IBM <mark>Information Management</mark> software

Scalaris AG
Document Management Systems –
Legal and Compliance Management

Partner Solution

■ **Target Industry**
   Cross Industry

■ **Business Application**
   Content Management to Support
   Customer Relationship
   Management

■ **Product**
   IBM FileNet Content Manager

Business Challenge

Numerous documents (e.g., email, PDF, Word files, scanned images, etc.) must be viewed, processed and archived daily to maintain Legal and Compliance Management (LCM). The content is often saved in a variety of paper archives, electronic repositories and applications, making it nearly impossible to provide a consistent overview of all available documents. Additionaly, it creates an environment where too much time is wasted trying to retrieve information relevant to specific case documents.

A legal and compliance matter management solution that combines the benefits of an enterprise content management (ECM) system enables legal and compliance departments to centrally manage and administer matter-related documents and information. It provides efficient methods of storing, searching, and retrieving data and improves productivity via streamlined processes and routing protocols for quick review, comment and approval – reducing cycle time and costs. Version control, access control and security protocols ensure compliance with regulatory standards. The solution also provides important knowledge management benefits, enabling information about existing and previous cases to be easily shared.

Solution

Scalaris's Document Management Systems portfolio of products provides audit-proof long-term archiving of structured and unstructured information in a robust high-performance repository; lifecycle management of digitized documents via a centralized ECM platform; along with optimization and automation of laborious manual work routines.

Ideal for international companies with 500+ employees, the Scalaris Document Management Systems - Legal and Compliance Management (LCM) module enables legal and compliance departments to optimize matter management with a matter-based, structured document filing system that promotes standardized access to all relevant documents. The solution supports the concurrent use, streamlined processing and efficient management of information throughout the document life cycle. Ease of use is ensured as a result of the integration with Microsoft® Office™ products, including Microsoft Outlook™, as well as context-based document filing using simple drag-and-drop functionality. Emails and attachments can be stored as a unit or as separate entities. The module's "Related Documents" concept enables users to see which email body and its attachment(s)

belong together. Off-line functionality enables laptop users to process documents locally and later synchronize with servers.

The solution also features intelligent, cross-matter search and retrieval methods. Automatic cross-references to documents with related contents ensure that relevant correlations are immediately clear and understandable. Security and records management features include role-based rights administration, precise access controls down to document level, consistent version checks and automated scheduled document deletion.

Other key features include:

- Clear definition structures for various classes of matters;

- Concise reproduction of document and matter life cycles;

- Configuration of user-specific search masks for various classes of matter and documents;

- Display of sought matter and documents in clearly structured hit lists;

- Document viewer (general view) and thumbnail viewer (reduced preview display);

- Audit-proof logging of all document-based processes.

Value Proposition

The Document Management Systems – LCM module supports legal and compliance matter management by providing "contextual access" or instant access to content that is directly relevant to the situation at hand. In addition to providing readily available information, it provides full connectivity of content and processes to streamline processing at significantly reduced costs, delivering comprehensive support for both compliance and cooperation between internal and external parties in legal cases.

Providing unfettered access to information via a standard Web-browser, the solution establishes a standardized and clearly structured online central filing system. This enables organizations to minimize commercial risk due to reliable access to complete and up-to-date information. Additionally, it offers significant time and cost-savings in data mining and administration; efficient knowledge sharing is promoted, increasing staff effectiveness.

Company Description

Scalaris AG is an intersectoral provider of Intelligent Document Processing (IDP) systems. Our solutions portfolio focuses on company-wide management of information, knowledge and business processes.

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