Use a configurable, personalized, responsive web-based interface to manage documents, with dynamic user interfaces, business rules, and content types—all without the need for custom coding.</li><li>• Mobile applications allow content access and management on the go. Supports both iOS and Android platforms.</li></ul>
AI-powered content assistant	<p>OpenText Content Aviator</p> <ul style="list-style-type: none"><li>• Sifts through large volumes of organizational content to find what you need, faster. Use natural language questions to easily find relevant information and distill content into easily digestible summaries.</li><li>• Generate content in multiple languages to break down barriers.</li><li>• Provide safe and relevant responses, minimizing common risk, such as hallucinations and false answers.</li></ul>

Integration with Microsoft 365	<ul style="list-style-type: none"> <li>• Allows users to access and manage OpenText Documentum CM content directly from familiar applications with seamless content sharing and collaboration across Microsoft Office, Outlook, SharePoint, and Teams.</li> </ul>
External sharing and collaboration	<ul style="list-style-type: none"> <li>• Effortlessly share business-critical information with vendors, partners and customers to improve efficiency and strengthen relationships.</li> <li>• Bi-directionally sync files, folders, and metadata between OpenText Documentum CM and OpenText Core Share.</li> <li>• Create, co-author, and save documents from OpenText Documentum CM or Microsoft Teams for use in enterprise applications.</li> </ul>
Viewing and transformation	<ul style="list-style-type: none"> <li>• Provides robust document viewing, annotation, redaction, comparison, transformation, and publishing features, as well as capabilities for converting and transforming content formats.</li> <li>• Supports operations such as document rendering, thumbnail generation, and full-text indexing. Anywhere access to edit and collaborate on any file type, including Microsoft documents, PDFs and CAD drawings, such as multi-files, and images.</li> </ul>
Workflow and automation	<ul style="list-style-type: none"> <li>• Build complex workflows using a graphical workflow designer with drag-and-drop functionality, step-by-step forms and custom or pre-configured scripts.</li> <li>• Incorporate signatures and audits to meet regulatory requirements</li> <li>• Address the broadest range of use cases, such as: <ul style="list-style-type: none"> <li>– Automating routine content-centric tasks</li> <li>– Document creation and report generation to complex processes</li> <li>– Idea-to-market</li> <li>– Risk-to-resolution</li> </ul> </li> </ul>
Digital signatures	<ul style="list-style-type: none"> <li>• Implement secure document approvals within business processes through integration with Signature Service—Thrust API.</li> <li>• Allow multiple recipients to sign the document in a specific order or at their convenience.</li> <li>• Ensure a full audit trail and verify each signing action using stored digital certificates for e-signature compliance.</li> </ul>
Enterprise application integration	<ul style="list-style-type: none"> <li>• Integrate relevant content and data effortlessly with enterprise applications using user-friendly developer tools and robust APIs.</li> <li>• Out-of-the box support for SAP S/4HANA, Salesforce and Microsoft 365.</li> </ul>
Information governance	<ul style="list-style-type: none"> <li>• Secure both electronic and physical content with advanced security measures, including clearance levels, secret classifications, and watermarks.</li> <li>• Manage retention to comply with legal and regulatory standards.</li> <li>• Oversee the entire lifecycle of corporate records—from creation and protection to access and destruction—guided by system-enforced policies.</li> <li>• Support physical and certified records management.</li> </ul>
Extensibility and APIs	<ul style="list-style-type: none"> <li>• Facilitate scalable repository integration through well-documented REST APIs and OpenText Documentum CM integration interfaces, supporting multiple programming languages.</li> <li>• Provides JAVA, REST, SOAP, CMIS, and other APIs for custom solution development, including specialized interfaces and external access portals.</li> <li>• Integrate with applications and systems using Software Development Kits (SDKs) for tailored development and extensions.</li> </ul>
Information Archive	<ul style="list-style-type: none"> <li>• Archiving solution for preserving and accessing historical data and content.</li> <li>• Supports compliance with long-term data retention requirements.</li> </ul>
<b>Industry add-ons</b>	

OpenText™ Documentum™ Content Management for Life Sciences	<ul style="list-style-type: none"> <li>Specifically designed for the life sciences industry, this solution helps clinical, regulatory, quality, and manufacturing teams stay ahead of regulatory demands.</li> </ul>
OpenText™ Documentum™ Content Management for Engineering Content	<ul style="list-style-type: none"> <li>Empower asset management teams to track concurrent engineering across projects, allowing them to edit the same as-built documents simultaneously and efficiently merge changes upon completion, merging the requirements of both projects.</li> </ul>

## Services

### Consulting services

- Strategy and advisory services
- Consulting services
- Managed services
- Customer success services

### Learning services

- Learning path
- Self-paced online training

### Public cloud marketplaces

OpenText Documentum Content Management can be bought and financed through the following public cloud marketplaces as a private offer:

- Google Cloud Marketplace
- Microsoft Azure Marketplace
- AWS Marketplace

### OpenText Documentum Content Management deployment options:

#### Accelerate cloud strategies with OpenText cloud experts

- OpenText Managed Private Cloud

#### Extend your team

- On-premises software, managed by your organization or OpenText

#### Run anywhere and scale globally in the OpenText public cloud

- OpenText Documentum Content Management runs in the OpenText Public Cloud consumed as a service with a user subscription

Run anywhere and scale globally in the hyperscaler cloud of your choice

- Hyperscaler cloud partners (OpenText Private Cloud, AWS private or public cloud, GCP private or public cloud, Azure private or public cloud)

Develop, connect, and extend your information management capabilities


- APIs from OpenText Developer Cloud

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Documents / Resources

	<a href="#">OpenText Documentum Content Management</a> [pdf] Owner's Manual Documentum Content Management, Documentum, Content Management, Management
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References

- [User Manual](#)

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