Objective ECM8
ENTERPRISE CONTENT MANAGEMENT

Trusted by Government
Easy to Use
Vast Scalability
Flexible Deployment
Automate Business Processes
ENTERPRISE CONTENT MANAGEMENT

Maintain complete control of the information that drives your enterprise.

Objective Enterprise Content Management (ECM) is a proven solution that enables public sector and regulated organisations to maximise their information assets, reduce costs and provide a single version of the truth.

Objective ECM is a comprehensive suite of modules that connects content to people and the business systems they work with on a daily basis. Designed to maximise user adoption with zero training, Objective ECM delivers a simple, fast and personal experience that can be shared on a vast scale.

The core capabilities of electronic document management (EDM), workflow and records management work together and individually. These capabilities support specific, content-based business applications.

A robust single architecture supports enterprise performance, vast scalability and defence-strength security. Objective Foundation manages all content, both electronic and physical; metadata; security access; retention rules and business rules in one place.

**DOCUMENT MANAGEMENT**

Objective Document Management supports and manages any kind of electronic information through its entire lifecycle.

Working with familiar content authoring tools, people can create and revise documents, send them to peers and management for review and once approved, publish them internally or externally to the internet.

Objective ECM supports any type of electronic document: word processing and spreadsheet files, presentations, drawings, scanned images, workflows, databases, emails, audio, video and more.

**Key Attributes**

- Document lifecycle management
- Ability to work offline and remotely
- Review cycle management
- Linking and compound document management
- Email management
- A range of interfaces to suit the various roles in an organisation
- Mobile workforce support

**RECORDS MANAGEMENT**

Objective Records Management delivers a platform for compliance and accountability of business records with effective lifecycle management.

Comprehensive controls for records managers ensure standards-compliant recordkeeping, while allowing business users the freedom to work as they always have.

By adding an unobtrusive layer of rules, protection, policy and control to all enterprise content, users operate without needing to be overtly aware of these rules, greatly assisting compliance throughout the organisation.

**Key Attributes**

- Decentralised or centralised records management
- Records Support Centre in a single view
- Physical and electronic records managed in a single solution
- Conversion to long term file formats in PDF and VERS
- Thesaurus management and integration
- Bulk file management
- Audit trails
- Reporting
- Remote census

**Standards**

- ISO 15489
- The National Archives, UK
- Victorian Electronic Records Strategy (VERS)
- NAA Recordkeeping Metadata Standard

Find a complete list at www.objective.com/standards.
WORKFLOW

Objective Workflow actively connects people with the content, business processes and the applications they need in their daily work.

Objective’s powerful Workflow design allows workflow definitions to nest other workflows at specific points in the process. This allows the creation of a library of re-usable modular workflows that perform common tasks, such as serial approvals, creating a folder, or any other common task.

Along with Objective Workflow’s exception handling features this allows the creation of much simpler workflow maps.

Providing a foundation for improved productivity, quality, and compliance, Objective Workflow is a tool that helps automate business and content processes and provides managers with complete visibility of performance, allowing benchmarking to statutory, industry or global standards. Productivity is enhanced with office and mobile users able to act on Workflow tasks through actionable emails.

Key Attributes
- Case management
- Correspondence management
- Graphical design interface
- Exception management
- Escalation management
- Alarms, alerts and task management
- Serial and parallel routing
- Resource management
- Comprehensive auditing
- Application integration

DRAWING MANAGEMENT

Objective Drawings enables people to manage complex engineering drawings, their renditions and references to paper drawings together with their general corporate content.

Objective ECM integrates with popular drafting applications AutoCAD® and Microstation®; and common mark-up applications such as AutoVue™.

It also gives authorised staff read-only access to drawings without the need for a drafting application.

This delivers a platform for access and collaboration, improving project governance while maintaining the integrity and security of information.

Key Attributes
- Bi-directional title block updating
- Sheet management
- Version linking
- Reservations
- Version control
- Vector, raster and composite drawing support
- Batch printing
- Markup, redlining and annotation
- Rendition to PDF

OBJECTIVE WORKFLOW
Create workflows visually, with ease.
Automate, monitor and streamline business processes.
Objective ECM's search capabilities combine the simplicity of a single search box with the relevancy derived from a structured information hierarchy. Results are delivered at speeds users expect from an internet search experience. Delivering the security and governance required by government, results are filtered based on Objective ECM's multi-level security model. This protects the confidentiality and privacy of enterprise content. Every search run is tracked and auditable.

Search and Refine
As information repositories grow, it is critical that people can find the piece of information they require amongst the thousands of search results, quickly and easily.

Objective ECM's Search products allow users to search, then refine, giving people a complete view of information available. Results are presented based on criteria entered, which can then be further refined using categories. The categories displayed are based on the context of the query and subsequent refinement. They can also be based on the metadata of the structured information hierarchy such as document type, user or date.

Search is conducted across document titles, and the content within documents and metadata, revealing information that would not have been visible by simply navigating the information hierarchy.

Objective Enterprise Search extends access from the ECM repository to information residing anywhere; within content management systems, intranets, web sites, ERP systems, databases, desktops, file-shares, email or elsewhere.

No matter where content or data resides, or whether it is structured or unstructured; Objective Enterprise Search provides a single point of access to the most relevant and authoritative information, revealing a holistic view of an issue, a project, a process or a citizen.

Objective Enterprise Search gives users a single search box, just like any internet search experience.

Results, drawn from any source, can then be filtered using category refinements allowing people to easily identify and discover the most relevant information available.

Key attributes
- Highly scalable, high performance search
- Configurable category refinements utilising content and metadata
- Pre- and post-search security trimming
- Connector library for source systems including Objective, HP TRIM, Microsoft SharePoint, Microsoft Exchange, Oracle Database, Documentum, Lotus Notes and more
- API integration to line of business applications
- Comprehensive reporting

Category refinements deliver relevant, authoritative results for each division of your organisation, getting the content that counts to users first.
ARCHITECTURE.

Vast scale and performance.

FOUNDATION

Built on a single, consistent platform, Objective ECM is designed to support the content needs of government and regulated organisations both within and beyond the firewall.

Overall, the architecture ensures continued integrity, security and auditing for all Objective ECM capabilities and custom developed applications, while seamlessly delivering the flexibility and performance expected in large scale ECM implementations.

Security

Objective ECM provides multi-layer security for both user privileges and objects within the repository. Security is also applied to the folder hierarchy or structure of the information.

- LDAP authentication
- User privileges
- Security classification
- Caveats
- Supported encryption
- Secure, invitation-only access to content beyond the firewall

Objective ECM is used by some of the most secure defence and intelligence networks in the world.

Governance & Compliance

Every action that occurs within the system can be audited, providing the documentary evidence required to meet obligations to standards, legislation, or the parliament. It also supports evidence-based decision making.

Deployment Flexibility

Built entirely from native 64-bit software Objective ECM 8 extracts every ounce of performance from an organisation’s hardware and virtualisation platforms.

A 64-bit architecture provides unprecedented flexibility in deployment options, allowing organisations to maximise the use of existing infrastructure and truly optimise the performance of Objective ECM.

Objective’s ECM replication model delivers staff located in regional centres, even on limited infrastructure or bandwidth, easy access to their documents.

Scalability & Availability

Objective ECM is proven in very large scale implementations. It manages hundreds of millions of files and documents in mission critical applications around the world.

ARCHITECTURAL OVERVIEW

Objective ECM 8 supports the delivery of targeted, lightweight and agile applications based on the design principles of: usability; performance; flexibility; breadth; governance and security.

Fifteen core services are deployed on top of the operating system and database layers.

Utilising this core architecture; document management, records management, workflow, business process management, approvals, reporting, audit, security, renditions, physical records management and search are harmonised in a single stack, single database and single content source model. This can be physically distributed to meet a wide range of application and organisational needs.

Core services are underpinned by our APIs, an integral part of Objective ECM’s architecture. This delivers comprehensive integration and interoperability capabilities based on web services and ensures a robust architecture for delivering additional ECM capabilities as well as facilitating integration of Objective ECM with external applications.
Realising a return on your investment in an ECM solution depends heavily on the number of people in your organisation using it. As your workforce becomes increasingly mobile and device independent, there is no reason to expect anything less than 100% user uptake.

Embedding ECM into the core of people’s work: into the systems and processes they use on a daily basis achieves superior levels of adoption.

We understand that case officers work differently from ministerial co-ordinators and that policy managers need different functionality than executive assistants.

To support these users, we’ve built a family of zero-training user interfaces and a range of integration options, designed to be where people work: their browser; their email; Sharepoint; their iPhones and Blackberries; and their native authoring tools; MS Word and Windows, AutoCAD and Microstation.

Each interface and integration works to deliver a single experience to users and underpin a holistic enterprise content management strategy while ensuring the security and governance of information is maintained.

OBJECTIVE ECM is delivered to people, where they work, how they work and when they work.

OBJECTIVE EXECUTIVE FOR BROWSER

Objective Executive provides light-touch, zero-training browser access to the ECM platform.

Objective Executive supports the large group of users in an organisation that need search or read access and simple contribution functionality.

OBJECTIVE EXECUTIVE FOR TABLET, IPHONE AND BLACKBERRY

Objective Executive for Tablet, iPhone and Blackberry enables mobile staff and remote workers to stay connected, collaborate and participate in business processes through the ECM platform.

A carefully selected set of features have been made available allowing users to search, open and forward documents, bookmark favourite documents, approve content and upload photos and video.
OBJECTIVE SHAREPOINT INTEGRATION

Objective’s SharePoint integration capability, ObjectPoint, provides a single platform that delivers security and governance across all Microsoft SharePoint sites throughout an organisation.

SharePoint users become full members of the ECM lifecycle, their documents are managed from creation through to archiving. This means that organisations can implement a true, “single source of the truth” strategy within a compliant, managed environment. It also gives SharePoint users visibility of content that resides outside of the Microsoft environment, such as engineering drawings or processes that require complex version control.

By creating a simple, unified experience, SharePoint effectively becomes a collaborative client to Objective ECM.

Key Attributes
• Bi-directional collaboration
• Manual, automatic or programmatic movement of content between Objective ECM and SharePoint
• Secure composite searching
• The ability to assimilate discrete SharePoint repositories

EMAIL INTEGRATION

With the rise of the mobile workforce and BYO devices, staff are increasingly using tablets, smart phones and laptops to conduct business from any location.

For many users, email is their primary workplace application.

By embedding Objective ECM capabilities into email, people can access content from Objective ECM and store email into Objective ECM without having to leave their email application.

This supports fast and widespread adoption of content and records management practices, essential for compliance and governance. Email is managed alongside all other enterprise content, with the appropriate security controls and discovery support.

Objective ECM integrates with the 3 major email applications: Microsoft Outlook, Lotus Notes and Novell GroupWise.

Key Attributes
• Easily add emails to Objective ECM from within the email application
• Save an email in Objective ECM while sending it
• Save email attachments in Objective ECM as documents that are separate to the email
• Easily discover email items when stored in Objective ECM
• Drag and drop emails directly into Objective ECM via Microsoft Outlook folders
• Browse, search, use and contribute Objective ECM content from within Microsoft Outlook
• Keep commonly used Objective ECM folders in the Microsoft Outlook Navigation pane for ease of access
• Transfer, retrieve and store Lotus Notes content in its native format with 100% fidelity
• Open Lotus Notes items in a web browser, allowing users without a Notes client to open and view Notes content

AUTOMATED EMAIL CAPTURE

Organisations rely on email to support decision making processes and manage daily business operations. Email requires the same governance rules applied as general enterprise content.

Objective Automated Email Capture enables emails stored in Microsoft Exchange to be automatically captured into Objective ECM after a simple configuration with no further user intervention.

Organisations no longer need to rely on individual users to make the appropriate recordkeeping decisions on email messages. Valuable corporate emails are not lost due to mailbox size limits or messages being deleted.

Custom metadata applied to captured emails helps meet recordkeeping standards and categorises correspondence around particular topics, projects or business units, for future discovery or reporting.

Key Attributes
• Map from private or public Microsoft Exchange folders
• Send email directly to an Objective ECM container
• Automatically apply additional organisation-specific metadata to emails as they are captured.
• Third-party filing tools can be used
• Map multiple Exchange folders to a single Objective ECM container, and vice versa
• Emails stored in Outlook (.msg) format
• No addition of duplicate emails in the same container.
Objective Corporation is an established leader and specialist provider of proven content, collaboration & process management solutions for the public sector and regulated industries.

Our solutions empower public sector effectiveness, efficiency and transparency helping governments deliver better services to the community at a lower cost. Through direct customer engagement, Objective is committed to delivering outcomes that have a positive effect on the public sector, its citizens and the community.

Since 1987, we have been trusted by Government and Top 1000 corporations globally to deliver long-term valued business outcomes.

We solve our customers’ business challenges by managing unstructured information, facilitating collaboration, minimising processing costs, ensuring legislative and regulatory compliance and providing security, transparency and accountability for information.

Objective continually strives to deliver more value for our customers, which is why we are firmly focused on providing our customers with complete end-to-end solutions to specific business problems.

For further information, visit www.objective.com