

# Beta UX ContentMaster

Document Management System for Unix Platforms

- Centralized management and compliant archiving of corporate information
- Comprehensive search profiles and user-friendly editing tools
- Electronic records are available anywhere and can be accessed simultaneously



**\_betasystems**



## Management Summary

Processing a credit request, an application or an insurance case may be very different activities, but these business processes have one thing in common: All documents relevant for the process must be made available to downstream workflows and need to be archived for future use for the term prescribed by law.

The high-performance Beta UX ContentMaster document management system is a standard component of the Beta UX MasterSuite that empowers you to precisely control and manage all document-based business processes on Unix operating systems. The solution takes care of efficient data management and compliance with legal provisions and internal guidelines regulating storage durations and data access. The benefits include improved utilization of existing resources and increased system performance.

## Documents in Long-Term Storage

Nowadays most documents are generated at the computer, so paper-based filing systems are being increasingly replaced by electronic archives. The latter's benefits are further maximized by digitizing the remaining paper-based documents and adding them to the electronic archive. If data is stored in the form of virtual records, related content is bundled for easy retrieval.

This is what Beta UX ContentMaster does: It consolidates all corporate information on a shared platform. All common data formats (not only PDF and TIFF, but also PDF/A, AFP, text, any multimedia format, data from Office applications or ERP and CRM systems etc.) can be processed and archived.

Any authorized user can conveniently access the archive and process the documents from the local workstation. User-specific access rules determine who can access what data. And if a business process requires a document to be processed sequentially in various departments, you can set up automatic forwarding workflows.

Various interfaces allow other systems to connect to Beta UX ContentMaster and use it as a long-term repository; customized documents can be exported from the application with a simple click of the mouse.



## Document Processing

The Beta Business Client (BBC) provides users with rapid access to all business documents intended for them. Any number of users located in different places can concurrently access the archive or even the same document.

The system also offers search functions to help users find all relevant documents and information quickly and with ease. For example, global and local indexes make it possible to search one or multiple documents according to specific properties or words. Also, search profiles can be defined to speed up recurring tasks, greatly facilitating search jobs.

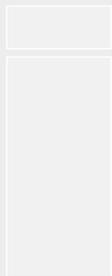
Convenient document processing relies on the ability to add comments, in particular when processing transactions pass across many desks. The solution allows users to add checkmarks, crosses, stick-on notes or even longer texts anywhere within the electronic document. These processing comments are stored together with the document and, for instance, help to provide the next processor with useful information.

A log is created for every processing job performed on the document, which is then stored as a new version. All versions of a document can be accessed, and the processing history provides full transparency over all workflow steps. Beta Business Client is highly intuitive and can thus be used without the need for training.

Beta Business Client supports any platform since all components are programmed in JAVA. This means that it can be installed on all common operating systems.



### Benefits Beta UX ContentMaster



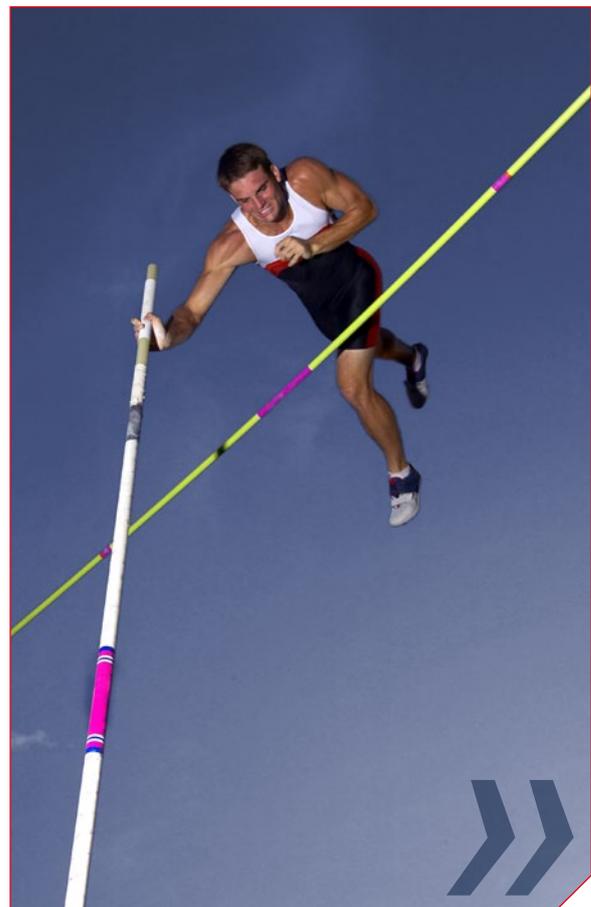
The high-performance Beta UX ContentMaster infrastructure software offers centralized management and compliant archiving of all documents with processing comments, introducing a whole new level of transparency to your business processes while also ensuring that they are fully auditable. The solution also provides the foundation for comprehensive role- and rule-based document processing.

These roles and rules allow you to map all document-based business processes. This further empowers you to control and monitor document processing based on Beta UX ContentMaster along the entire lifecycle.

## Documents as Electronic Records

Beta UX ContentMaster can visualize the whole archive by allowing you to organize it using electronic records. Such records bundle all digital documents with a shared attribute (e.g. staff, customer, patient, credit, ...). Ideally, these will contain all information on a business process, including all related e-mail correspondence.

The electronic archive has many advantages over a paper-based one, such as rapid and easy access to documents from any place and at any time. This system also speeds up all workflows since electronic records do not need to be checked out, meaning that multiple employees can access the same document concurrently. Also, encryption, access schemes and backups prevent misuse or loss of data.





## Workflow – Automate Document-based Processes

Beta UX ContentMaster provides functions for monitoring and controlling document-based business processes across sites and departments. The workflow for processing a document can be configured, which helps streamline the entire procedure. All included tasks are greatly facilitated by ensuring a smooth and synchronized document flow among all involved specialist departments, staff and applications.

Processors can enter documents they created into the archive themselves, including all relevant index properties; this is done either directly from within the application or via drag and drop using Windows Explorer.

Incoming mail is digitized with scanners and then transferred to the archive by means of Beta Business Client. The documents are either allocated to a processor via barcode, or they are placed into a 'queue' for manual allocation. The allocated document is immediately available to the respective employee in the client.

Incoming documents are directly sent to the electronic inbox of the processor in charge, who can use Beta Business Client to dispatch documents to other processors.



## Beta UX MasterSuite

The products of the Beta UX line provide several standard solutions for automating production and business processes based on relevant documents and log files.

### Beta UX ContentMaster

The Beta UX ContentMaster document management system empowers you to precisely control and manage all document-based business processes. This ensures efficient and convenient document processing as well as legally compliant long-term archiving of documents, including all processing notes, in a Unix environment.

### Beta UX LogMaster

The high-performance Beta UX LogMaster log history management system is a standard component of the Beta UX MasterSuite; it enables centralized retention and processing of all corporate log files, thus providing a reliable platform for long-term archiving of process information on Unix operating systems. This strongly supports comprehensive documentation of all executed IT processes and lays the foundation for an auditable IT landscape that meets current legal compliance provisions.

### Beta UX DistributionMaster

This output management system optimizes the data flow and provides functions for centralized administration. It takes care of efficiently distributing documents throughout the company and provides for compliant long-term archiving of business-critical documents in Unix environments. Beta UX DistributionMaster provides a platform for the standardized processing of documents delivered from various applications or operating systems.

### Produkte der Beta UX Familie

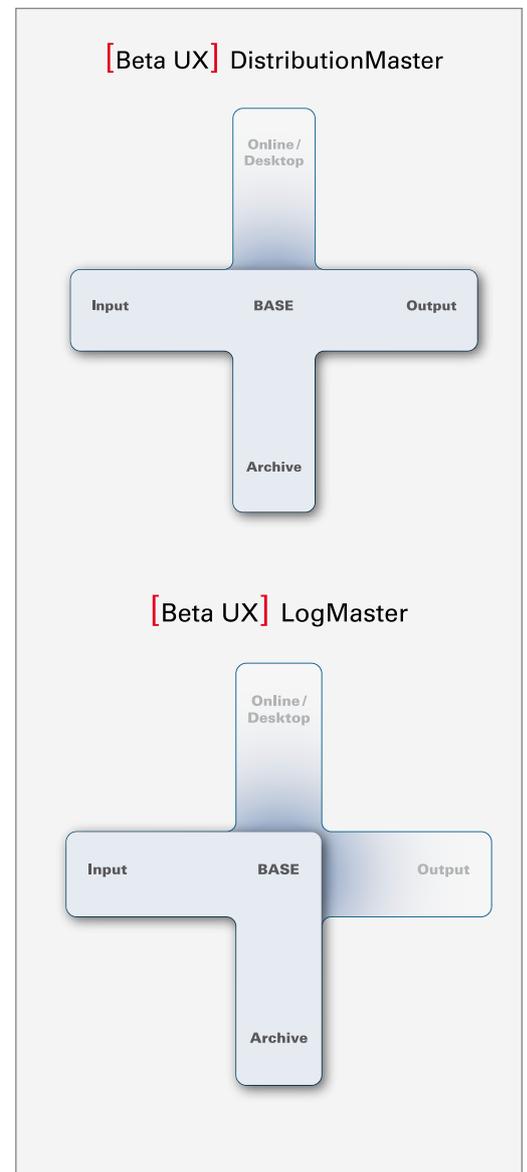
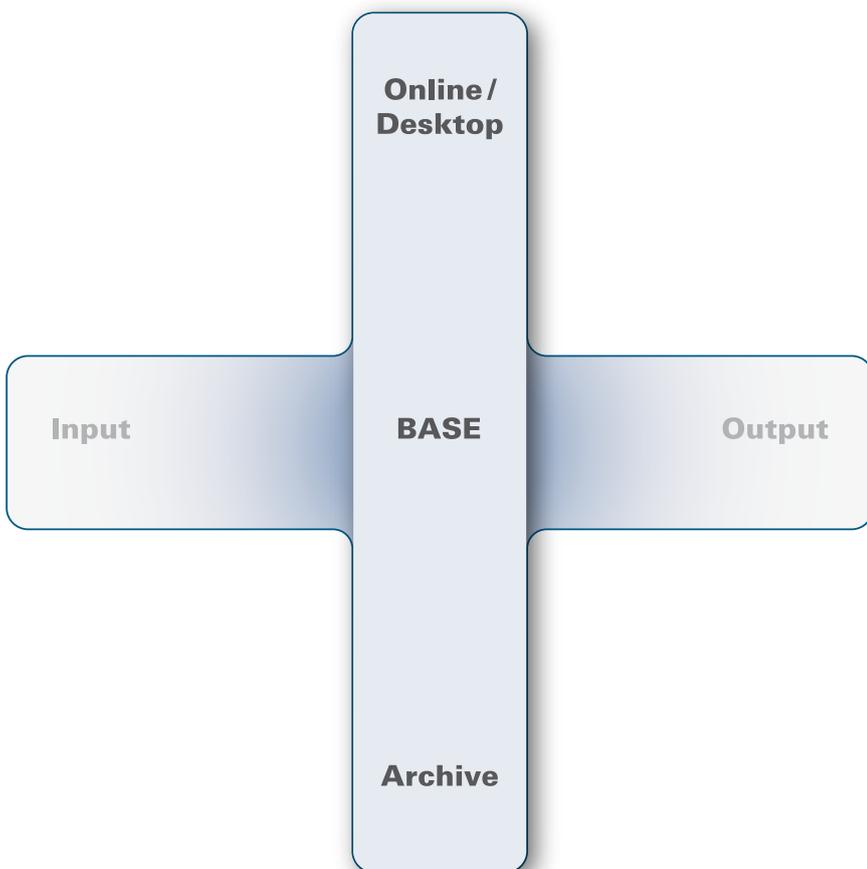
[Beta UX] ContentMaster

[Beta UX] LogMaster

[Beta UX] DistributionMaster

	Beta UX LogMaster	Beta UX DistributionMaster	Beta UX ContentMaster
Display	☑	☑	☑
Searching, notes via RichClient		optional	☑
Extract, bundle	☑	☑	optional
Archive	☑	optional	☑

## [Beta UX] ContentMaster



## How you benefit from Beta Systems Software

- Integrated platform supporting various data center products and tools
- Enables administrators to centrally perform output and job management
- Standardized products offer a comprehensive one-stop service for company-wide data center tasks
- Highly scalable – Ideally suited for automatic processing and distribution of large numbers of documents

Beta Systems is a leading software provider of IT user management, data center management, compliance and document management solutions.

50% of Europe's largest banks secure their business processes with solutions from Beta Systems.

7 of Europe's 10 largest insurance groups employ solutions from Beta Systems.

We develop high-quality software products and solutions for the automated processing of large volumes of data and documents. The products and solutions serve to optimize processes, improve security and boost the agility of your IT.

Our solutions help you to meet business requirements related to governance, risk management and compliance (GRC) and make your corporate IT more powerful in terms of availability, scalability and flexibility.

An ever increasing number of major insurance companies rely on solutions from Beta Systems to manage their IT infrastructures. Numerous company-wide installations that have been successfully in use for many years speak for themselves.

**Beta Systems has more than 25 years' experience and over 1,400 customers across the globe.**

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