

Enterprise Content Management (ECM)

RESULTS

CALIBRE has over 25 years of experience in electronic solutions for document and records management, information sharing, team collaboration, and process automation.

>> Information Sharing

Enable secure access to documents and other digital content by employees and external collaborators.

>> Migration and Storage

Move large data volumes from file servers to a modern repository, consolidating, cleansing, and organizing the content for easy access.

>> Process Efficiency

Streamline document- and form-centric processes with configurable work flows, mobile support, and integration with enterprise systems.

>> Responsive Search

Find and access needed documents quickly with metadata-driven search; explore large document collections efficiently with filtered browsing.

>> Effective Team Interactions

Quickly create team environments and enable them to collaborate with document sharing, threaded discussions, messaging, tasking, and project management.

>> Compliance

Enable full compliance with regulatory requirements for recordkeeping and minimize business risk with DoD 5015.2 certified records management.

Unstructured content in the form of documents, media files, email messages, and web page captures is growing at a high rate in most organizations; many are still using network shared drives and email as their primary means of storage. Finding and accessing needed content in this environment is difficult, especially for an increasingly mobile user base.

Enterprise Content Management (ECM) technology provides a wide range of functionality to enable flexible, controlled, and secure access to content for efficient business operations.

>> Business Process Automation

CALIBRE has a proven and repeatable method for helping clients design and implement electronic management solutions that improve their work processes and record keeping.

We specialize in using electronic documents, forms, and signatures to automate document-centric business processes that streamline office work flows and reduce manual effort.

>> Case Management

Any service or process needing flexibility, such as Veteran's benefits, social services, and investigations can be streamlined with CALIBRE's case management.

>> Collaboration

CALIBRE quickly creates team environments to enable document sharing, discussions, tasking, and project management.

>> Content and Data Capture

CALIBRE digitizes paper and imports document files into repositories, extracting metadata to enable responsive searching.

>> Document Management

CALIBRE controls document creation, revision and organization, and access control.

>> Electronic Forms

CALIBRE converts paper forms for convenient completion, routing, approval, and archiving.

>> Email Management

CALIBRE automatically ingests and tags email to comply with regulatory requirements.

>> Enterprise Search

CALIBRE is able to find needed content quickly with cross-repository searching and flexible results filtering based on document-specific metadata.

>> Mobile Device Support

CALIBRE enables secure access to content via laptops and mobile devices, without requiring a VPN connection.



ECM encompasses the full life cycle of content and data interface, using many integrated functions and technologies

>> **Records Management**

CALIBRE enables full compliance with regulatory requirements for recordkeeping and minimizes business risk with DoD 5015.2 certified records management practices.

>> **Improve Efficiency**

ECM reduces time spent by knowledge workers searching for content and trying to determine its currency and accuracy. Document-centric business processes are streamlined, eliminating human effort in no/low value tasks such as document logging, routing, and filing. ECM is used to reduce the volume of obsolete and redundant content that has no business value—digital clutter that obscures valuable content.

Document synchronization and sharing is automated to eliminate inefficient and error-prone manual transfers.

>> **Improve Operations Quality**

ECM provides tools for enabling secure, role-based access to content, versioning content, and organizing files into folders where they can inherit metadata. ECM facilitates on-demand information sharing among

those permitted for access, allowing for more responsive and accurate fulfillment of document requests. Auto-classification and metadata tagging of documents vastly improves search results for end users, allowing better customer self-service.

Automatic collection of process statistics provides real-time insight into process performance, highlighting delay points. Collaboration tools facilitate team interactions, capture and preserve comments and decisions, help build communities of practice, and enable real-time following of events and team activities.

Sophisticated content analytics using semantic analysis, NLP, and regular expression provide deep insight into unstructured content in the absence of metadata.

>> **Reduce Risk**

ECM enables compliance with regulations and policy concerning records and email preservation, protection of personally-identifiable information (PII), reduced risk of unauthorized access to content,

and prevention of data leakage through digital rights management.

Content is preserved through formal records management, email archiving, deduplication, and high-volume migration to hierarchical storage. Legal hold and discovery are supported as well as defensible destruction of obsolete content not subject to retention requirements.

High availability, disaster recovery, and continuity of operations are supported.

ABOUT CALIBRE

CALIBRE Systems, Inc. is an employee-owned management consulting and information technology solutions company supporting government and industry. CALIBRE is committed to the success of our clients and delivers enduring solutions that solve management, technology, and program challenges.

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