

# ORACLE IMAGING AND PROCESS MANAGEMENT

## KEY FEATURES AND BENEFITS

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- Applies metadata, security, and version control to images
- Annotate and mark up images
- Automates routing and approvals
- Applies record and retention management capabilities
- Integrates with leading document scanning and capture solutions
- E-forms for data gathering and verifications
- Physical records management
- Load balancing, parallel processing, and priority distribution rules
- Certified integrations with ERP and LOB applications
- Supports high-volume applications for billions of items

### KEY BENEFITS

- Decreases business transaction cycle times for back-office operations
- Eliminates double data entry
- Allows internal customers to check transaction status on their own
- Eliminates process bottlenecks
- Minimizes document error and loss
- Eliminates mailed and faxed documents
- Reduces physical storage space costs
- Finds and retrieves images directly from ERP, CRM, and HR management systems
- Enhances customer and vendor satisfaction

*As companies look for ways to drive down costs and gain competitive advantage, they are more focused on improving efficiency than ever before. As a result, back-office operations have assumed strategic importance. Oracle Imaging and Process Management provides organizations with a scalable solution focused on process-oriented imaging applications and image-enabling enterprise applications. Now, businesses can do more with less—decreasing business transaction cycle times while getting more out of existing systems and current employees.*

### **“Image Enable” Your Existing ERP, HR and Line-of-Business Systems**

Many organizations spend enormous amounts of money on and dedicate thousands of employee hours to implementing critical business applications, including sophisticated ERP, HR and line-of-business (LOB) systems. Despite these massive investments, the promise of these applications is often not realized due to bottlenecks that continue to exist in the way people actually use the systems. You can gain a great deal of efficiency by providing your employees with the ability to quickly find and retrieve all types of information directly from the applications.

Oracle Imaging and Process Management, formerly Stellent Imaging and Business Process Management, enables organizations to quickly integrate their content and processes directly with leading enterprise applications, including Oracle E-Business Suite, Oracle’s PeopleSoft Enterprise, Oracle’s JD Edwards EnterpriseOne and Oracle’s JD Edwards World, Microsoft Business Solutions, SAP, Lawson, and Baan. This allows you to proactively and automatically deliver critical invoices, checks, faxes, applications, resumes, expense forms, and reports where and when they are needed. Additionally, users will benefit from having a single source for all transaction-based content, eliminating the need for double entry.

### **Minimize the Risk of Document Error or Loss**

How do organizations ensure effective management of digital and paper-based documents and eliminate the potential for damage? Oracle Imaging and Process Management provides complete imaging management—from creating to archiving. The system applies metadata and indexes information for search, so it is available to relevant users inside and outside the organization. To support business transaction needs, Oracle Imaging and Process Management manages scanned documents, faxes, e-mail, HTML, XML, electronic forms, Microsoft Office documents, computer output to laser disk, and enterprise report management data and reports, from a single user interface. The end result: document volumes are more predictable

## AUTOMATE PROCESS-ORIENTED IMAGING APPLICATIONS

### KEY APPLICATIONS

Oracle Imaging and Process Management allows users to access and control critical transaction information in a variety of applications, including

- Accounts payable and receivables automation
- Travel and entertainment expense processing
- E-government initiatives (tax, medical forms)
- Records processing (student, patient, tax, and medical records)
- Contract management
- Purchasing
- Loan and mortgage processing
- Claims and application processing
- Human resources and application processing

since they are managed in one system instead of being mailed or faxed. Also, security and version control ensure the right users can edit or access content.

### Gain Control of Paper-Based Documents

By turning paper-based documents and reports into digital images, you can reduce physical storage and free up valuable office space. Oracle Imaging and Process Management offers tight integrations with leading document capture providers, allowing organizations to quickly scan, index, and capture paper-based documents. By teaming document, data, and internet-based capture software with resources such as high-speed scanners, network scanners, and the internet, Oracle Imaging and Process Management makes it easy for you to manage and control paper documents.

### Decrease Transaction Cycle Time

Oracle Imaging and Process Management connects users and all enterprise systems to efficiently manage an organization's entire business process around content.

Oracle Imaging and Process Management combines robust workflow functionality with simple, graphical implementation techniques that allow the solution to be customized to fit any processing environment, without requiring additional development. By automating the routing and management of transaction information, such as purchase orders, claims, invoices, and applications, you can expand the corporate environment to virtually anyone and anywhere, thereby streamlining work steps and improving communication among all users.

With Oracle Imaging and Process Management, you can send documents, such as invoices, directly to managers for approval and have out-of-the-office managers approve documents remotely through e-mail. This eliminates bottlenecks through reallocation of work and drastically minimizes your transaction cycle time.

### Improve Employee Productivity and Customer Satisfaction

With Oracle Imaging and Process Management, you will be able to spend less time searching, retrieving, and processing documents. Additionally, internal customers can check transaction status on their own to avoid customer service interruptions. Oracle Imaging and Process Management allows you to increase the effectiveness of strategic infrastructure investments while reducing costs, improving process efficiency and productivity, and enhancing customer and vendor satisfaction.

### Contact Us

For more information on Oracle Imaging and Process Management, call +1.800.ORACLE1 to speak to an Oracle representative or visit [oracle.com/products/middleware](http://oracle.com/products/middleware).

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