

DB2 Information Management Software

IBM DB2 Document Manager

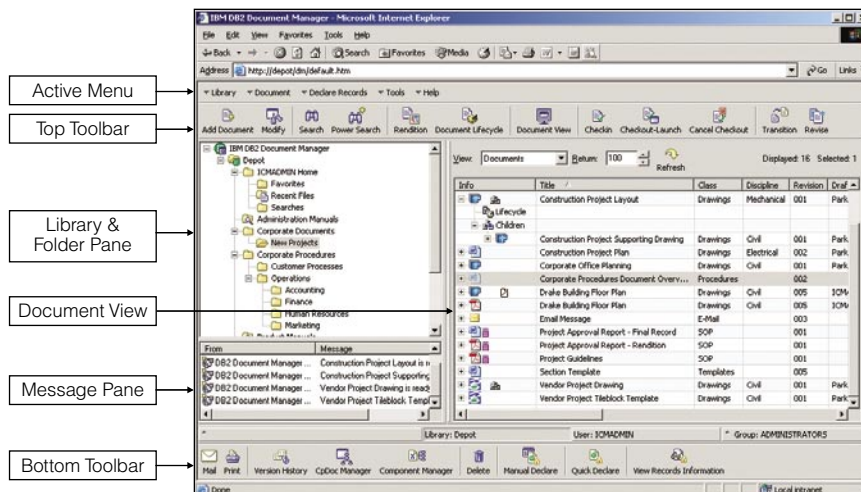
Highlights

- **Delivers integrated records management with IBM DB2® Records Manager across multiple business and engineering applications**
- **Provides a highly customizable user interface for dynamically deploying client updates to the desktop**
- **Integrates with IBM information management and collaboration software**
- **Meets industry-specific business applications and solutions with dynamic customization capabilities**
- **Offers scalable, secure, robust and rules-based document lifecycle management capabilities**
- **Facilitates collaboration among globally dispersed users through on demand document access**

A better way to track, manage and distribute business documents

When you're on a deadline, the last thing you want to do is scramble for the latest information. Documents and the business content within are extremely valuable to any organization. However, what is equally important is the ability to efficiently control and manage documents. The ability to quickly search and locate these documents as well as immediately understand where a document might be in its approval process is critical to the success of your company. IBM DB2 Document Manager is the right tool to help track, share and distribute the mission-critical documents you need to do your job.

IBM can help you regain control over your business documents, as well as meet your compound document requirements, through IBM DB2 Document Manager. A comprehensive document management solution, DB2 Document Manager allows users to create, manage and control documents through familiar applications, while leveraging IBM DB2 Content Manager as the underlying repository, providing enterprise scalability and reliability.



IBM DB2 Document Manager helps you manage and control documents through an intuitive browser-based user interface.

Improving information consistency and productivity

DB2 Document Manager enables you to bring greater efficiency to your knowledge workers. It also provides deep application integration with common office applications, relationship management for related documents, as well as lifecycle and records management of documents, from creation to disposition and/or destruction. Additional capabilities include version and rendition management, auditing and compound document support, helping you more effectively develop and distribute critical business information.

Through its rich functionality, DB2 Document Manager fosters collaborative document creation and management across groups of globally dispersed users with interconnected roles, such as document creation, reviewing, editing and approval. By doing so, the solution can help you enhance productivity by ensuring that accurate and up-to-date documents are available on demand, across your organization.

Rich integration capabilities

A core component of the IBM content management portfolio, DB2 Document Manager tightly integrates with IBM information management and collaboration software, including IBM DB2 Content Manager, IBM DB2 Records Manager, IBM Lotus® Instant Messaging and Web Conferencing (integration with instant messaging only), and IBM Lotus Domino® Document Manager.

In addition, it provides seamless application integration giving users and/or groups access to any DB2 Document Manager command from familiar desktop application menus and toolbars. This high-level of integration also includes bidirectional property exchange from applications, such as Microsoft Word, and the DB2 Content Manager repository meta data. By leveraging this comprehensive mix of products, you can create a powerful, easy-to-use solution to manage documents, security and relationships.

DB2 Document Manager makes managing typical workloads easier, especially with compound documents, which are comprised of multiple, interrelated components. A standard operating procedure manual, for example, might consist of a word processing file that details procedures, an embedded spreadsheet that defines the scheduling, and a computer-aided design (CAD) drawing that displays equipment detail. DB2 Document Manager manages the relationships between all of these components, including their individual versions, so you can easily ensure information consistency as compound documents are shared across your enterprise. By leveraging the underlying data modeling capabilities of DB2 Content Manager, DB2 Document Manager ensures structural and referential integrity, enabling you to preserve particular components of the document that are needed by other documents.

Comprehensive lifecycle management

Whether it is through the simple browser-based IBM DB2 Desktop Client or through standard office applications, DB2 Document Manager allows you to dynamically configure your organization's document lifecycle rules. You can then oversee the document approval, release and revision processes, granting access to authorized users and groups at specified stages. Integrated with DB2 Records Manager, DB2 Document Manager provides the ability to declare and classify as records any documents through common desktop and engineering applications, such as Microsoft Office, AutoCAD, Lotus Notes® and Microsoft Outlook. The records management integration provides multiple options or modes by which documents can be declared and classified, for example, manually, automatically or by lifecycle state. While document retention becomes transparent to the user, you can rest assured that documents are secure and that your organization can more efficiently meet the demands of government and industry regulatory requirements.

Easy-to-use interface

Using the DB2 Document Manager Desktop Client, you can dynamically configure integrated functions available in office applications to grant users and groups access to varying degrees of document management functionality. The administrative client, DB2 Document Manager Designer, is an object-oriented interface that can

dynamically grant—without programming—access to all client capabilities or functionality brought forward by any of the DB2 Document Manager services or components. For example, an administrator can insert a number of DB2 Document Manager commands, such as CHECKIN, CHECKOUT or MANUALLY DECLARE RECORD into an existing desktop application. This means users can leverage familiar applications with DB2 Document Manager and directly access documents stored in DB2 Content Manager. Through DB2 Document Designer you can define DB2 Content Manager Item Types, Classes, and Lifecycle Processes, and configure system settings for the Print/Plot, Rendition and Automation Services.

Tailoring a solution to your needs

The core component of the system is the DB2 Document Manager Server. The server can communicate with the DB2 Document Manager Desktop and with the document management environment that includes a content repository such as DB2 Content Manager or Lotus Domino Document Manager. It doesn't matter if they're on the same server, on different servers in the same building or on different servers on different continents. To the user, the entire DB2 Document Manager system appears as a seamless extension of the desktop. To the IT manager, its three-tiered structure provides a scalable system whose components can be deployed as needed and distributed across multiple servers or clients.

The robust services of DB2 Document Manager provides you with the ability to dynamically automate business processes. For example:

- *DB2 Document Manager Automation Services enables administrators to establish a process to search the document library monthly for documents that have reached their decommission date, and schedule them and any related files for deletion based on defined rules in DB2 Records Manager. DB2 Document Manager Automation Services can search the document library each week for procedures that have been replaced or transitioned to an inactive state and archive them to DB2 Content Manager.*
- *DB2 Document Manager Lifecycle Services, a rules-based application, gives administrators the flexibility to determine the level of control to exercise over the creation, modification and distribution of important documents. By building into the system the company's business rules, the administrator can specify who may initiate a change, edit a document or approve final changes. Some of these rules can also trigger automatic actions when a document moves from one stage in its lifecycle to the next, such as distributing a PDF rendition or archiving it to DB2 Content Manager, based on rules defined in DB2 Records Manager.*
- *The DB2 Document Manager Rendition Service enables you to publish, distribute and manage the renditions of retention records of important documents. Supported file formats include PDF as well as tagged image file format (TIFF).*

- *DB2 Document Manager Notification Service can foster greater productivity among your users by delivering the ability to automatically send e-mail alerts to individuals or groups or directly to the message window of the DB2 Document Manager Desktop (requires a connection to the IBM Lotus Instant Messaging server). Messages can contain property information such as author names, creation dates, file types, copies, document links or notice (for example, that new procedure drawings are available).*
- *DB2 Document Manager Print/Plot Services enables users to print high-quality output from many file types, with the ability to select a single file, several files or an entire folder to print and queue the print job to the selected output device. Multithreaded processing enables the Print/Plot Manager to process multiple queues concurrently.*
- *DB2 Document Manager Cache Manager helps reduce heavy resource utilization that can occur in client/server applications. DB2 Document Manager Desktop leverages the use of cache files via DB2 Document Manager Cache Manager, a configurable service that contains user/group configuration information covering menus, action dialogs and folders. This service can be configured to update user configuration information on a schedule specified by the administrator, to deploy updates to the desktop in the background while maximizing performance.*

Extending content management solutions

With the business landscape growing increasingly competitive, the efficient management of your business documents is critical to the success of your organization. Integrating DB2 Document Manager into your day-to-day business processes and applications can make it easier for your knowledge workers to manage documents and collaborate with each other, delivering productivity and efficiency gains across your organization.

DB2 Document Manager helps you manage and control documents by:

- *Providing integrated records management with automated document retention rules completely transparent to users, along with the option to manually declare and classify documents by users and groups through standard office and CAD applications.*
- *Supporting document lifecycle management by allowing the administrator to configure document lifecycle rules based on a simple, object-oriented point-and-click interface.*
- *Providing a scalable and extensible platform that integrates across existing business applications and is tightly integrated with IBM DB2 Content Manager and DB2 Records Manager, as well as Lotus Instant Messaging and Domino Document Manager.*

Software requirements

Server operating system

- *Microsoft® Windows® 2000 Server SP4,*
- *Microsoft Windows 2003 Server*

Client operating system

- *Windows 2000 Professional SP2, or later*
- *Windows NT® 4 SP6a, or later*
- *Windows XP*

IIS and Browser

- *Microsoft IIS (for Web publishing) 4.0, or later*
- *Microsoft Internet Explorer 5.0, or later*

Repository

- *DB2 Content Manager for Multiplatforms V8.2*
- *DB2 Content Manager Enterprise Edition V8.3*
- *Lotus Domino Document Manager V3.1*

Integrated records management is supported when DB2 Document Manager is used with DB2 Content Manager V8.3, DB2 Records Manager V4.1.1, and DB2 Records Manager Enabler V8.3.

For more information

To find out more about IBM DB2 Document Manager, contact your IBM representative or IBM Business Partner, or visit: **ibm.com/software/data/cm/docmgr**



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