SAP Solution Brief
SAP NetWeaver

SAP Portal Content Management by OpenText

Increase the Efficiency and Effectiveness of Content Management Processes

Quick Facts

Summary
The SAP® Portal Content Management application by OpenText helps you streamline content management processes by integrating content with the workflows and resources available in the SAP NetWeaver® Portal component. It improves the efficiency of content creation, management, and storage processes while supporting user collaboration and communication. Centralized access minimizes inconsistent, erroneous data, while document audit trails and permission management features enhance content security.

Business Challenges
- Integrate content into workflows and enterprise workspaces of SAP NetWeaver Portal
- Increase efficiency of content access and management processes
- Enhance users' ability to productively collaborate and share content
- Improve content security and mitigate risk of unauthorized content access

Key Features
- **Efficient content management** – View documents and update information with the support of automated workflows
- **Secure, version-controlled content** – Maintain version control, generate audit trails, and prohibit unauthorized user access
- **Content search and locate** – Quickly find content anywhere in SAP NetWeaver Portal
- **Collaboration and connectivity** – Share documents and communicate with colleagues
- **Streamlined user interactions** – Simplify user access to content with single sign-on and personalization features
- **Foundation for growth** – Create a content management architecture that grows with your business

Business Benefits
- **Streamline content management processes** through centralized access control and automated process workflows
- **Enhance user productivity** by supporting content sharing and collaboration
- **Improve governance** through version control and access authorization features
- **Maximize your SAP investment** with an open path for growth

For More Information
Call your SAP representative, or visit us online at www.sap.com.

How can you help people efficiently access and manage content while working within the SAP NetWeaver® Portal component? The SAP® Portal Content Management application by OpenText provides automated workflows and collaboration tools that help you streamline content management processes, enhance employee productivity, and reduce costs. With version control features and audit trails, you can mitigate risk and enhance data governance.

SAP NetWeaver Portal helps your employees gain a single view of their applications and information resources, enhancing productivity and collaboration. Yet content – including documents, spreadsheets, presentations, and videos – is not typically integrated into the workflows and enterprise workspaces of SAP NetWeaver Portal. Most companies store content in document management systems, on hard drives, or on employees' personal devices. To share this content, users rely on e-mail or file-sharing mechanisms.

To help you streamline your content management processes, you can use SAP Portal Content Management to integrate content with portal workflows and resources. By bringing together content management systems and enterprise applications, the application minimizes inconsistent, erroneous data and supports collaboration and information sharing that enable smart decision making. Centralized data access helps you reduce the risk of lost or misplaced information that can result from disconnected applications, processes, and content. Document audit trails and permission management features also enhance content security and prevent unauthorized content access or alteration.

PROTECTING AND SHARING CRITICAL CONTENT ASSETS

SAP Portal Content Management is a feature-rich application that can help you enhance the efficiency and accuracy of your content management efforts. You can use the software to manage all types of content throughout the creation, management, and storage or archival processes. Information sharing and communications features enable people to collaborate on projects and documents. The application also provides a single point of access, helping employees quickly get to the information they need while improving the management and security of your data assets.

Efficiently Manage Content

SAP Portal Content Management helps you take control of the various types of content you use to support your operations. With an intuitive user interface and powerful management features, the software helps people move from insight to action on a single screen. They can view documents, add new content, change or update information, and delete content that is out-of-date or no longer needed.

Check-in and check-out features help individuals maintain accurate content versions and allow team members to see the current status of each document. Tree-view displays show hierarchical representations of the content, and navigation features help users efficiently locate and access content assets.

Automated workflows help content move efficiently through your established content review and approval processes. Users can handle document-related work list tasks and complete workflow steps. And integration between the SAP application and Microsoft Office software lets them upload content directly from their familiar business applications.

Enable Secure, Auditable Content Management Activities

The application provides version control functionality that helps users be sure of checking out the correct content. With SAP NetWeaver Portal, they can create personalized workspaces and securely archive documents. They can retrieve content from anywhere in the world, using a variety of wired and wireless devices.

The software generates a document audit trail that displays content modification details, such as the date of last modification and previous authors. Permission management features prevent unauthorized users from modifying the content.

Quickly Locate Content

The software supports powerful search functionality, both basic and advanced, that helps people quickly identify and locate content by file name, date, and author name. They can also browse for documents or content by folder.

Searches are not restricted to content or document applications. Thanks to the integration between SAP Portal Content Management and SAP NetWeaver Portal, users can also search for documents and content stored anywhere in the portal.

Support Collaboration and Connectivity

You can use the software to share documents, support collaborative work efforts,

and encourage social connections with colleagues. Your employees can create work groups and project communities, where they can share information and collaborate on joint initiatives. Within these groups, they can post messages and discuss topics electronically.

Each individual can create a profile, which colleagues can access to identify connections and relationships. Activity feeds inform peers about their colleagues' status changes and content updates. Automated workflow processes facilitate content approval processes by forwarding documents through preestablished review cycles.

Streamline User Interactions

Integration between SAP Portal Content Management and SAP NetWeaver Portal streamlines interactions, thereby enhancing efficiency. You can display high-priority content management tasks from the portal content management software in the universal work list feature of SAP NetWeaver Portal. Single sign-on features simplify access to SAP software applications. Personalization features allow people to customize their content management displays, workflow processes, and community contacts.

Create a Foundation for Enterprise Content Management

SAP Portal Content Management helps you create a scalable, affordable content management architecture. You can start small to meet current content management needs and expand the solution as your requirements change. As your needs grow, you can even upgrade to the SAP Extended Enterprise Content Management application by OpenText.

MAXIMIZE THE BENEFITS OF INTEGRATED CONTENT MANAGEMENT

SAP Portal Content Management automates and streamlines your content management processes, enabling you to more accurately and efficiently access, search, and protect your content assets. The software helps you realize the following benefits:

- **Enhanced user productivity and collaboration** through the ability to share content, communicate electronically, and receive feeds with status updates
- **Increased efficiency of content management activities** with centralized access control and automated process workflows
- **Improved governance and version control** thanks to features that help you manage and control content, reduce risk , and ensure content integrity and consistency
- **Reduced total cost of ownership** with a single content repository and an open upgrade path for maximum software scalability

FIND OUT MORE

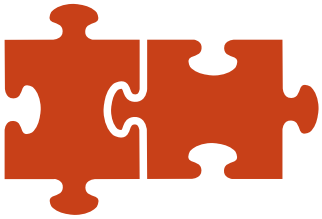
To learn more about how SAP Portal Content Management can help you automate and streamline your content management processes, please call your SAP representative or visit www.sap.com.

USING SAP® SOFTWARE TO ENHANCE CONTENT ACCESS AND MANAGEMENT

The SAP® Portal Content Management application by OpenText can support a wide variety of information-sharing tools that benefit your users, such as:

- **Supplier portals** – Sales representatives and field personnel can use the portal to provide or receive real-time information such as certifications, contracts, shipping documents, orders, and invoices. The integration functionality allows users to access and manage content in applications such as order tracking, accounts receivable, or supplier relationship management.
- **Employee portals** – Employees, HR departments, and corporate executives can use the application to share information such as strategy, HR policies, news, skills presentations, and new-hire information. They can also use the integration with applications such as employee self-service, manager self-service, and travel receipts management to start and manage approval workflows for expenses, travel, or other purchases.
- **HR portals** – Newly hired or acquired employees can access employee manuals, press releases, HR policies, and information about system or e-mail access. They can also use the portal to securely share personal information such as emergency contacts, sign up for insurance coverage, or request information.

SAP Portal Content Management helps enterprises automate and streamline content management efforts, enhancing productivity, improving data accuracy and consistency, and mitigating risk.



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