

Transform™ Content Center

Digital Document Archive, Search and Retrieval

Transform Content Center automates the labor-intensive, manual processes of sorting, filing and retrieving your business' most critical transactional documents, payments and related files. Now your organization can automatically archive all of its ERP and business application output into easily accessible files without costly changes or customization of your existing IT systems.

Leveraging Transform Content Center's self-service Web application, all archived files are indexed and made available for instant search and retrieval from a convenient Web browser, dramatically increasing the efficiency of your business processes, while reducing the costs and hassles of paper document handling and storage.

Transform Content Center Features:

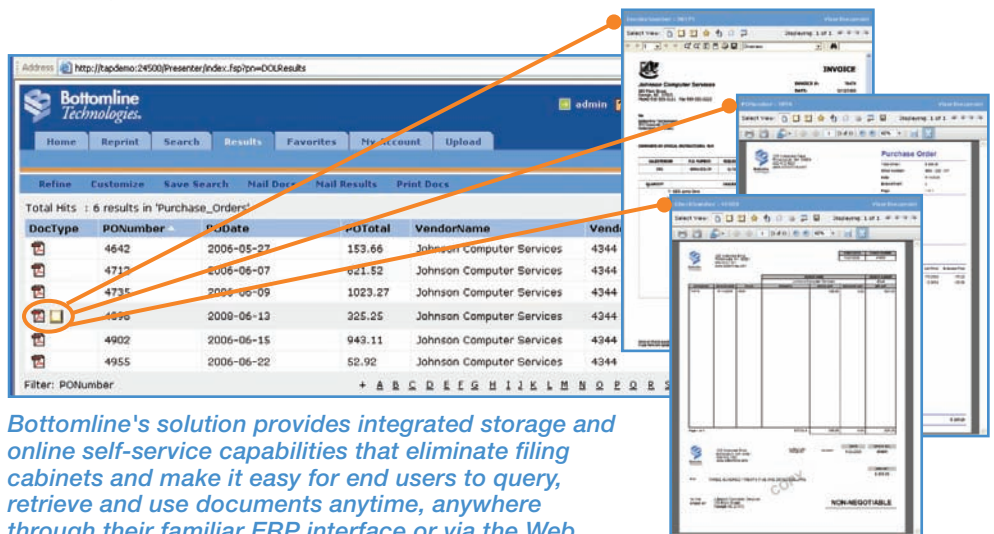
- Browser-based access to all documents and related files stored in a secure Web application
- Role-based security integration with Microsoft® Active Directory for single sign-on
- Password encryption at the document and file level for additional safeguards against unauthorized viewing and printing
- Select single or multiple documents for distribution via fax, print or email
- Full text search on particular keywords, sentences or phrases
- User-specific views of document file types and status
- Email alerts regarding arrival of documents and document status changes
- Centralized archive also supports non-Bottomline produced documents and related files

Scalable to Meet Enterprise Needs for Transactional Documents

Transform Content Center is a completely scalable solution, suitable for low-volume, departmental archive requirements, as well as high-volume, enterprise-wide transactional document archive, search and retrieval scenarios. Bottomline has customers archiving more than 70,000 transactional documents at a time, with ongoing archive volumes exceeding 5 million documents.

Transform Content Center's online document storage and retrieval solution allows your company to:

- Archive business output from the full portfolio of Bottomline document and payment platforms, including Createform®, FormScape®, Optio®, Transform™ AP, PayBase® and WebSeries®
- View checks, payment files, invoices, purchase orders, account statements, shipping manifests and other important documents online
- Comply with federal and other compliance requirements for document archiving and access
- Present documents via a self-service Intranet or extranet for employees, customers, vendors or other business partners



Bottomline's solution provides integrated storage and online self-service capabilities that eliminate filing cabinets and make it easy for end users to query, retrieve and use documents anytime, anywhere through their familiar ERP interface or via the Web.

Transform Content Center can also leverage the power of Microsoft SQL and Oracle® databases, including easy-to-use document aging features. As documents age or become outdated, they can be moved to secondary, off-line repositories, or deleted altogether, increasing the performance and integrity of the archive database. Document transfers also save valuable disk space, reduce network traffic and increase search return speed.

Transform Content Center can be integrated with major ERP and business applications, including Oracle® E-Business Suite, Oracle JD Edwards™, SAP R/3, QAD®, Microsoft Dynamics™ and more.

Multiple Document Entry and Import Methods

Output from Bottomline-integrated document and payment applications can be configured for automatic posting to the archive as it exits the system. Legacy documents and content files can also be imported into Transform Content Center with associated index files, enabling even non-Bottomline generated documents to be stored as fully searchable items within the database.

For enterprises looking to expand their archive entry methods with an integrated imaging solution, Bottomline offers Transform™ Scan Center, an optional, add-on module for scanning, capturing and indexing documents. Working together, Transform Scan Center and Transform Content Center offer customers a way to fully automate the lifecycle of their most critical transactional documents, reducing paper and accelerating business cycle times.

Role-Based Access Enhances Document Security

With Transform Content Center, permission to view and access documents can be applied to one or more users, and users can be assigned to different groups based on their role within the organization. Integration with Microsoft Active Directory allows organizations to take full advantage of single sign-on, improving security while simplifying implementation and long-term maintenance. Additional levels of security can be configured to grant other user privileges, including the ability to print, fax and email documents stored in the archive.

Complete Archive Management

Full Text Search

A database archive search can be conducted against any pre-defined field, document type, label or text component. This enables faster, more accurate search and retrieval of archived documents. Full text search also allows users to query against a particular keyword, sentence or phrase contained anywhere within the document itself.

Role-Based Dashboard

When users log-in, they are presented with a “dashboard” providing summary information of the documents available to them. The dashboard displays access to document types, counts of documents, documents by status and new documents by status, based on their role.

Embedded Annotations

Transform Content Center allows annotations to be embedded within the archived document, giving users the power to communicate detailed issues related to a document by attaching notes. Annotations can also be attached to a particular transaction that is in question. All labels are fully searchable for easy access and review.

Document Email Notification

Alerts can be set up to notify individual users and/or groups of users about new documents matching a particular condition. New documents matching the alert can be seen from the user's dashboard.

Transform Content Center Implementation

With a low total cost of ownership, a typical Transform Content Center installation involves only a small amount of consulting and professional services fees. Installation is so simple that many users will install and configure with little or no assistance. This can be easily contrasted to competitive document repository or storage solutions which require as much as a 1:1 ratio of purchase price and consulting services.

System Requirements

For complete details on the hardware and software platforms required and/or supported by Transform Content Center, please call 800.472.1321 (option 2) or email info@bottomline.com to be connected to a representative in your region.



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