

# xp-dox

## Integrated Document Management for Oracle

### What is *xp-dox*?

*xp-dox* is an integrated document management system. It enables an organization to attach any document to an existing Oracle record as easily as attaching a document to an email.

### But why would an organization want to do this?

- Centralized document repository
- Consistent document look and feel, standardized format and content.
- Implementation of a document life-cycle
- Enforced version and access control
- Ability to span searches across operational databases and all documents authored or received by your organization.

### Centralize Document Repository

- No more lost hard copies.
- Standardized templates.
- Store work WIPs.
- Archive finalized documents.
- Attach any document (electronic or paper-based)
- Easy location and retrieval.

### Insure a Consistent Document Look and Feel, Standardized Format and Content

Implementation of a standardized document production approach whereby all "standard" documents produced are authored from approved and up to date templates.

### Implement a Document Production Life-Cycle

Manage the authoring of a document by authorized employees from template to a work in progress to a finalized document which becomes part of your record of reference.

### Enforce Version and Access Control

Control multiple copies and keep track of their sources/ lineage. Insure the confidentiality of documents by restricting access to their content. Facilitate teamwork by enabling employees to transfer documents between themselves or share review copies while maintaining strict ownership of master copies.

### Span searches across operational databases and all documents

*xp-dox*'s search capabilities empower users to quickly locate the existence of operational database records and/or documents using search criteria from either or both. Once identified, records and document content can be retrieved within seconds.

### The Result - *xp-dox*

One of the most powerful tools your organization will ever implement. Once implemented, management is capable, within minutes, of locating any document or record that exists within your organization that pertains to a specific area of interest.

### How difficult is it?

It is actually pretty easy. From a user point of view, it is as easy as attaching an electronic document (such as a Word document) to an email.

### What is needed to implement *xp-dox*?

*xp-dox* can be implemented with existing Oracle systems within your existing network infrastructure (LAN, Intranet or Internet).

### How does it work?

Documents are maintained within an Oracle database. Templates of standard documents or blank documents are retrieved from the repository. Employees author their documents using their existing software. Once completed, documents are returned to the repository and baselined.

Documents received by your organization can be easily attached to any existing Oracle record. Hard copies of documents are easily transformed to electronic documents and integrated to your operational system.

