



# Orienge Conterra

Enterprise Content Management

Document Management • Business Process Management  
Financial Information Management (FIM)  
Records Management • Contract Management  
HR Processes Management • Quality Management  
Meeting Management

# Benefits of ECM

The Oriente Conterra ECM system helps an organization bring order to content management and promote effective collaboration. With the rich functionality of Conterra, our clients take advantage of an array of high value added benefits. You can as well.

## Effective Collaboration

Conterra allows all divisions of your organization to efficiently collaborate and significantly speeds up the decision-making process. You will decrease time to create, access, change, and manipulate information.

## Reduced Expenses

In addition to the productivity cost savings associated with shorter meetings, reduced decision making timeframes and saved administrative time due to the confidence of sharing consistent information, you will see a reduction in costs related to paper, ink, and office equipment use.

## Increased Information Security

Conterra provides your organization and users with an efficient system that allows for controllable access to all documents or records. An additional level of security can be added using advanced encryption procedures.

## New Level of Visibility & Control

No need to email, call, or walk over to another desk. Simply check the workflow tools. You improve work quality, enhance group productivity, and improve organization profitability.

## Improved Corporate Competence

Conterra allows you to leverage your extensive corporate knowledge base. By using standard templates and predefined process paths, all applicable users can “know what you know” without time consuming Q & A sessions, tedious searches and time wasting inquiries of the few that know. Your organization will operate more efficiently, with a very low degree of error. Again, this translates into improved productivity and profitability.

## New Competitive Advantages

Through a number of Conterra concepts (i.e., one source, customized standardization, security layers, version control, etc.), clients reach a new level of information and business process efficiency. Conterra helps you unlock your knowledge base, more effectively promote your corporate culture, improve individual productivity, and generate additional profit.

## Document Management Satisfaction Checklist

- Are you able to instantly retrieve all the needed information while engaged in an important client call?
- Can you see the progress of any assignment that you have given to a team member? Can you see if it is in progress, overdue, or satisfactorily completed?
- Are you satisfied with the response time and the resulting image (positive or negative) created from document requests both internally and externally?
- Are you satisfied with the piles of papers on your desk? Around your office? Group? Division? Company?
- Can you track the entire history of a document if questions arise? Can you produce any version that existed prior to major changes?
- Do you find it easy to retrieve any document that you have saved earlier?

# Conterra Advantages

The Oriente Conterra ECM system, built and supported by an expert team, is deployed over a wide customer base. Our team is a highly qualified group of specialists with years of successful experience in the ECM arena. Multiple advantages make Conterra an ideal option for various categories of users: top managers; business users; and, IT specialists. You can benefit from this powerful ECM system too.

- Agile** Conterra is highly agile and can easily be adapted to your specific business.
- Conterra includes development and integration toolkits with an integrated development environment and the high-level language to ensure integrated solutions development. Integration is provided by a purely organic development environment and history.
  - An open API and a broad set of connectors help to build integration with a vast majority of legacy & enterprise business systems that are already functioning in your organization.

- Friendly** Conterra is characterized by a high quality of user experience.
- There is a broad set of client applications that you can use to access Conterra components and services: Windows desktop application; web client; mobile solutions; and, an iPad application intended for executives on the go.
  - Regardless of a client application, a native interface is provided. With the friendly interface, you switch to Conterra easily and painlessly.

- Powerful** Conterra is an organic, fully integrated Enterprise Content Management system built upon a base repository with powerful modules and technical components promoting a wide range of ready-to-use business solutions.
- Conterra is a complete and fully integrated architecture, while providing comprehensive and easy-to-deploy document and records management solutions.
  - Conterra is empowered with an agile, scalable and powerful workflow (with complete rules engine) supporting both predefined and ad hoc routes.
  - There is a broad set of ready-to-use Conterra-based business solutions designed to solve specific business problems.

Operation	# of operations per month	Time to perform before implementation, hrs	Time to perform after implementation, hrs
Document capture	200	NA	16
Incoming document registration	200	8	16
Internal document registration	100	8	—
Copying document	300	24	—
Document search	1200	144	40
Typical document creation	150	600	448
Document approval	250	248	64
Total		1032	584

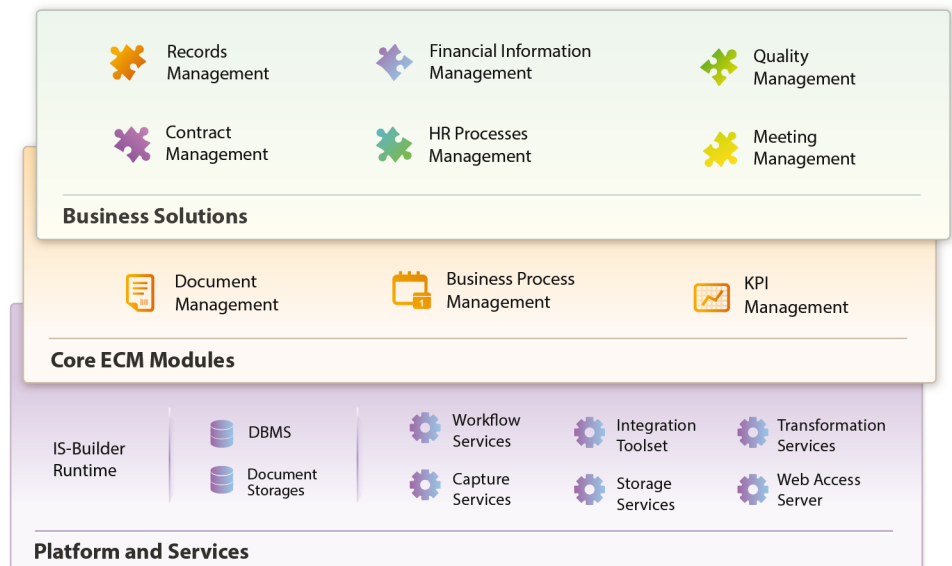
Conterra stands out for its high-grade implementation. Depending on project, we can offer you several implementation alternatives, from deployment by an in-house team to full outsourcing to Oriente or its partners.

With all these evident advantages, Conterra components and services are characterized by attractive prices and flexible licensing schemes. If you are searching for business solutions that will allow your organization to achieve maximum efficiency and ROI, you owe it to yourself to explore Oriente's Conterra system.

Example of savings.  
Typical operations can be done faster.

# Conterra Technology Stack

Conterra components are seamlessly integrated into one smart ECM suite. This approach provides a robust, scalable, affordable solution for small, medium, and large enterprises.



## Platform & Services

- **IS-Builder.** IS-Builder is the core element of Conterra and a powerful middleware that allows clients to run Conterra off the shelf as well as customize the system for highly specific organizational processes. IS-Builder, inclusive of a variety of powerful services, forms the Conterra platform which provides the system basic functionality.
- **Storages.** Conterra works with two types of storages: DBMS (Database Management System) for basic requirements; and, File Storage for large-sized objects (multimedia data, blueprints, etc.).
- **Services.** Conterra provides a full offering of robust functionality, including: workflow management, document capture, document transformation, document storage.
- **Client Applications.** Conterra supports you wherever and however you need to work: in your office, remotely, or on your tablet or smartphone, etc. Whether you need information at your desk or on the go, Conterra understands and supports your requirements.

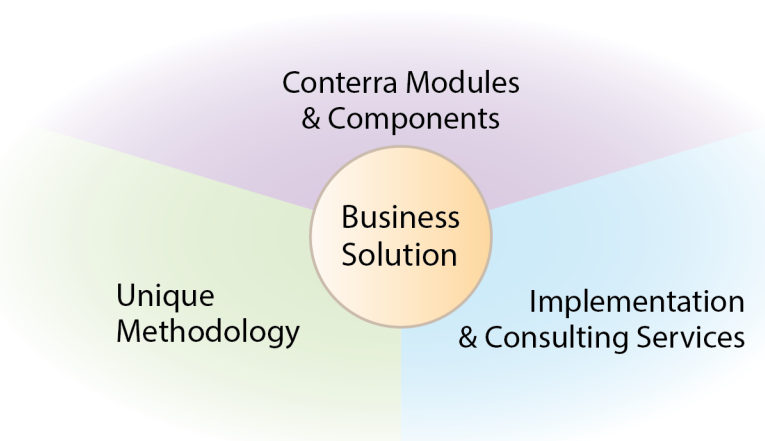
## Core ECM Modules

- **Document Management.** Our Document Management module supports the full document lifecycle. Conterra allows you to take advantage of tremendous efficiencies in the creation, classification, manipulation, retention, and finally, disposition of your documents. This results in significant potential time savings, increased productivity, and increased profitability for your organization.
- **Business Process Management.** The Business Process Management module offers you a powerful, flexible, customizable workflow solution with a number of unique capabilities.
- **KPI Management.** Key Performance Indicators Management Module is so impressive you will quickly see why it is the dashboard reporting tool to have. You can slice and dice your key information to answer all your questions, provide critical insight, and empower managers!

# Oriente Business Solutions

Oriente provides new opportunities to business owners and managers through cost effective “plug and play” Conterra-based business solutions.

Each Conterra business solution is designed to address a specific mission-critical *business challenge* such as records management or contract management. Designing solutions from the *user* viewpoint, we avoid the pitfalls of a “universal solution.” Each solution provides users the tools to address the task in a shorter than otherwise normal time frame, with potential cost savings and with a high degree of accuracy. With the Oriente approach, these *benefits* can be easily quantified at the user, business unit, and enterprise levels.



## Conterra Modules & Components

Oriente solutions are based on Conterra’s applied and core ECM modules, platform components, and your existing third party software. This flexible structure allows us to efficiently customize and build any business solutions.

## Unique Methodologies

Oriente has worked out a complete methodology for every business solution. We can, and we know how to customize any our solution to the specific needs of your organization, no matter how big it is, how complicated the processes are, or how many groups of users are going to work with the solution.

## Implementation & Consulting Services

Oriente solutions include perfect implementation, training, and consulting services. We are always ready to help you identify your most urgent business challenge, find the optimum answer to it and provide you with first-class implementation.

## Business Solutions Catalog

Oriente’s robust business solutions currently include:

- Records Management
- Contract Management
- Financial Information Management (FIM)
- HR Processes Management
- Quality Management
- Meeting Management

While these Conterra-based solutions are ready to go, they can be further customized for any highly specialized needs. Other solutions can be built as well.

# Conterra Implementation

Choosing and purchasing the right ECM solution is the very first step into the world of higher productivity and profitability gained through ECM technologies, but it is not enough. It is crucial that the ECM solution be properly implemented.

Only a comprehensive, precise and consistent ECM implementation will help guarantee that your organization will receive all the efficiencies, productivity gains, and business process improvements available through your Conterra solution.

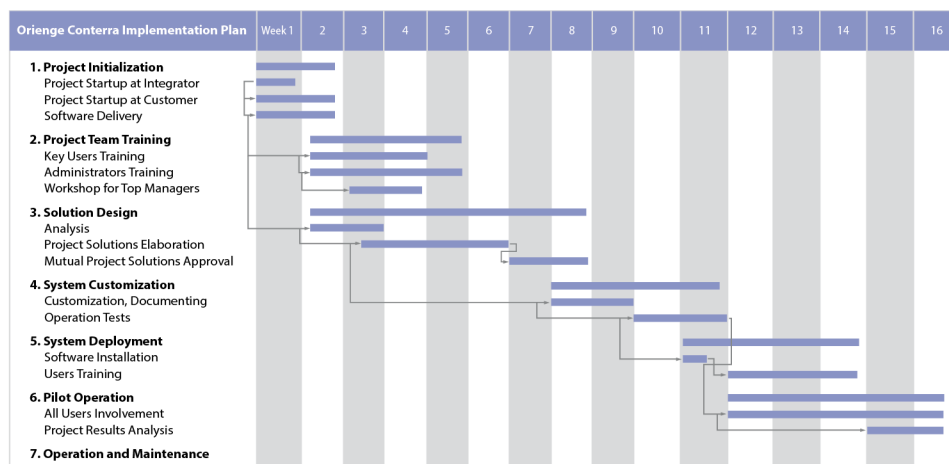
The key to a successful Conterra implementation is a unique methodology applied using our vast expertise.

Our implementation methodology is based upon industry best practices and standards. The methodology includes: a template solutions library, business processes analysis & modeling, transparent & effective project management practices, end-user training, administrator training, and ROI calculation.

Depending on project complexity, there are several alternatives of Conterra implementation from deployment by an in-house team, to full outsourcing to Oriente or its partners. A full implementation can range between four and sixteen weeks.

## Professional Implementation

Strategy of professional implementation is intended for companies who need full-functional potentialities of Conterra and need a customized solution meeting the specific requirements. According to customization level, professional implementation can be either full or compact, and takes up to sixteen weeks.



## Supervised Implementation

Supervised implementation strategy is intended for companies who can apply a standard solution for their processes and do not need wide customization and business processes analysis. In this case, you purchase an all-in-one-box solution and organize the process yourself. Oriente provides a project manager and a project support team. Supervised implementation takes up to four weeks.

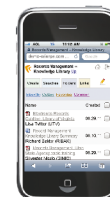
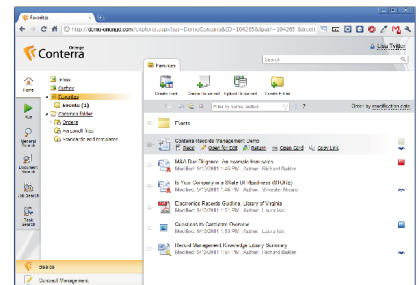
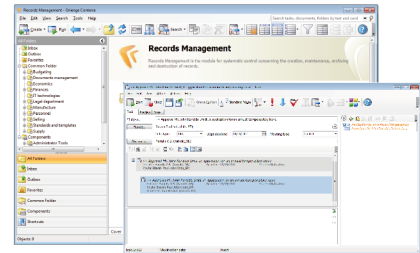
## Successful Implementation Checklist

- There is a single repository for valuable enterprise content.
- Internal documents are more efficiently managed (electronically, mainly).
- Employees increase productivity as they use their Conterra solution to manipulate information.
- Processes become more efficient as all departments use their Conterra solution to more effectively collaborate on a daily basis.
- Executives more effectively observe and manage strategic activity.

# Conterra in a Corporate Infrastructure

## Various Access Options

- **Conterra Explorer** is a Windows native desktop client application that allows you to gain access to all Conterra functionality via friendly graphical user interface.
- **Conterra Web access** provides off-site users with basic system functionalities allowing you to work with documents and workflows from any place around the globe. All popular browsers are supported.
- **Mobile web access** enables you to manage enterprise content, keep the workflows running, and stay abreast of all the changes via smartphones and tablets.
- **Conterra iDecide Documents for iPad** provides company VIP's with a fast and effective way to review and approve electronic documents using their iPad.



## Easy Adaptation & Configuration

Highly configurable and adaptable, Oriente Conterra meets all your company's specific needs. No matter if you are a small company, a medium-sized business, or an enterprise, you get a powerful and scalable engine for boosting your standard and unique business processes.

Integrated rapid application development tools enable you to modify and create document attributes, forms, references and reports. Built-in programming language allows you to add or change business logic and easily integrate with other systems. Workflow editor allows you to easily create and modify workflow routes and business rules.

## Approved Scalability & Reliability

Conterra's platform scalability is approved by hundreds of unique organizations. Several stress-tests guarantee performance for small configurations of 50 users, as well as complicated and high-stress configurations for up to 10,000 users.

Conterra's architecture assures data repository integrity throughout the whole lifecycle. All your documents and databook records are stored consistently and safely. The security of your document repositories is ensured by several mechanisms such as access control lists, document encryption, and operation logs.

# Orienge Company

Orienge is a software developer and integrator, expert at solving content and business process challenges through its powerful and agile Enterprise Content Management (ECM) system: Conterra.

The mission of Orienge is to provide new opportunities to business owners and managers through cost effective, “plug and play” Conterra-based business solutions such as Contract Management, Records Management, Financial Information Management (FIM), and many others.

Orienge provides a wide range of services for successful ECM solutions implementation, from customer features analysis & system customization, to staff training and support methodology. The Orienge team consists of experienced and accomplished professionals delivering a unique client solution paradigm.

The Conterra platform is built on 15 years of experience working with over 1,500 clients across all industries. Conterra gives you an easy way to rely on Orienge’s vast experience with a complete solution for your content and business process management.

[www.orienge.com](http://www.orienge.com)  
+1 (917) 727-3278  
[office@orienge.com](mailto:office@orienge.com)

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